**OUTCOME 2**

Outcome 2 requires the team to carry out the tasks that they have been allocated and to inform the group of progress. The individuals should be working to the schedule of the project plan and will inform the team of progress and any problems that they encounter. If tasks have slipped, they will be responsible for suggesting alternative timings for tasks. This may impact on the availability of deliverables and the development as a whole and the project plan will be required to be updated.

Regular project meetings will be held, and all members of the team will participate in these. Action minutes should be kept which will give a clear record of the meeting. The job of taking minutes should be allocated to a member of the team, this task could be rotated but this is not necessary.

In addition to the development of the project, everyone must carry out research and evaluate the information located. This is to meet the requirement of the ICT Core Skill. Candidates may have carried out research in associated Units and this could also be included in the log.

Throughout the project, meetings require to be held at regular intervals. The number of meetings depends on the nature of the project. It is suggested that for Outcome 1 at least one meeting will be held and that for Outcome 2 at least two meetings will be held. The assessor may need to request additional meetings to ensure that observational evidence is gathered for all candidates in the team.

**Outcome 2 Assessment Guidelines**

Teams should be encouraged to develop solutions which may extend their previous knowledge and need not conform to Evidence Requirements for any other Units that may have been studied. Teams should be encouraged to provide a working solution for the project although it should be stressed that this solution need not work nor does it need to be completed. It is simply a vehicle to allow collaborative working.

A single written report in the form of a technical guide detailing the solution produced by all members of the team and referencing the input by each member would provide good evidence for this Outcome. In addition, a single tracked project plan and reports generated at various levels of the project to show the tracking for the plan will be included in this evidence as will all deliverables.

The evidence for the ICT Core Skill can be evidenced in a pro forma which allows the candidate to complete the details. This could include sources to be used, search criteria and keywords, criteria for evaluation and a very brief evaluation of the information. This log and the evidence for the resolution of problems could be presented to candidates out with this Unit and could be gathered over an extended period and in the number of Units and concluded in this Unit.

Evidence that is integrated with Outcomes in other Units should be appropriately referenced and documented. This could take the form of a results sheet from other Units. The assessor, in this case, must ensure that candidates have met the requirements of the Core Skills and this Unit.

**DEADLINE: 23RD OF APRIL (11:59)**

You are required to produce an individual evaluation of your search strategy during the research.

This should include:

* **sources to be used**
* **search criteria and keywords**
* **criteria for evaluation and**
* **a brief evaluation of the information.**

**Each student** needs to undertake an evaluative report on a subject related to their project.

Individually, you need to demonstrate:

* **you have located and extracted information from a number of sources.**
* **you have utilised complex search strategies.**
* **you have evaluated the information gained.**
* **you have evaluated the validity of the source information.**
* **ensured you use appropriate referencing.**

This is an individual task that requires liaising with your team.

**Assessment task 2**

**Assessment task instructions**

As you work through your tasks you will be carrying out research and using ICT to complete your tasks.

You must complete your ICT journal as you work through the project. This assessment is carried out on an individual basis and must only relate to tasks that you carry out yourself.

**ICT journal**

**Name:**

|  |  |
| --- | --- |
| **ICT operations**  This section relates to the selection and appropriate use of ICT.  You must identify suitable software for the tasks and also make appropriate use of ICT to present information in an appropriate format.  You are also required to identify **one** hardware and **one** software problem**,** and state how you resolved these. | |
| **Select and use software and hardware for a range of tasks** | |
| **List of software and hardware used** | **Purpose of software used** |
| This list will be the same for the entire group and is not restricted to just 3 boxes add in as many as you need, | Each member of the group will complete this in their own words. |
|  |  |
|  |  |
| **Identify common hardware and software problems and can resolve simple problems** | |
| **Hardware problem** | **State how you resolved the problem** |
| Describe a hardware problem you have encountered during the project. If by mid April you have not had a hardware problem I will give you a theoretical one. | As above state in your own words how you were involved in resolving the problem. |
| **Software problem** | **State how you resolved the problem** |
| As above with the hardware problem | As above |

**Name:**

|  |  |
| --- | --- |
| **Accessing information using ICT**  You are required to carry out searching for and locating information in different formats. You will apply complex search strategies and carry out evaluation of information found and the effectiveness of the search strategy. | |
| **Define search topic and complex search strategy** This is an individual research topic that benefits your group so the 4 or 5 topics should be agreed in one of your meetings | |
| What topic are you searching for information on? | Insert topic here |
| You are required to search in at least three locations. Provide details of the sources and ensure you reference them correctly as previously shown. | **Source 1**  **Source 2**  **Source 3** |
| Provide an outline of the search strategy that you will use to search for information. Include choice of sources, keywords, order and logic. | Describe here the strategy you have used including which terms you used and which you omitted for example. |
| How will you evaluate the information? Identify the criteria used, e.g. how up to date is the information, is the information at a level you understand, is it reliable, biased, relevant and in an appropriate format? | You will say how you evaluated here in your own individual words. |
| How well did your search strategy meet the criteria? Did it produce information that matched the chosen criteria, was it effective in terms of time and cost, did it successfully filter out irrelevant information? | Did you find the information you were looking for if not why not and how did you then modify your strategy to find the information.  REMEMBER ALL 4 OR 5 OF YOU IN THE TEAM ARE DOING AN INDIVIDUAL SEARCH FOR INFORMATION WHICH WILL ASSIST THE TEAM PROJECT. |

|  |  |
| --- | --- |
| **Keeping information safe**  How will you ensure that your data is secure and well managed? (e.g. keeping own login and password secure, virus protection, backing up data, maintaining personal file area) | |
| Provide details of how you ensured that your data was secure. | You should be able to answer this already |
| Provide details of how you maintained/organised your own personal file area. | You should be able to answer this already |