

<b>COURSE NAME / CODE</b>			BTEC National Subsidiary / Diploma / Extended Diploma in IT
<b>UNIT(s) No / Name</b>			Unit 3: Information system
<b>LEVEL</b>	3	<b>Assignment No &amp; Title</b>	Assignment 1: How our business work

<b>LECTURER/ASSESSOR</b>		Gargi Gupta	
<b>ISSUE DATE</b>		21.03.16	<b>DEADLINE DATE</b> 25.04.16
<b>SUBMISSION DATE</b>			
<b>RESUBMISSION AUTHORISATION</b> BY LEAD INTERNAL VERIFIER*			<b>AUTHORISATION DATE (BY IV)</b>
<b>RESUBMISSION DATE**</b>			

\*All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:

- The learner has met the initial deadlines set in the assignment, or has met an agreed deadline extension
- The tutor considers that the learner will be able to provide improved evidence without further guidance
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner

\*\*Any resubmission evidence **must** be submitted within 10 working days of receipt of assessment

### Student declaration

*I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.*

<b>STUDENT NAME</b>	<b>SIGNATURE</b>

### ASSESSMENT DETAILS & GRADING CRITERIA

(NB: Columns 1 & 2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

Learning Aims Covered									
L01	Understand how organisations use information								
L02	Understand the issues related to use of information								
GRADING CRITERIA FOR TASK		EVIDENCE	EVIDENCE SEEN		Page No#	CRITERIA MET			
			Y	N		Y	I	N	IV
P1	Explain how organisations use information	Task 1: Booklet or report							
P2	Discuss the characteristics of good information	Task 1: Booklet or report							
P3	Explain the issues related to the use of information	Task 2:Report							
M1	Illustrate the information flow between different functional areas	Task 1:Information Flow Diagram							
M2	Assess how issues related to the use of information affect an organisation	Task 2: Report							
D1	Explain how an organisation could improve the quality of its business information	Task 2: Report							

**KEY: Y = Yes, I = Incomplete, N = No**

# **BREAKDOWN OF HOW GRADES WILL BE AWARDED:**

(NB: Please tick as appropriate)

TYPE OF QUALIFICATION	TICK	DESCRIPTION
BTECS / WORKSKILLS	✓	Pass / Merit / Distinction / Fail
A LEVELS / A2		A-U

## **Internal Verification of Assignment Brief**

IV Full Name		Signed		Date:	
LIV Full Name		Signed		Date:	

## BTEC SAMPLE MATERIAL

### LEARNER CONSENT DECLARATION

<b>Centre No &amp; Name</b>	51330 – UTC Reading	
<b>Subject &amp; Level</b>	BTEC National Subsidiary / Diploma / Extended Diploma in IT	3
<b>Unit No &amp; Title</b>	Unit 3: information System	
<b>Learner No &amp; Name</b>		

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

- Professional Development and Training
- Centre Assessment Example Material
- Standardisation Support
- Publication Materials

<b>Assessor Signature</b>	
<b>Name</b> (block capitals please)	Gargi Gupta
<b>Job Title</b>	Lecturer in IT
<b>Date:</b>	

<b>Learner Signature</b>	
<b>Name</b> (block capitals please)	
<b>Parent/Guardian consent if under 16 years of age</b>	
<b>Date:</b>	

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Table of Contents
3. Introduction
4. Conclusion
5. Bibliography & References

## Scenario

TelX's integration with CompanyA was very successful and as a result you have just been promoted to Head of Cyber Security. As head of the Cyber Security department you would like to produce regular reporting on your company's customer base, cyber threats/risks across the business and financial reporting/tracking. You've engaged with your technician to address your requirements and ensure the reporting can be produced in a repeatable, efficient and consistent format.

A great deal of software was installed on your computers and it is vital that the use of information is clearly understood to ensure we do not break any laws, otherwise we could face fines.

### TASK 1 Evidence you must produce for this task.

Create a booklet or write a report that details how in your sub-team and company you use information. Your booklet or report should detail the following:-

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
Explanation of the transformation of data into information. You have to include following information: <ul style="list-style-type: none"> <li>Types of information</li> <li>Purpose of information (operational support, analysis, decision making, gaining advantage)</li> <li>Sources of information (internal, external)</li> <li>Business functional areas (at least three internal and two external)</li> </ul>	3	P1
Following on from P1, create a detailed and comprehensive information flow diagram of your company, showing how information is passed within and between sub-teams.	3	M1
Characteristics of good information (valid, reliable, timely, fit for purpose, accessible, sufficiently accurate etc)	3	P2

**TASK 2 Evidence you must produce for this task.**

Produce another report

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
Identify and describe the issues (at least 2 issues from each category mentioned below) on your company's use of customer information. You will need to consider the following(P3): <ul style="list-style-type: none"><li>• Legal</li><li>• Ethical</li><li>• Operational</li></ul>	3	P3
Describe how each of these issues (P3) may affect your company	3	M2
You need to describe with examples the benefits of collecting and processing information effectively and then suggest ways in which your company could improve their existing system <ul style="list-style-type: none"><li>• Describe specific benefits to your company of collecting and using information</li><li>• Suggest various options for the system to improve business information making sure you justify your suggestions</li></ul>	3	D1

Sources of information	<b>Indicative reading for learners</b> <b>Textbooks</b> <ol style="list-style-type: none"><li>1. Chaffey D – E-business and E-Commerce Management, Second Edition (FT Prentice Hall, 2003) ISBN-10 0273683780, ISBN-13 978-0273683780</li></ol>
------------------------	--

# P1

☐

- ☐ Types of information
- ☐ Purpose of information
- ☐ Sources of information
- ☐ Business functional areas

# P2

☐

- ☐ Characteristics of good information

# P3

☐

- ☐ At least 2 issues from each category:
- ☐ Legal
- ☐ Ethical
- ☐ Operational

# M1

☐

- ☐ information flow diagram

# M2

☐

- ☐ Report on how following issues may affect your company
- ☐ Legal
- ☐ Ethical
- ☐ Operational

# D1

☐

- ☐ Report with examples
- ☐ Benefits to your company of collecting and using information
- ☐ Suggest various options for the system to improve business information

## SUMMATIVE ASSESSMENT RECORD SHEET

<b>Programme</b>	BTEC National Subsidiary / Diploma / Extended Diploma in IT	<b>Learner Name</b>		<b>Assessor Name</b>	Gargi Gupta
<b>Unit No. &amp; Title</b>	Unit 3: Information system	<b>Target Learning Aims</b>	L01, L02	<b>Issue Date</b>	21 March 2016
<b>Assignment No &amp; Title</b>	Assignment 1: How our business works			<b>Final Submission Date</b>	25 April 2016
<b>Target criteria</b>	<b>Criteria Achieved</b>	<b>Final Assessment Comments</b>			

<b>Summative comments</b>			
<b>Assessors declaration</b>			
I certify that the evidence submitted for this assignment is the student's own and the learner will be able to provide improved evidence without guidance. I understand that any false declaration is a form of malpractice.			
<b>Resubmission authorisation*</b>		<b>Resubmission Date:</b>	Click here to enter a date.
* All resubmissions must be authorised. Only 1 resubmission is possible per assignment.			
<b>Assessor Signature</b>		<b>Date:</b>	

<b>Learner comments</b>			
<b>Learner Signature</b>		<b>Date:</b>	