

CCEA Applied ICT

Unit 1: Information

and Communication

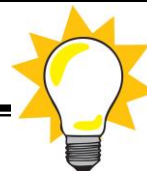
Summer 2015 Task

Please complete Parts 1 and 2.

This induction task will not be officially assessed but will form the basis of your first task in Unit 1.

Submission

Inside a poly pocket, include a printed copy of your report (ensure you also have it saved for September) and submit the six documents you have collected (See Part 1).



Tip: Choosing documents that are different in layout and style will make it easier for you to compare and contrast later on!

Part 1 – collecting documents

In section 1, you are asked to

“Describe and compare the content and purpose of six documents chosen from two different organisations. Choose two standard documents plus one using electronic media from each organisation.”

In advance of this task, you need to obtain 6 documents from 2 different companies.

This sounds like an easy task but is very important and failure to collect all documents in advance could result in having to re-do your work.

Company 1

1. Application form
2. Online form
3. Brochure/leaflet

Company 2

1. Application form
2. Online form
3. Brochure/leaflet

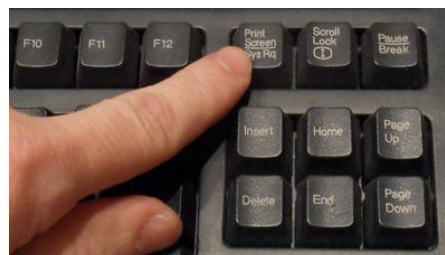
Just to be clear...

Application form

An application form is any paper based form that collects details. It could be a job application, application to sign up for a store card or membership etc.

Online form

This is similar to an application form in that it collects details from the user however is COMPLETED online using text boxes, drop boxes, tick boxes, submit button etc. For this you will need to copy the URL (website address) and take screenshots of the full form. Use the Print screen button on your keyboard to do so.



Should the page run onto more than 1 print screen, crop them to form a full webpage or if it needs to be completed in stages, for example, Step 1, step 2 etc take screenshots of each.

DO NOT SUBMIT PERSONAL DETAILS OR PAYMENT DETAILS. Use your initiative to take strategic screenshots.

Brochure/leaflet

This is again a paper based document. It is usually used to advertise products of services. It can range from an A4 trifold leaflet to a 3-4 page booklet.

Company/organisation ideas

Tesco	Superdrug	Argos
DVLA	Estate Agents	B & Q
Next		



It is ESSENTIAL you make sure you can obtain all 3 documents from each company/organisation.

Part 2 – part of the Management Report

Within this report, you will

“... produce a formal Management Report that includes a full discussion of the nature, importance and use of information in an organisation, as well as a demonstration of understanding of how information circulates within an organisation, between organisations and between organisations and clients.”





You are required to investigate and report on how information is communicated and how the internet and intranet can contribute. This will not be officially assessed but will identify weaknesses from the task which will be covered in the first series of lessons.

You should concentrate on the fact that this is a report for senior management and in this report you should use a formal language and tone. Do not use jokes or slang. Examine sample management reports that have been produced professionally and note their presentation and style.

Under no circumstances should there be ‘copy and paste’ or ‘word for word’ text within your report. By all means, research to get a clear understanding but make sure you communicate it in your own words.

All text should be formatted to Arial, Times New Roman or Tahoma, size 12pt. Headings can be formatted to your choosing.

What does the Mark scheme say...

Assessment Objective	Mark Band 1 	Mark Band 2 	Mark Band 3 	Mark Band 4 
A01			Use of appropriate tools to assist with accuracy.	Use of appropriate tools to assist with accuracy demonstrated by the production of an error free report and document and presentation.
A02	Report documents and presentation reflect basic understanding of the use of intranet and Internet technology in the organisation, evidenced by the inclusion of at least one document suitable for on-line use.	Report, documents and presentation reflect understanding of the use of intranet and Internet technology in the organisation evidenced by the inclusion of at least one document suitable for on-line use. Report is clearly written and presented and addresses identified issues appropriately.	Report, documents and presentation reflect good understanding of the use of intranet and Internet technology in the organisation evidenced by the inclusion of one document that uses electronic media in the report and the creative design of one online document. Report, documents and presentation are well written and presented with attention to relevant detail and accuracy demonstrated.	Report and documents reflect thorough understanding of the use of intranet and Internet technology in the organisation evidenced by the inclusion of one document that uses electronic media in a realistic appropriate manner in the report, the creative design of one on-line document. Report, documents and presentation are very well written and presented, with thorough attention to accuracy and detail evident.

Communication methods (approx. 4 pages)



Please read through the information in the following theory websites. They will help you to get the detail into your work.

http://www.teach-ict.com/gcse_new/communication/organisations/miniweb/index.htm

http://www.teach-ict.com/gcse_new/communication/comm_methods/miniweb/index.htm

Introduce that there are various types of communication that can be circulated within organisations. For each type listed below,

- ❑ *Write a paragraph for each explaining*
- ❑ *what it is*
- ❑ *how it could be used*
- ❑ *give real life examples, this could be from a business, an organization, a school etc. (THIS IS IMPORTANT...ANYONE CAN COPY FROM A WEBSITE/TEXTBOOK. EXPLAINED EXAMPLES SHOW CLEAR UNDERSTANDING!)*

One way communication

Two-way communication

Multi-directional communication

Formal communication

Informal communication

Verbal communication

Paper based communication

Talk about each type of communication separately, for example, reports, posters, etc.

Electronic communication

Talk about each type of communication separately, for example, emails, SMS, websites, etc.

Internal communication

External communication

Internet and Intranet *(approx. 2 pages)*



Please read through the information in the following theory websites. They will help you to get the detail into your work.

http://www.teach-ict.com/gcse_new/internet/internet_www/miniweb/index.htm

Beginning with the internet, explain what it is and how it is used

General advantages of internet

Go through the advantages of using the internet

General disadvantages of internet

Go through the disadvantages of using the internet



Please read through the information in the following theory websites. They will help you to get the detail into your work.

http://www.teach-ict.com/gcse_new/internet/intranet_extranet/miniweb/index.htm

(Pages 1-4)

Beginning with the internet, explain what it is and how it is used

General advantages of intranet

Go through the advantages of using the intranet

General disadvantages of intranet

Go through the disadvantages of using the intranet