

APPENDIX

HND BUSINESS ADMINISTRATION — UNIT MONITORING REPORT 2004 — UNIT PURPOSE

Unit	Main Purpose
<p>Micro-Economic Environment (A6GX 04)</p>	<p>Analysing the operation of markets in the UK economy and the behaviour of market forces. Advising on the economic behaviour of firms within these markets and on the application of economic principles to the decision making processes of an organisation. Predicting the impact on organisations and consumers of government policy on industry. Applying spreadsheet and word processing stems to meet the information requirements of business. Designing spreadsheet models for business decision making purposes and problem solving. Using spreadsheet models to prepare business information for decision making. Using integrative approaches to prepare and present data, text and graphics. Presenting business information using desktop publishing type facilities.</p>
<p>Using Information Technology in Business: Spreadsheet and Word Processing Applications (A6GE 04)</p>	<p>Applying spreadsheet and word processing stems to meet the information requirements of business. Designing spreadsheet models for business decision making purposes and problem solving. Using spreadsheet models to prepare business information for decision making. Using integrative approaches to prepare and present data, text and graphics. Presenting business information using desktop publishing type facilities.</p>
<p>Working with People and Teams (A6GV 04)</p>	<p>Managing the factors at work that influence employee behaviour. Proposing strategies for team leadership. Describing strategies designed to motivate employees. Organising work to encourage individual, team and organisational effectiveness. Describing methods used to assess the individual qualities and effectiveness of employees. Producing strategies designed to increase employee satisfaction and develop positive attitudes to work.</p>
<p>Business Information Management (A6GF 04)</p>	<p>Identifying, evaluating and managing business information for decision making. Evaluating the role of business information in decision making. Evaluating data communication systems. Applying software to facilitate business decision making. Using planning and control tools for project management.</p>
<p>Office Management (A6GA 04)</p>	<p>Initiating and implementing change to improve efficiency within the office. Contributing to the recruitment and selection of personnel. Analysing and responding to the training and development requirements of individuals and teams within the organisation. Negotiating and controlling the supply of resources and services within a given budget to meet organisational requirements.</p>

HND BUSINESS ADMINISTRATION — UNIT MONITORING REPORT 2004 — ASSESSMENT INSTRUMENTS

Unit	Fitness for Purpose/Integration	Quality of Presentation	Level of Demand	Conditions of Assessment	Guidance on Criteria for pass and validity to PCs and range/Summary
Micro-Economic Environment (A6GX 04)	Mainly short answer questions and assignments used. This type of assessment is the correct choice for this Unit. Practically no evidence of integration.	Majority 'excellent', minority 'good.'	On the standard.	Conditions of assessment not specified in the majority of cases.	Clear information was in the minority, most centres provided no information at all. All PCs and Range fully covered and valid. Assessment instruments were valid and reliable.
Using Information Technology in Business: Spreadsheet and Word Processing Applications (A6GE 04)	Evidenced by practical exercise. This type of assessment is the correct choice for this Unit. Some good evidence of integration. Outcome 1 and 2 integrated. Also Outcome 3 and 4 integrated with UITB — WP and Database.	Majority 'good', rest 'excellent.'	On the standard.	Generally not specified.	Majority no information, clear information from a minority. PCs and range were all fully covered. Assessment instruments were valid and reliable.
Working with People and Teams (A6GV 04)	Mainly extended response questions. This type of assessment instrument is the correct choice for this Unit. There was evidence of integration across Outcomes.	Majority 'excellent' rest 'good.'	On the standard.	Majority yes.	Mostly no information. Assessment instruments were valid and reliable. All PCs and Range were fully covered.

Unit	Fitness for Purpose/Integration	Quality of Presentation	Level of Demand	Conditions of Assessment	Guidance on Criteria for pass and validity to PCs and range/Summary
Business Information Management (A6GF 04)	Outcome 1 and 2 — Extended response questions. Outcome 3 and 4 — Practical exercises. This type of assessment is the correct choice for this Unit.	Majority 'excellent.' Rest 'good to satisfactory.'	On the standard.	Mostly not specified.	Majority no information, minority gave clear information. All PCs and Range were fully covered. Assessment instruments were valid and reliable.
Office Management (A6GA 04)	Outcome 1 — Report plus Oral test Outcome 2 and 3 — Extended response Outcome 4 — Practical exercise This type of assessment is the correct choice for this Unit. There was integration across Outcomes in 50% of the material examined. Some linked to other Units eg Managing Change, Business Law and Office Administration.	Majority 'excellent' rest 'good'	On the standard.	Mostly not specified.	Majority provided no information. All PCs and Range were fully covered. Assessment instruments were valid and reliable.

HND BUSINESS ADMINISTRATION — UNIT MONITORING REPORT — CANDIDATE PERFORMANCE EVIDENCE

Unit	Accuracy of Assessment Decisions	Consistency of Application of Standards	Examples of Good Assessment Practice/Summary	Comparison Over Time
Micro-Economic Environment (A6GX 04)	Full agreement with the assessment decisions taken in the centres.	The standards for this Unit as a whole have been applied consistently across and within centres.	The assessment evidence does show generally good practice. Most centres had developed checklists to show the coverage of PCs and the range. These will be a great help to both candidates and assessors. Some evidence of Candidate Feedback forms — again very helpful to candidates. Panel generally very satisfied with the standard of evidence. Many centres had changed existing COLEG material and adapted it to a local theme. The standards for this Unit as a whole have been applied consistently across and within centres.	No comparison material available.
Using Information Technology in Business: Spreadsheet and Word Processing Applications (A6GE 04)	Full agreement with the assessment decisions taken in the centres.	The standards for this Unit as a whole have been applied consistently across and within centres.	As above.	No comparison material available.

Unit	Accuracy of Assessment Decisions	Consistency of Application of Standards	Examples of Good Assessment Practice/Summary	Comparison Over Time
Working with People and Teams (A6GV 04)	Full agreement with the assessment decisions taken in the centres.	The standards for this Unit as a whole have been applied consistently across and within centres.		No comparison material available.
Business Information (A6GF 04)	Full agreement with the assessment decisions taken in the centres.	The standards for this Unit as a whole have been applied consistently across and within centres.	As above.	Only three direct comparisons In 2004 the specifications for this Unit were just as rigorous as in 1999. Also in 2004 centres were applying the standards for the Unit just as rigorously as in 1999.
Office Management (A6GA 04)	Full agreement with the assessment decisions taken in the centres.	The standards for this Unit as a whole have been applied consistently across and within and across centres.	Good to see the completion of student assessment feedback proformas. Production of detailed checklists — ensures full coverage of PCs and Range, The standards for this Unit as a whole have been applied consistently across and within centres.	In 2004 the specifications for this Unit were just as rigorous as in 1999. Also in 2004 centres were applying the standards for the Unit just as rigorously as in 1999. Centres were now using more up-to-date software — as you would expect. For example OHP used in 1999 — Powerpoint in 2004.