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## Introduction to these Support Materials

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The following pack of support materials has been designed to assist centres with the delivery and assessment of the AS GCE in Applied ICT specification. These materials can be used as a teacher resource for individual study or as a basis for departmental INSET.

The support materials are divided into unit sections. Within each unit folder there is:

- A glossary of terms. These are terms used within the unit specification. They are terms that may have slightly meanings that could be interpreted differently. The terms are explained within the context of that particular unit only.
- A suggestion for guided learning hours. These documents suggest an order that the unit can be delivered. This is only a guide and cannot be a substitute for a scheme of work.
- Sample assignments for the unit (where applicable). For most units **one** complete assignment has been written for teachers use. The assignment will ensure that candidates have the ability to complete all tasks in the unit banner and that the candidate has the opportunity to meet all mark bands. Additionally two skeleton assignments have also been given. The skeleton assignments can be fleshed out using the complete assignment. Alternatively they could be given to candidates so that they can provide the scenario themselves. For Unit 3: *ICT solutions for individuals and society* and Unit 4: *System specification and configuration*, one assignment has been given and a number of different scenarios have been suggested. Whilst the complete assignments have been written so that nothing further needs to be added to them, it would be better if centres personalised the assignments by altering names or adding additional resources. For example, the assignment for Unit 1: *Using ICT to communicate* (Mags Estate Agency) affords centres the opportunity to add their own pictures of houses. The name of the estate agency can also be personalised by each candidate.
- Unit 2: *How organisations use ICT* includes a teacher guide to externally assessed units. This provides general guidance on how best to prepare candidates for the sitting of an external examination as well as more specific guidance on relating to the preparation of the pre-released materials.

In addition, the following materials are provided:

- Exemplification of one AS unit, Unit 1: *Using ICT to communicate*. The exemplification covers a number of different snapshots of the coursework and illustrates how the mark bands in the assessment evidence grid should be applied. It should not be treated as a single portfolio.
- Observation recording sheets for Unit 4: *System specification and configuration*.
- Guidance on Key Skills opportunities within the units.
- Unit Recording Sheets.

It is hoped these materials will give centres useful additional material to that provided in the GCE in Applied ICT specifications, which will over time improve and enhance the

delivery and approach to the GCE in Applied ICT specifications within a particular centre.

It is also hoped that centres will devise additional materials of their own when planning for and delivering the AS specifications. OCR would welcome the opportunity to review these support materials and provide invaluable feedback to centres through its coursework consultancy process. For further information on OCR's coursework consultancy service, please see the enclosed document ([AICT coursework.pdf](#)). If centres have produced case studies, assignments, resource sheets or any other form of support they are invited to submit a sample of this material to OCR. Informal feedback can then be given on whether the material is 'fit for purpose' and the material, with the centre's permission, can also be circulated for use by other centres in the planning for and delivery of the AS specifications.

For further information please contact the Subject Officer for the AS specifications, Denise Sedgwick, by phone on 01223 552983 or by email at [sedgwick.d@ocr.org.uk](mailto:sedgwick.d@ocr.org.uk).

Further information on approaches to the delivery of the A2 specifications will be provided at a later date.

Centres may be interested to know that OCR is running a pilot scheme for submission of e-portfolios in GCE Applied Business and GCE Applied ICT in 2005, and plan to make the system generally available in September 2006. Further general information about e-portfolios is available on [www.maps-ict.com](http://www.maps-ict.com).