Delivering ICT Through BTEC WorkSkills Assessment Guidance and Exemplar Material

Entry Level 3, Level 1 and 2

Introduction and Guidance

The purpose of this document is to support Pearson centres with the assessment of the Entry 3, Level 1 and Level 2 WorkSkills qualifications for Unit 10 and Unit 11. It is designed to support learners transferring from Functional Skills ICT to BTEC Workskills.

This resource should be used alongside the published specification available here. The formation provided below provides suggested approaches and are not intended to act as authorised assignment briefs.   The specifications are intended to give centres flexibility in their delivery and assessment approaches to enable tasks to be accessible to learners in a variety of learning environments. Therefore, we encourage centres to consider the examples as guides which can be adapted to suit their own needs and not to be considered as a prescriptive requirement.

All assignment briefs must be internally verified (including exemplar assignments) before been issued to learners, there should be sufficient time allowed for this process in case any amendments are required following internal verification feedback. The centre should ensure that the assignment brief details suitable activities and appropriate guidance to enable the learners to fully meet the criteria. Further guidance on the internal verification process is also outlined on our website.

When designing your own assessment material, you may wish to use our free assignment checking service or consult with your allocated standard verifier / others. The standard verifier is there to provide advice, guidance and support throughout the academic year and early contact with them to confirm the right procedures and documents are in place is welcomed.

When writing assignment briefs, centres are asked to consider the following:

- The context for assessment is accessible for all learners, including those with additional support needs.
- The task/s set are achievable for all learners.
- The task/s set cover the assessment requirements as laid out in the specification.
- The task/s are interesting and engaging for learners.
- The tasks involve scenarios that learners can easily relate to and link with their intended employability route.
- The demand and expectations of the task/s set are appropriate to the level of the qualification.
- The assessment evidence required is non-prescriptive, allowing learners to choose their own appropriate formats for the purpose of the activity and audience.

Skills and Knowledge Descriptors

Entry 3	**Level 1**	**Level 2**
Has basic knowledge and understanding to carry out structured tasks and activities in familiar contexts; and knows and understands the steps needed to complete structured tasks and activities in familiar contexts	Has basic factual knowledge of a subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems; and is aware of aspects of information relevant to the area of study or work.	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straightforward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.

Entry 3	Level 1	Level 2
Carry out structured tasks and activities in familiar contexts. Be aware of the consequences of actions for self and others.	Use basic cognitive and practical skills to complete well-defined routine tasks and procedures. Select and use relevant information. Identify whether actions have been effective.	Select and use relative cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

(*source:* Ofqual)

Please note that when supporting learners in selecting organisations as part of their assignments all principles of safeguarding and health and safety must be followed.

Entry 3
Unit 10: Exploring the Use of the Internet and Digital Media in the Workplace

Qualification	Pearson BTEC Entry 3 in Work Skills
Learning aim(s)	A. Understand the use of the internet in an organisation B. Use online technology
Assignment title	Investigating how an organisation uses the internet and using online technology Planning (and creating) a product for the organisation
Assessor	*<<insert assessor details>>*
Hand out date	*<<insert date>>*
Hand in deadline	*<<insert date>>*

Scenario or Context	Organisations use online technology to promote their products and services. Some provide the facility for customers to purchase items online. There is a wide range of online technologies used in an organisation including digital media.

Task 1	Note: your evidence could be written and include screenshots from the investigation to show the features you are investigating.
	You could choose an organisation that sells products, provides services, a charity, a school or college – there are lots of possibilities.
	1. Choose an organisation (you may ask your assessor for guidance). Make sure the organisation has a website.
	2. Open a word-processed document or presentation and save it with a suitable filename so you can store all the evidence for this task.
	a. What is the intended audience?
	b. How does the organisation use its website?
	c. Does the organisation have a social media feature?
	d. Does it sell products or services online?
	3. What features are used on the website? (These might be for navigation, giving a review or feedback, videos and so on.)
	4. Review the website.
	a. Make a list of the positive features.
	b. Make a list of the negative features.
	c. Explain the impact these features have on the organisation and the employees
	d. Write a review of the website and decide if it is suitable for the intended audience.
Checklist of evidence required	To achieve A.P1 you must make sure your investigation evidence is in a suitable format and meets the criteria and learning aims. Evidence: A document or presentation that includes text and images or screenshots. [It may also include digital evidence of files you have downloaded to support your investigation.] Remember:

	• You could present your investigation as a list or a table. • It must include details of the positive and negative features and whether the website is fit for its audience.
Task 2	The organisation you have investigated has asked you to plan an advertisement for one of their products or services. The advertisement must be in a format that can be uploaded to their website. The advertisement you plan must give their customers (or anyone who visits the website) information about the product, the service they want to sell or offer, a campaign they want people to support or an event. Here are some ideas about what you could plan: • A poster/flyer • A presentation • A fact sheet • A leaflet • A graphic • A video All products must include text. You could also choose to include sound and video. Remember it must be in a format that could be uploaded to the website you investigated. Ask your peers to give you some feedback on your plan and if they think it will be fit for the intended audience. **Extension:** Once you have feedback from your peers, update your plan and create the advertisement you proposed. Ask your peers to give you feedback on the finished advertisement.

Checklist of evidence required	To achieve A.P2 you must make sure your product is in a suitable format and meets the criteria and learning aims and review your performance.
	Evidence:
	Your digital media product in a suitable format.
	A summary of the feedback you got from your peers.
	A review of how well you think your product met the task requirements.

When you have completed your assignment let your Assessor know so that you can get feedback on your performance and what you might have done better.

Entry 3
Unit 11: Using IT to Collect and share Information at Work

Qualification	Pearson BTEC Entry 3 in Work Skills
Learning aim(s)	A. Recognise software applications that are used in the workplace B. Use a work-based software application
Assignment title	Researching and presenting the way a range of generic and sector specific software applications are used in a specific organisation or workplace. Using a work-based software application to collect, record and share information with others.
Assessor	*<<insert assessor details>>*
Hand out date	*<<insert date>>*
Hand in deadline	*<<insert date>>*

Scenario or Context	Organisations use software applications to meet their needs and solve problems. Software applications have a wide range of in-built editing tools. For example, to: • select information • cut and paste, edit and format content • combine images and text • check spelling and grammar. Software application editing tools and techniques assist the organisation in making sure the information presented meets the needs of the organisation and is fit for audience and purpose.

Task 1	*Note: your evidence could be written and include screenshots from the investigation to show the features you are researching.*
	
	You should choose an organisation that uses a range of software applications, a charity, a school or college – there are lots of possibilities.
	
	1. Choose an organisation (you may ask your assessor for guidance). Make sure you can find out which software applications they use and how they meet the organisation's needs.
	   For example, the organisation might use Microsoft applications or sector specific applications such as a booking system, stock control application, finance system, sales and purchasing systems.
	
	2. Open a word-processed document or presentation and save it with a suitable filename so you can store all the evidence for this task. *Remember that you must research generic applications and those that are specific to the sector that the organisation is in.*
	   a. Which software applications are used?
	   b. Why are these software applications used?
	   c. A brief summary of each of the applications' features.

Checklist of evidence required	To achieve A.P1 and A.P2 you must make sure your investigation evidence is in a suitable format and meets the criteria and learning aims. Evidence: A document or presentation that includes text and images or screenshots. Remember: • You could present your investigation as a list or a table. • It must identify a range of software applications used in the chosen organisation (both generic and sector specific) and how these are used. • It must include a summary of the features of the software and how these meet the organisation's needs.

Task 2	You must choose a work-based software application to collect and record information. The information you record must be shared with others. Here are some ideas about what you could collect and record and how the information could be presented: • A document or presentation that lists key facts about the organisation as a whole • A spreadsheet that records data about products or services the organisation provides. The information you collect must be recorded clearly so it must be organised in a way that the people you share it with can understand it. The information you collect must include text and numbers. Remember it must be in a format that can be shared with others. You could share it through: • An email attachment • A presentation saved as a slide show • An online messaging application Ask the people you share the information you collected with to give you some feedback on the way was presented and any improvements you might make.
Checklist of evidence required	To achieve B.P3 you must have used a software application relevant to the organisation you researched. Evidence: The information you collected and recorded in a suitable format. A summary of the feedback you got from the people you shared it with. A review of how well you think the applications you used you met the task requirements and any improvements you could make.

When you have completed your assignment let your Assessor know so that you can get feedback on your performance and what you might have done better.

**Level 1
Unit 10: Exploring the Use of the Internet and Digital Products and Services in the Workplace**

Qualification	Pearson BTEC Level 1 in Work Skills
Learning aim(s)	A. Understand the advantages and disadvantages to an organisation of using the internet B. Use digital media for a work-related task
Assignment title	Identifying how an organisation uses the internet to support how they work. Planning a digital product or service for a specific organisation.
Assessor	*<<insert assessor details>>*
Hand out date	*<<insert date>>*
Hand in deadline	*<<insert date>>*

Scenario or Context	Organisations use the internet to support how they work. Some use social networks to connect with their customers, e.g. Facebook, Twitter. Others use media sharing such as Instagram or YouTube helps them find and share images and photographs. There is a wide range of digital products and services used in the workplace from review networks to forums, blogs and other networks. These provide opportunities for an organisation to communicate and engage interactively with their customers. Each digital product or service has both advantages and disadvantages.

Task 1	*Note: your evidence could be written and include screenshots from the investigation to show the features you are investigating.*
	Identify how an organisation uses the internet to support the way they work. It may be an organisation that sells products, provides services, a charity, a school or college – there are lots of possibilities.
	
	1. Choose an organisation (you may ask your assessor for guidance). Make sure the organisation uses the internet in a range of ways to support what they do.
	
	2. Open a word-processed document or presentation and save it with a suitable filename so you can store all the evidence for this task. Make sure you include:
	   a. The name of the organisation
	   b. Identify the sector. For example, is the organisation retail, entertainment, hospitality.
	   c. What types of digital products and services are used by the organisation. For example, does the organisation use social networks, forums or other internet-based communication?
	   d. How are the digital products and services used? For example, to connect or chat with customers, to review trends, to make purchases?
	
	3. Make a list of the positive features.
	
	4. Make a list of the negative features.
	
	5. Write a summary about how using the internet influences customer interaction, sales or promotion of their products and services?

Checklist of evidence required	To achieve A.P1 you must make sure your identification evidence is in a suitable format and meets the criteria and learning aims.

	Evidence: A document or presentation that includes text and images or screenshots. [It may also include digital evidence of files you have downloaded to support your investigation.] Remember: • You could present your investigation as a list or a table. • It must show that you understand the advantages and disadvantages to your chosen organisation of using the internet.
Task 2	The organisation you have investigated has asked you to: • plan a digital media product or service • outline how it could be used to support the work they do. The digital media product or service you plan must give the organisation's customers the opportunity to interact with the organisation. Here are some ideas about what you could plan: • An online form for feedback • A booking form • A survey about a product or service supplied • A menu to help the customer navigate • An advertising pop up • A graphic All products must include text. You could also choose to include sound and video. Remember it must be in a format that could be used by customers to interact with the organisation. Ask your peers to give you some feedback on your plan and if they think it will be fit for the intended purpose. Once you have feedback from your peers, update your plan and create the digital media product you proposed. Ask your peers to give you feedback on the finished digital media product.

Checklist of evidence required	To achieve B.P2 you must make sure your product is in a suitable format and meets the criteria and learning aims and review your performance.
	Evidence:
	The plan for your digital media product or service.
	An outline of the product's intended use.
	Your digital media product or service in a suitable format.
	A summary of the feedback you got from your peers.
	A review of how well you think your digital media product met the task requirements.

When you have completed your assignment let your Assessor know so that you can get feedback on your performance and what you might have done better.

Level 1
Unit 11: Using IT to Store and Present Information at Work

Qualification	Pearson BTEC Level 1 in Work Skills
Learning aim(s)	A. Explore software applications that are used in the workplace B. Use work-based software applications
Assignment title	Exploring different software applications used in the workplace. Using work-based software applications to record, format and present information appropriately for the intended audience.
Assessor	*<<insert assessor details>>*
Hand out date	*<<insert date>>*
Hand in deadline	*<<insert date>>*

Scenario or Context	Organisations use generic and work-based software applications for a range of purposes. Different workplaces, depending upon the sector, will use software applications for different purposes. For example, generic software applications may be used for: - data and information collection and sharing - data formatting - data analysis - system(s) management - staff management - internal and external communication, e.g. messages. Work-based software applications are likely to be sector specific and tailored for a specific purpose. In this assignment you will find out about the different applications used in different workplaces and sectors and present your findings as a reference sheet.

Task 1	*Note: your evidence could be written and include screenshots from the investigation to show the features you are researching.*
	You could choose an organisation or workplace that uses a range of software applications, a charity, a school or college – there are lots of possibilities.
	
	1. Choose an organisation (you may ask your assessor for guidance). Make sure you can find out which software applications they use and how they use them.
	For example, the organisation might use Microsoft applications or generic applications for word processing, presentations, graphics or specific applications for a booking system, stock control, finance, sales and purchasing, etc.
	
	2. Open a word-processed document or presentation and save it with a suitable filename so you can store all the evidence of your research for this task.
	   a. Which software applications are used?
	   b. Why are these software applications used?
	   c. What are the benefits of using the applications?
	
	3. Use your research to create a reference sheet that lists all the software you have researched. It must be clear and easy for the people in that workplace to use.
	
	Your reference sheet may be in any software you choose. It may be digital or print format.
	
	For each different software, include:
	   a. Its name
	   b. A description that explains its purpose
	   c. How it is used
	   d. The benefits of using it
	For example: word processing; to create and format text-based documents; used to create and send communications to customers; files can be

	formatted, edited and saved, and sent as email attachments. 4. Ask others in your group to review the reference sheet to make sure it meets the criteria. Get feedback about any improvements you could make. 5. Make the improvements and save the finished reference sheet.
Checklist of evidence required	To achieve A.P1 you must show that you have explored and researched a range of software applications that could be used in the workplace and how these applications support the activities carried out in that workplace. Evidence: A file that contains the research you carried out. To achieve A.P2 you must create a reference document that details your research in a suitable format that can be used by people in the workplace. Evidence: A reference sheet that includes details of the software applications you researched that is presented in a suitable format for the people in the workplace to use. Remember: • You could present your investigation in any format that enables others to use it. • You could present your reference sheet as a list or a table in any software you choose – word processing, presentation or spreadsheet. • It must identify a range of software applications used and their purpose. • It must include details of how the applications are used and the benefits of using them.
Task 2	The organisation has asked you to create an information pack for a trip to London. You need to include details of: a. Transport and its costs b. Accommodation and its costs

	c. A list of five visitor attractions with a short paragraph about them and at least one image of each You should use at least three different software applications to create the information pack. The information you record must be shared with others as an email attachment. Here are some ideas about how the information could be presented: • A spreadsheet for the costs • A word-processed document to summarise the transport and accommodation information • A presentation that shows the visitor attractions. The information must be presented clearly so it must be organised in a way that the people you share it with can understand it. Remember it must be in a format that can be shared as an email attachment. Send your information pack by email to your tutor. Make sure email includes a subject and a relevant message that asks your tutor to give you feedback. Ask your peers to give you some feedback about the way the information was presented and any improvements you might make.
Checklist of evidence required	To achieve B.P3 you must have used software applications to record and format information. Evidence: The information you researched in a suitable format. To achieve B.P4 you must have used more than one work-based software application to create the information pack and share it with your tutor. A summary of the feedback you got from your peers.

	A review of: • how well you think the applications you used you met the task requirements • any improvements you could make to the finished pack.
When you have completed your assignment let your Assessor know so that you can get feedback on your performance and what you might have done better.	

Level 2 **Unit 10: Planning the Use of Digital Products and Services in the Workplace**

Qualification	Pearson BTEC Level 2 in Work Skills
Learning aim(s)	A. Understand the use of the digital products and services in an organisation B. Create an advertising package for a given organisation, using digital products and services
Assignment title	Investigating how an organisation or individual uses digital media to promote and sell their products, services or lifestyle. Creating a digital product to promote a specific product or service.
Assessor	*<<insert assessor details>>*
Hand out date	*<<insert date>>*
Hand in deadline	*<<insert date>>*

Scenario or Context	Organisations use digital products and products to promote and sell their products, services and lifestyles. Organisations use a range of products and services. These might include social networks, media sharing, review networks, blogs and forums. Organisations may have teams who work together who collaborate to achieve work-related tasks. As well as promotions and sales, they will interact with customers through online forms, chat facilities, etc. This will help the organisation keep ahead of its competitors and reach a wider audience. Each digital product or service has both advantages and disadvantages.

Task 1	*Note: your evidence could be written and include screenshots from the investigation to show the features you are investigating.*
	Investigate why an organisation uses digital products and services.
	It may be an organisation that sells products, provides services, a charity, a school or college – there are lots of possibilities.
	1. Choose an organisation or an individual (you may ask your assessor for guidance). Make sure the organisation or individual uses a range of digital products and services.
	2. Open a word-processed document or presentation and save it with a suitable filename so you can store all the evidence for this task. Make sure you include:
	a. The name of the organisation
	b. Identify the sector. For example, is the organisation retail, entertainment, hospitality.
	c. The digital products and services that are used by the organisation. For example, does the organisation use social networks, forums or other internet-based communication?
	d. The platforms used by the organisation to promote their products and services. For example: social media, email, video, online marketplace, etc.
	e. Why are these particular digital products and services used? For example, to connect or chat with customers, to promote the product or service, to get customer feedback, to reach a wider audience?
	f. How effective are the digital products and services used?
	g. Is there evidence of working in teams and collaboration when using these products and services?

	3. Choose a suitable software application to write a summary about how using these specific digital products and services benefits the organisation. For example, does feedback help them improve what they do or help them keep ahead of competitors?

Checklist of evidence required	To achieve A.P1 you must make sure your investigation evidence is in a suitable format and meets the criteria and learning aims.
	
	Evidence:
	A document or presentation that includes text and images or screenshots. [It may also include digital evidence of files you have downloaded to support your investigation.]
	
	Remember:
	• You could present your investigation in a table or presentation.
	• It must show that you have:
	    o investigated the products and services used
	    o understood why your chosen organisation uses these particular products and services
	    o considered how effective these products and services are
	    o considered evidence of working in teams within the organisation.

Task 2	The organisation you have investigated has asked you to: • create an advertising package using digital products and services. You must focus on a specific product, service or lifestyle. • a review and account of your performance. The advertising package you create must meet the needs of the organisation or individual. Research a range of digital media products that could be suitable for your given product, service or lifestyle. Choose the most suitable to create your advertising package.

| | Remember it must be in a format that could be used by customers to interact with the organisation.

Create the package.

Create a presentation to pitch your package to a group of peers. Make sure you:
- identify what you are advertising
- explain the type of digital product or service you chose
- the features you used
- how you think this meets the needs of the organisation.

Create a summary of the feedback you receive.

Extension:
Once you have feedback from your peers, update your package. |
|---|---|
| **Checklist of evidence required** | To achieve B.P2 you must make sure your package is in a suitable format and meets the criteria and learning aims. You must give an account of your performance.

Evidence:
The research you carried out to select a product or service.

Your advertising package in a suitable format.

The presentation to your peers.

A summary of the feedback you got from your peers.

A review of your own performance which includes an evaluation of how well your package met the task requirements. |

When you have completed your assignment let your Assessor know so that you can get feedback on your performance and what you might have done better.

| Level 2 |
| Unit 11: Using IT to Manage Information at Work |

Qualification	Pearson BTEC Level 2 in Work Skills
Learning aim(s)	A. Evaluate software applications that are used in the running and management of the workplace B. Select and use a range of work-based software applications
Assignment title	Evaluating and explaining software applications that are used in running and managing different workplaces. Selecting and using a range of work-based software applications.
Assessor	*<<insert assessor details>>*
Hand out date	*<<insert date>>*
Hand in deadline	*<<insert date>>*

Scenario or Context	Organisations use a wide range of software applications to support the running and management of their workplace. For example, these software applications may assist the organisation in managing information from: • collating the data • analysing and formatting data and information • sharing information including media with a range of audiences for a variety of purposes. Applications may be generic or work-based specific software applications for a range of purposes. The organisation needs the software applications used to be efficient and effective in supporting the day to day running of the workplace.

Task 1	*Note: your evidence could be written and include screenshots from the investigation to show the features you are researching.* You could choose an organisation or workplace that uses a range of software applications to manage their day to day running, a charity, a school or college – there are lots of possibilities.

1. Choose an organisation (you may ask your assessor for guidance). Make sure you can find out which software applications they use and how they use them in the day to day running and management of their workplace

   For example, the organisation might use Microsoft applications or generic applications for word processing, presentations, graphics or specific applications for a booking system, stock control, finance, sales and purchasing, etc.

2. Open a word-processed document or presentation and save it with a suitable filename so you can store all the evidence of your research for this task.
   a. Which software applications are used to manage the day to day running of the workplace?
   b. Who uses the software application? For example: accounts, sales, a secretary.
   c. An explanation of the purpose of these software applications? Are they used for staff management, sales, stock control, sharing messages?
   d. An evaluation of how important each application is in supporting the running and management of the workplace. Do they increase efficiency? Do they ensure consistency of communication?
   e. Details of any negative aspects of the software applications used. Are they user friendly? Do they require specific skills or training?
   f. Are they used for internal colleagues or external stakeholders?

3. Use your research to create a fact file that lists all the software applications you have evaluated. It must be clear and easy for the management to use

   Your fact file may be in any software you choose. It may be digital or print format.

	For each different software, include:
	
	   a. Its name
	   b. Who uses it
	   c. An explanation of its purpose
	   d. How important it is to the organisation
	   e. Is it used internally or externally
	   For example: calendar software; used by senior staff; to manage availability for and schedule meetings; reduces time wasted and means meetings can be scheduled more easily; used internally and externally since calendar links can be emailed.
	   f. Is the software effective in supporting the business activities of the organisation?
	
	4. Ask others in your group to review the fact file to make sure it meets the criteria and that it is suitable to enable management to make decisions about the software used in the organisation. Get feedback about any improvements you could make.
	
	5. Make the improvements and save the finished fact file.

Checklist of evidence required	To achieve A.P1 you must show that you have evaluated a range of software applications that support the running and management of a workplace. Evidence: A file that contains the evaluations you wrote. To achieve A.P2 you must explain the use and importance of these software applications in that specific workplace. Evidence: A fact file that sets out clearly the evaluation and explanation in a format that could be used by management to evaluate the software applications within the organisation. Remember: • You could present your evaluation and research in any format that enables others to use it.

	• You could present your fact file as a list or a table in any software you choose – word processing, presentation or spreadsheet. • It must explain and evaluate a range of software applications used and their purpose. • It must include details of whether the applications are effective and efficient for their intended purpose.
Task 2	The organisation has asked you to create a simple guide about how to use one feature of a software application of from the range of software you have evaluated. 1. The guide must help a new user with little IT experience. For example, it might be a simple guide to using: a function in a spreadsheet, formatting a table in word-processing, formatting an image or a feature specific to bespoke software used by the organisation. 2. The guide must fit on one side of A4 and be easy and clear to use. Make sure you include only the key points. You may choose to include a screenshot (image) of the software and label it. Or, you may wish to write a list of key steps. 3. Ask others in your group to review the guide to make sure it meets the criteria and that it is suitable for a new user. Get feedback about any improvements you could make. 4. Make the improvements and save the finished guide. 5. Present the finished guide to your peers. Ask them to act as stakeholders and give you feedback. 6. Make a note of the feedback and your response.
Checklist of evidence required	To achieve B.P3 you must have selected a software application that is appropriate to the task.

	Evidence: The guide about one feature of your chosen software application, in a suitable format. A summary of the feedback you got from your peers. The improved guide. A review of how well you think the application(s) you used you met the task requirements.
Task 3	The organisation has asked you to create a multimedia presentation about the products, services and work they do. 1. The presentation must: • feature details of the software applications used and be clear and easy for a group of new employees to understand • include speaker notes to explain the slides include text, numbers and images. 2. The information must include: • A brief introduction to the organisation • A summary of the software used • An explanation of who uses each application and why The presentation will be shown on a large screen so it must be organised in a way that the new employees can read and understand it. Ask your peers to give you some feedback about the presentation and any improvements you might make.
Checklist of evidence required	To achieve B.P4 you must have used a suitable work-based software application to create the multimedia presentation which will be shared with internal colleagues. The multimedia presentation with speaker notes. A summary of the feedback you got from your peers.

	A review of:
	- how well you think the applications you used you met the task requirements - any improvements you could make to the finished pack.

When you have completed your assignment let your Assessor know so that you can get feedback on your performance and what you might have done better.

Further help and support
- Contact us | https://support.pearson.com/uk/s/qualification-contactus
- Training events | https://qualifications.pearson.com/en/support/support-for-you/quality-nominees/events-and-support.html
- Assignment checking service | https://qualifications.pearson.com/en/support/Services/assignment-checking-service.html
- BTEC Centre Guide to Internal Assessment (pearson.com)