

Occupational Studies Levels 1 and 2 Business and Services Specification Addendum

Exceptional Assessment Adaptations (for 2020–2021)

This addendum should be used in conjunction with the current specification

The table below shows the units available for January and Summer 2021 and details where applicable:

- any temporary adaptations that have been made due to public health restrictions; and
- the reduced number of units CCEA will require for moderation in Summer 2021.

Please note: This applies only to candidates cashing-in at qualification level in January and Summer 2021

Occupational Area	Assessment	Weighting	Availability	Assessment Arrangements for candidates completing in 2021
Business and Services	<p>Internal assessment.</p> <p>Learners complete two units from their chosen occupational area.</p> <p>They carry out tasks to gather the required assessment evidence in a portfolio for each unit.</p>	50% for each unit	<p>Every January (beginning in 2015)</p> <p>Every Summer (beginning in 2014)</p>	<ul style="list-style-type: none"> • Learners complete two units from their chosen occupational area • Teacher submits marks/levels for both units. This may include work completed in 20-21 • CCEA moderates one unit selected by the Centre • CCEA Awards based on 2 units • Units that have been previously awarded at unit level without a cash-in at qualification level will count towards the number of units required for moderation in January or Summer 2021. • Unit level awards will still be available and moderated in the normal way.

Occupational Area	Assessment	Weighting	Availability	Assessment Arrangements for candidates completing in 2021
<p>Business and Services (Cont.)</p>	<p>Tasks include answering questions, carrying out practical activities and evaluating their own performance.</p> <p>The teacher/lecturer assesses the portfolio of evidence, and we carry out external moderation.</p>			

Unit	Public Health Adaptations
<p>Unit 1: Childcare: The play Environment</p>	<p><u>Current arrangements:</u> In AO2 students are assessed on their ability to “set up a book corner” in a play environment for children and “Demonstrate excellent/very good/good ability to set up a book corner.” <u>PHA for 2021</u> Accept a teacher demonstration of a book corner and student floorplan/design to indicate their intentions.</p>
<p>Unit 2: Communication in an Office or Business Environment</p>	<p>No Adaptations</p>
<p>Unit 3: Contemporary Cuisine</p>	<p><u>Current arrangements:</u> Learners should prepare and cook four dishes from each of Sections 2, 3 and 4, but only two products from each section will be formally observed and assessed. Learners should record in their diaries evidence of having prepared a range of dishes.” <u>PHA for 2021</u> Two products from each section will remain formally assessed. Learners will record in their diaries evidence of having prepared dishes and observed teacher demonstrations for 2 main dishes.</p>

Unit	Public Health Adaptations
<p>Unit 4</p> <p>Creative Styling Using Blow-Drying Techniques</p>	<p><u>Current arrangements:</u></p> <p>Two assessments are required which should include two different styles, one for long straight hair and one for short hair with volume or body.</p> <p><u>PHA for 2021</u></p> <ul style="list-style-type: none"> • In line with PHA, learners are still assessed in one assessment task using practice model or peer and observe teacher demonstration for second. • A student oral/ written questionnaire to check knowledge and understanding is acceptable to evidence the second but does not form part of assessment for AO2. • AO2 Assessment criteria for practical applied to one practical assessment. • AO1 and AO3 Assessment criteria applied to both tasks. Task evaluation applied to teacher demonstration through self-reflective statement about the learning process and observations.
<p>Unit 5:</p> <p>Customer Service</p>	<p>No Adaptations</p>

Unit	Public Health Adaptations
<p>Unit 6: Facial Skincare</p>	<p><u>Current Arrangements:</u> Learners should carry out two assessment tasks, using two different clients.</p> <p><u>PHA for 2021</u></p> <ul style="list-style-type: none"> • In line with PHA, learners are still assessed in one assessment task on a practice model and observe teacher demonstration for second. • A student oral/ written questionnaire to check knowledge and understanding is acceptable to evidence the second but does not form part of assessment of AO2. • AO2 Assessment criteria for practical applied to one practical assessment. • AO1 and AO3 Assessment criteria applied to both tasks. Task evaluation applied to teacher demonstration through self-reflective statement about the learning process and observation.
<p>Unit 7: Logistics and Transport</p>	<p>Due to PHA group work may not take place.</p> <p><u>PHA for 2021</u> Accept if necessary, use of archive data for traffic survey. Students still plan and analyse the data collected.</p>

Unit	Public Health Adaptations
<p>Unit 8: Manicure and Nail Art</p>	<p><u>Current Arrangements:</u> Clients could be from within the peer group and parental consent should be obtained if required. Two assessments are required for this unit. One assessment should demonstrate manicure skills and the second assessment should demonstrate nail enameling skills and nail art design techniques.</p> <p><u>PHA for 2021</u></p> <ul style="list-style-type: none"> • In line with PHA, learners are still assessed in one assessment task on manicure and nail art or observe teacher demonstration for second. • A student oral/ written questionnaire to check their knowledge and understanding is acceptable to evidence the second but does not form part of assessment of AO2 • AO2 Assessment criteria for practical applied to one practical assessments. • AO1 and AO3 Assessment criteria applied to both tasks. Task evaluation applied to teacher demonstration through self-reflective statement about the learning process and observation.
<p>Unit 9: Modern Office Procedures</p>	<p><u>AO2</u> The use of visiting speakers and industrial visits could be replaced by role play, use of the web, demonstrations and visual aids.</p>

Unit	Public Health Adaptations
<p>Unit 10: Modern Retailing</p>	<p><u>AO2</u></p> <p>The use of visiting speakers and industrial visits could be replaced by role play, use of the web, demonstrations and visual aids.</p>
<p>Unit 11: Patisserie and Baking</p>	<p><u>Current Arrangements:</u></p> <ul style="list-style-type: none"> • Learners should participate in all aspects of the unit and should provide evidence of having prepared a range of products from each of Sections 2, 3 and 4. • Only two products from each section will be formally observed and assessed. <p><u>PHA for 2021</u></p> <ul style="list-style-type: none"> • In line with PHA, learners are still assessed in two products from sections 2 and 3 and observe teacher demonstrations for products from section 4. • Teacher demonstration of Pastry products Section 4 will be evidenced by students’ oral/written questionnaire to check knowledge and understanding but will not form part of AO2 assessment. • AO1 and AO3 Assessment criteria applied to all practical assessments and observations. Task evaluation applied to teacher demonstration through self-reflective statement about the learning process and observation.

Unit	Public Health Adaptations
<p>Unit 12: Shampooing and Conditioning Treatments</p>	<p><u>Current arrangements:</u> Two practical assessments are required for this unit. One is shampooing and conditioning short hair, and the other is shampooing and conditioning long hair.</p> <p><u>PHA for 2021</u></p> <ul style="list-style-type: none"> • In line with PHA, learners are still assessed in one assessment task and observe teacher demonstration for the second. • A student oral/ written questionnaire to check their knowledge and understanding is acceptable to evidence the second but does not form part of the assessment for AO2. • AO2 Assessment criteria for practical applied to one practical assessments. • AO1 and AO3 Assessment criteria applied to both tasks. Task evaluation applied to teacher demonstration through self-reflective statement about the learning process and observations.
<p>Unit 13: The Physical Care of Babies</p>	<p><u>AO2</u> The use of outside agencies could be replaced by use of the web and visual aids.</p>
<p>Unit 14: Using Office Technology</p>	<p>No adaptations</p>

Unit	Public Health Adaptations
<p>Unit 15: Vehicle Servicing and Valeting Operations</p>	<p><u>Current requirements:</u> Two practical assessment tasks should be carried out, including one vehicle service task and one vehicle valeting task.</p> <p><u>PHA for 2021</u></p> <ul style="list-style-type: none"> • In line with PHA, learners are still assessed in one assessment task and observe teacher demonstration for the second one. • A student oral/ written questionnaire to check their knowledge and understanding is acceptable to evidence the second but does not form part of the assessment for AO2. • AO2 Assessment criteria for practical applied to one practical assessment. • AO1 and AO3 Assessment criteria applied to both tasks. Task evaluation applied to teacher demonstration through self-reflective statement about the learning process and observations.