



Occupational Studies Guidance for Evaluations in Occupational Studies (AO3)

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Task Evaluation(s)-total 10 marks.

Each task evaluated should allow learners the opportunity to reflect on their practice and make suggested improvements for future activities in the occupational area. Evaluative comments made in the diary may contribute to the mark awarded.

Final (End of Unit) Evaluation-total 10 marks.

The final evaluation must be a reflection of the learners' experience and skills acquired whilst studying the unit. The evaluation should include:

- Reflection on personal skills developed and areas for improvement;
- Knowledge and practical skills gained; and
- Impact on future career pathway

To achieve high marks learners are expected to produce a piece of extended writing which clearly demonstrates personal learning and development over the course of the unit.

The work included in this document is reflective of the nature of work submitted for moderation.

Guidance for Marking Evaluations (AO3)

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| <p>0 marks No effort made to evaluate practical skills</p> | <p>3 - 4 marks Satisfactory Attempt to evaluate own performance; descriptive rather than evaluative</p> | <p>7 - 8 marks Very good An evaluative response – clearly identifies strengths and weakness in performance and suggests improvements; limited reasoned judgements</p> |
| <p>1 - 2 marks Basic Simplistic response – limited detail in answers. May use symbols or multiple choice answers</p> | <p>5 - 6 marks Good Evidence of reflection on own performance, identifies strengths and weakness</p> | <p>9 – 10 marks Excellent A highly evaluative response – clearly identifies strengths and weakness in performance and suggests improvements; well-reasoned judgements</p> |

Task Evaluations:

Basic Task Evaluation (1-2 marks)

Simplistic response – limited detail in answers. The candidate may use symbols or answers to multiple choice questions.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did I do well in the assessment? Explain why.

Answer - I did well because I got my measurements right and got helped through it.

Q2. What could I have done better in the assessment? Explain why.

Answer – I could have done better if I didn't ask for as much help.

Q3. What would I do differently next time? Explain why.

Answer – I try and do better and try not ask for help.

Q4. What skills have you developed?

Answer – I developed skills in my measurements.

Q5. What have I learnt from the experience?

Answer – I've learnt from this experience that making a polybutylene pipe isn't as easy to make as I thought.

Satisfactory Task Evaluation (3-4 marks)

Attempt to evaluate own performance; descriptive rather than evaluative comments.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did you learn when completing this task?

Answer – When completing this task I have learned all of the different qualifications and skills and qualities that you need to be a tour guide.

Q2. Did you experience any difficulties/problems when working on this task?

Answer – I didn't experience any problems but what I found difficult was seeing the difference between a skill and a quality.

Q3. Was there anything you particularly enjoyed in this task?

Answer – Something I particularly enjoyed was acting out the role of the tour guide.

Q4. Which skills did you improve upon when completing this task?

Answer – Skills which I improved when completing this task were research and thinking skills. I took time preparing my presentation.

Q5. Which areas for development have you identified from this task?

Answer – Area of development for this task would be to work faster.

Good Task Evaluation (5-6 marks)

Evidence of reflection on own performance, identifies strengths and weaknesses.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did I do well in the practical assessment?

Answer – In the session I believe I done a great job in organising my warm up and drills. I also believe I had excellent communication skills. I made sure that I could be seen and heard at all times. I used my non-verbal communication to motivate the group. I also encouraged them with my verbal communication. I feel this made them more confident and comfortable during the session.

Q2. What did I not do well in the practical assessment?

Answer – In the session I could have used more non-verbal communication and this would have motivated the group.

Q3. What could I do differently next time?

Answer – If I was to do the session again I would try to add one more fun drill this would help to get the group to work better together. I could have used my hands more to get all the group members to participate in the activity.

Q4. What skills did I develop during my assessment?

Answer – In the session I developed better communication and organising skills. Doing the session has also given me tips on my future career. I also have learned how to design a good questionnaire and I have learned good planning skills when designing my session plan.

Q5. What skills do I still need to develop?

Answer – I need to work on my self-confidence. During the session my verbal and non-verbal communication was good but it could improve. Doing the session has helped me know more about being the leader.

Very Good Task Evaluation (7-8 marks)

An evaluative response – clearly identifies strengths and weaknesses in performance and suggest improvements; limited reasoned judgements.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did I do well in the assessment? Explain why.

Answer – I clearly described how I made my game. I developed an alphabet jigsaw. The jigsaw was made of big pieces which were brightly coloured and laminated. My game was of a very high standard. I think my rules were neatly produced and easy to read and understand. I read out the rules and played the game with my friends. At all times I considered safety and my game was very suitable for a child aged 3-5 years old.

Q2. What could I have done better in the assessment?

Answer - I could have put more detail into the plan of my game to have made it clearer. Part of my assessment was adapting the game for a child with special needs. I did not spend a lot of time doing this. I should have spent more time designing and making my adapted game. I could have been more organised and creative.

Q3. What would I do differently next time? Explain why.

Answer - Next time I would of made my adapted game differently. I designed my adapted game for a child with sight difficulties. I used wool to texture all the letters. If I did this again I would use different textures for each letter.

Q4. What skills have I developed? Explain.

Answer – The skills I have developed are my organising and researching skills, being independent and following procedures. I also have developed my listening and communication skills. I decided on my game myself by researching online innovative ideas. I can work alone and I am very independent because I required no help form my teacher.

Q5. What have I learnt from this experience? Explain.

Answer - I have learnt that children learn lots of different skills by playing games together, for example, literacy skills, numeracy skills, following procedures and rules. They also developed their fine manipulative skills, social skills, language skill by playing board games.

Excellent Task Evaluation (9-10 marks)

A highly evaluative response clearly identifies strengths and weaknesses in performance and suggests improvements; well-reasoned judgements.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did I do well in the tasks? Explain Why.

Answer - I am very pleased with the skills I learnt in the workshops. I worked hard on them. I put so much effort in to my Mood Board. It gave me so many ideas to help me to decorate my cake. I was very well prepared when I went to decorate my cake. I had a time plan made out and I tried to follow it as best as I could. I rolled out the Fondant icing very well and covered both of the tiers nice and smoothly. I was really pleased with the Dalmatian Dog that I made to sit on top of the cake. I had practiced it a number of times and it couldn't have turned out better. The dots and bones that I made also turned out very well. I put a lot of effort into planning out my exhibition. It was for a birthday party. I decorated the table like a birthday party and put the cake in the middle. It looked very well and the pupils who came to look at the exhibition of our cakes thought that I had set the table very well.

Q2. What could I have done better in the tasks? Explain Why.

Answer - I really worked very hard and did plan everything out before I started. I could have been more careful when I was cutting out the circles for the spots. Some of the black got on to the white fondant that I was using for the Top Tier. A little bit of edible glue came off the circles that I had on the covered cake board which made a black stain. I was lucky that I got it off with a damp cloth. I had some fondant icing left over. I could have put my Mood board on the table in my exhibition. I took ages to make it. I forgot at the end to put it on the table as I was so busy getting everything ready. I was disappointed about this.

Q3. What would I do differently next time? Explain why.

Answer - I would clean down my table really carefully after I had finished cutting out the circles for the dots on the cake. This would make sure that no black bits would get into the white icing. I would wrap up the extra white fondant icing in cling film and store it so it could be used again. I would also be more careful with the edible glue. I put on too much on a couple of dots and the black leaked out onto the white. I would remember to put my Mood Board on the table for my exhibition. I think it really showed where I got my ideas from. It would have all linked together. Although I really enjoyed making my Mood Board I think I spent too much time on it.

Q4. What skills have I developed? Explain.

Answer - I have developed a lot of skills through decorating the cake. My skills are mainly with fondant icing. I was able to roll out and cover both tiers of the cake with fondant icing. I carefully put dowels in the top of the bottom tier and put the second on top. I had been practising making different shapes with the fondant icing. I now feel that I could attempt other shapes. I have developed my presentation skills. I made sure that I had decorated my cake board to fit in with the cake. I also decorated the table for a birthday party to show the cake off to the best ability. This is an important skill as you should always serve the things that you have decorated as best as you can. You can always improve on what you have done. I have developed the skills of making a Mood Board. Our teacher said these are great for decorating rooms etc.

Q5. What have I learnt from the experience? Explain.

Answer - I have learnt an awful lot from the experience of finishing my final task. I have learnt that there are many different types of crafts and that cake decorating is just one of them. I learnt that you can find out a lot of information from a whole lot of sources. The main one is YouTube and the internet. You can get detailed videos showing you step by step how to decorate cakes. I learnt that you can really show off what you have made if you think about how you are going to exhibit it. I think that the way I laid it out on a cake board and all set out on the table set up like a birthday party made it look even better. I have learnt to always do the finishing touches. I have learnt that cake decorating is definitely a craft.

Final (End of Unit) Evaluations:

Basic Final (End of Unit) Evaluation (1-2 marks)

Simplistic response – limited detail in answers. The candidate may use symbols or answers to multiple choice questions.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What have I enjoyed about this unit?

Answer – I enjoyed drawing and assembling the assembly.

Q2. What have I learned from this unit?

Answer – I learned to use solid works 2014.

Q3. What skills have I gained in this unit?

Answer – ICT, CAD and Solid Work skills and organisation skills.

Q4. What skills do I need to develop?

Answer – I need to take more time for creating the pieces.

Q5. How will this help me with my future career or help me decide the type of career I would not like to follow?

Answer – If I chose to have a job using solid works I will already know how to use it.

Q6. Clearly identify your strengths and weaknesses in this unit.

Answer – I was very good at making the actual table and it took me lots of time to draw the table.

Satisfactory Final (End of Unit) Evaluation (3-4)

Attempt to evaluate own performance; descriptive rather than evaluative comments.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What have I enjoyed about this unit?

Answer – I really enjoyed my tiling course. It was fun to be able to work in a large workshop using tools just like I would after I leave school. I liked using the trowel to work with the adhesive. I liked making my own work area and being allowed to create my own pattern with the tiles.

Q2. What have I learned from this unit?

Answer – I have learned a lot from this unit. I know the names of all the tools I used and I know how to use them. I have learned what it would be like to work as a wall and floor tiler as a career.

Q3. What skills have I gained in this unit?

Answer – I have gained a lot of skills while doing this tiling unit. I learned how to plan out my work in advance.

Q4. What skills do I need to develop?

Answer – I still need more practice before I start to tile a bathroom or kitchen.

Q5. How will this help me with my future career or help me decide the type of career I would not like to follow?

Answer – Doing this unit has made me think about what I would like to do as a career after I leave school.

Q6. Clearly identify your strengths and weaknesses in this unit.

Answer – I think I was very good at listening to instructions from my teacher and I could put in more practice by doing it myself.

Good Final (End of Unit) Evaluation (5-6 marks)

Evidence of reflection on own performance, identifies strengths and weaknesses.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did I enjoy about this unit?

Answer – In this unit I enjoyed the coaching session the most because it was good fun and I learned a lot about myself by doing this session. I have become more confident when dealing with people but I need to keep working at this and improve my verbal and non-verbal communication skills. I enjoyed learning about the HASAWA because this is very important in sports activities. The unit helped me learn a lot about being a leader.

Q2. What did I not enjoy about the unit and why?

Answer – The things I did not enjoy was all of the writing I had to do. I had to write a plan telling what I was going to do and I found this difficult. I had to design a questionnaire about the sports session and I did not like doing this.

Q3. What were the main things I learned from this unit?

Answer – I learned about Health and Safety at Work and how important it is in sport. I learned about the different careers I could follow in sport if I had the right qualifications. I learned the rules which have to be followed in different sports and the different equipment that was needed. I learned how to be a coach.

Q4. What would I like to see change about the unit for students studying it in the future?

Answer – In the future I would like spend more time carrying out the practical work this would also help you more for sport leadership.

Q5. What are my views on pursuing a career within sports leadership having done this unit?

Answer – This unit has definitely helped me with my career plans on doing something like management or leadership. I enjoy sport and this is another reason why I would like to do something related to sport in the future. Having done my session it has helped me so much more and it has gave me tips for coaching in the future.

Very Good Final (End of Unit) Evaluation (7-8 marks)

An evaluative response – clearly identifies strengths and weakness in performance and suggest improvements; limited reasoned judgements.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What have I learned from this unit? Explain why.

Answer – I have learned about child development, the stages of development and the importance of play in language development. I have learned that it is very important to use visual aids to help engage children when telling stories and nursery rhymes. Also it is important to adapt the games for children with special needs. I have learned that some children have communication problems, visual impairment, hearing difficulties and other conditions which may affect their language development.

Q2. What have I enjoyed about this unit? Explain why.

Answer – I have enjoyed learning about children's language development. I enjoyed learning about children with communication difficulties and how to support them with their language development. I learned about the various stages of play and this helped me choose my game for a specific age group. I enjoyed learning how children learn different skills through reading and playing skills such as literacy and numeracy skills. I also enjoyed developing my creative skills through the practical activities I was involved in.

Q3. What skills have I gained in this unit? Explain.

Answer – Skills I have gained are organisation skills, literacy skills, numeracy skills, working independently and alone. I have developed my independent skills and I planned and created by board game without any support from my teacher.

Q4. What skills or knowledge do I need to improve or gain? Explain.

Answer – I would like to find out more information on children's communication difficulties and children with special needs. I would like to research these topics further as this is a career I would like to do.

Q5. How has this unit helped me with my future career? Explain.

Answer – This unit has helped me gain information on all the different careers in childcare to create my leaflet. I researched lots of different careers and found out how much the salaries were and what job roles entailed. I know now that I would like to have a career working with children with special needs for example as a classroom assistant.

Excellent Final (End of Unit) Evaluation (9-10 marks)

A highly evaluative response clearly identifies strengths and weaknesses in performance and suggests improvements; well-reasoned judgements.

Example of a candidate's work presented for moderation which includes all spelling and grammatical errors.

Q1. What did you learn?

Answer - I learned that there were two different kinds of customer service which were internal and external customers. I also looked at what things were important when dealing with a customer. For example you need to keep calm when dealing with the customer even if they start getting angry with you. You have to stay professional.

We also then went on to look at how to deal with customer complaints. To deal with a customer who has complained you must first listen carefully to what the customer has to say, make sure you do not argue with the customer. You must apologise for what has happened, and then let the customer know that the problem will be solved as soon as possible. We also looked at customers with special needs. People who have special needs might be people who are physically disabled, mentally disabled, deaf or blind. The business' workers must take into consideration the needs of someone with special needs. They can do this by providing lifts, ramps, automatic doors, by shaking or nodding your head and by displaying clear and easy to read posters and signs.

I studied how important customer service is to the business as it ensures 'repeat' customers which are vital to the success of the business. I also analysed the environmental policy within our school. I researched different jobs available in the Customer Services industry. I focused on the receptionist's job as I feel my skills and qualities are more suited to this career. I am well organised, friendly and polite. I feel I have the necessary communication and social skills to be successful in this post. I studied at how the office should take care of the environment by recycling paper in the office and reducing unnecessary waste. I also had to learn and understand how to properly lay out different business documentation such as business letters, memos, emails and a fax cover page.

Q2. What did you enjoy?

Answer - I really enjoyed learning how to deal with different customers such as someone who is angry or a customer who has a query or complaint. It was interesting to find out what to do in the situation if an angry customer approaches you.

I also enjoyed creating the leaflet on how to deal with a customer who has special needs as I found out information I didn't know before. This section of the course appealed to me as I liked researching on how to help or assist those customers who have special needs

Q3. How do you think you performed?

Answer - I think I preformed really well. I was a bit nervous when using the telephone but when I did it, it actually wasn't too bad. The exercise helped me to understand how to answer the phone in a professional manner in an office environment.

I also think I could work more confidently in a job where customers would ask me questions or come to report a complaint. I now understand 'Customer services and how to deal with customers in a positive and helpful way.

I could have been more confident when carrying out the Santa's Cottage role-play. I could improve more by carrying out more individual personal research on the topics studied in class each day. I could research online customers with different needs and how each business caters for their needs. I could have also visited the Customer Services person in my local Dunnes Stores and asked them how they deal with customers who have queries or complaints.

Q4. How has this unit helped me with my future career? Explain.

Answer - I now know the importance of the Health and Safety at Work and my responsibilities as an employee to ensure my own safety and that of others in the workplace. I am now always aware of the environmental impact of waste and the importance of recycling material when possible. I have researched three career opportunities and this has helped me decide on my future career. I know I need to work harder to gain qualifications in order to follow a career in an office.

This unit has helped me gain information on communicating with different internal and external customers and how important good communication is to the business. I have learned to deal with different types of customers including those with special needs. I have also learned how to deal with requests, queries and complaints. I know now how important it is to remain calm and polite at all times and never to argue with a customer. I have learned the importance of apologising to the customer when things go wrong and looking for solutions.

I had no idea there was so much involved in working in an office. As a result of doing this unit I now know this is the area I want to work in.