Sample Marked Learner Work

Subject: Business

Unit B11: Recording Income and Expenditure

PEARSON
BTEC

Contents

You will need to refer to the appropriate specification for **Unit B11: Recording Income and Expenditure** *alongside these sample materials.*

> *Note:*
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> *The learner work generated is an exemplar of standard for a particular Assignment Brief. We expect centres to use this resource to exemplify how to structure a response to a task. We also encourage centres to use this work to standardise their Assessment teams and demonstrate to learners the level of work expected to achieve the different targeted grades outcome.*

1. Introduction and Commentary

The learner work that follows has been assessed accurately to national standards. This is one example of Distinction achievement.

The assignment brief covers **Learning Aims A and B.**

The Assignment Brief

There are no authorised assignment briefs available as yet and the one used here is structured on the suggested scenario given within the specification and has been adapted by the centre to fit local needs. When writing Assignment Briefs to be used for the assessment of the BTEC Level 1 Introductory suite of qualifications, the Assessor should ensure that all tasks clearly meet the targeted assessment criteria.

The structure of the tasks **will always target an entire learning aim**. This is a fundamental cornerstone of this suite, as it enables any learner to achieve the best grade for them.
The assessment criteria are not a set of sequential activities but a way of making a judgement. For example, if a Pass specifies a 'description' and a Merit an 'analysis', these do not require two different activities but rather one activity through which some learners will provide only description evidence and others will also provide analysis evidence.

A Learning Aim must NOT be broken down into discrete tasks. It is not acceptable to have tasks or sub-tasks that target, for example, a Pass criterion only. All tasks must encourage the learner to challenge themselves and aim for the highest level of personal achievement.

In this instance the Assignment Brief contains one task for Learning Aim A and one task for Learning Aim B. The Assignment Brief presented is fit for purpose.

The overarching task for Learning Aim A is the production of a record of the income and expenditure of the school over a set period of time. Data are given on an Information Sheet and the learner is expected to organise them into an accurate and useful format. The mode of presentation is given as a spreadsheet. This is appropriate as it will embed ICT skills whilst at the same time it will enable a visual display to be created which is in Learning Aim B. There is sufficient scope for learners at all levels to achieve.

The overarching requirement for Learning Aim B is the use of the task to 'compare the data in your spreadsheet by creating an easy to read graph or chart.' This embraces Learning Aim B fully and, again, allows for full coverage of the grades.

The Learner Work

Always use the Essential information for assessment decisions section in the specification for clarification on when an assessment criterion can be awarded. This provides amplification to the grading criteria. Reference to this assessment guidance will ensure that the assessment of the evidence that the learner has produced fully meets the quantitative and qualitative requirements of the criterion. When assessing the learner's work it is important that the assessor looks for where the learner has produced evidence of a quality that is appropriate to the command verb in the assessment criteria.

For **Learning Aim A** the learner has to record income and expenditure of a business for a set period of time.

The learner has achieved A.D1 by using a case study of a school to produce a detailed and accurate record of income and expenditure over a set period of time, namely a year. To do this the learner was given data about room hiring in the school and has manipulated these onto a spreadsheet to give an overall view on a monthly basis. The learner has used formulae to ensure the spreadsheet works correctly so that it can be updated easily as and when more data might become available. For this Learning Aim a few errors are allowed, in fact the learner has not made any.

The Distinction criterion requires 'a detailed and mostly accurate record of income and expenditure over a set period of time.' The spreadsheet produced contains sufficiently **DETAILED INFORMATION** for this level and it is presented **ACCURATELY**. The spreadsheet includes **accurate monthly and final calculated totals of income and expenditure**. In this case the Distinction criterion encompasses the requirements for the Pass and Merit criteria.

The learner has shown a good understanding of the data given and has arranged them suitably for ease of manipulation and it is clear to read on the spreadsheet. By doing this the learner has set up the process to achieve Learning Aim B.

For **Learning Aim B** the learner has to compare income and expenditure of a business for a set period of time

The learner has achieved B.D2 by using the data in the spreadsheet to create a **CORRECT and SUITABLE** chart, in this case a bar chart. As the data are discrete a line graph would not be suitable. The chart is appropriately titled, the axes are labelled correctly and the data are tabulated accurately. The chart **shows a monthly calculation of differences between income and expenditure** for the set period of time, in this instance 12 months. It contains a clear legend.

The learner has used the chart facilities provided by the spreadsheet program to create this and this is a correct methodology. By linking the chart to the data any updates would be reflected in the chart. The chart shows a clear visual comparison between income and expenditure, noting clearly that on only 3 occasions did income exceed expenditure. This work shows good understanding of how to create a suitable graph or chart from a given set of data. In this case the Distinction criterion encompasses the requirements for the Pass and Merit criteria.

Overall, a very good piece of work from a learner who understands the requirements of the unit and has addressed each Learning Aim fully. The work is very well presented and easy to follow.

The assessor has made suitable comments to validate the award of the Distinction and has used the grading criteria well in feeding back to the learner.

2. Assignment Brief

BTEC Assignment Brief

Qualification	BTEC Level 1 Introductory Diploma in Business
Unit number and title	Unit B11 : Recording Income and Expenditure
Learning aims	A Record income and expenditure of a business for a set period of time B Compare income and expenditure of a business for a set period of time
Assignment title	School Hiring
Assessor	Jim Nixon
Issue date	1 July 2016
Hand in deadline	29 July 2016

Vocational Context	The school Principal, as we already now know, expects results. He is looking at the room hire situation and wonders if it is effective at making a profit. He wants to compare income and expenditure from January to December, and if a profit is being made.

Task 1	Using the Information Sheet provided, design and complete a spreadsheet for the school. It must be easy to update, easy to use, and easy to understand. Use functions and formulae correctly so that the spreadsheet displays the information in a way that is clear to read and will help the Principal make decisions. Customize the spreadsheet to improve the look of it and the information shown.
Checklist of evidence required	Spreadsheet of income and expenditure.

Learning Aims covered by this task:	
Learning Aim reference	To achieve the criteria you must show that you are able to:
A.P1	Produce an outline record of income and expenditure over a set period of time.
A.M1	Produce an detailed record of income and expenditure over a set period of time.
A.D1	Produce an detailed and mostly accurate record of income and expenditure over a set period of time.

Task 2	Compare the data in your spreadsheet by creating an easy to read graph or chart.
Checklist of evidence required	Graph or chart.
Learning Aims covered by this task:	
Learning Aim reference	To achieve the criteria you must show that you are able to:
B.P2	Produce a simple comparison of income and expenditure, as a chart or graph, over a set period of time.
B.M2	Produce a detailed comparison of income and expenditure, as a chart or graph, over a set period of time.
B.D2	Produce a comprehensive comparison of income and expenditure, as a chart or graph, over a set period of time.

Sources of information to support you with this Assignment	Information Sheet
Other assessment materials attached to this Assignment Brief	*None. Please refer back to your class notes.*

Information Sheet

The caretaker is charged on a daily rate of £20 a day. He works 5 days a week.

Heating and lighting is charged at £150 a week.

School hire

History society

- they pay £242 per month for room hire.

Athletics

- they pay £100 per week to use the facilities.

Presentation evenings

There are 3 throughout the year. These are in February, July and September. Each brings in £500 to the school.

Kiddies Fun & Festival Days

- These occur on 21 days in July. Whoever is putting on a Fun or Festival Day gives the school £150 a day to use the facilities.

- On the Fun & Festival Days the school has been told that there will be a maximum of 18 people there.

- The organisers want the school to put food on. The school charges £3.75 per head.

- The catering company that supplies the school charged them £1134 in July.

- On average 14 people turned up each day.

Extra information
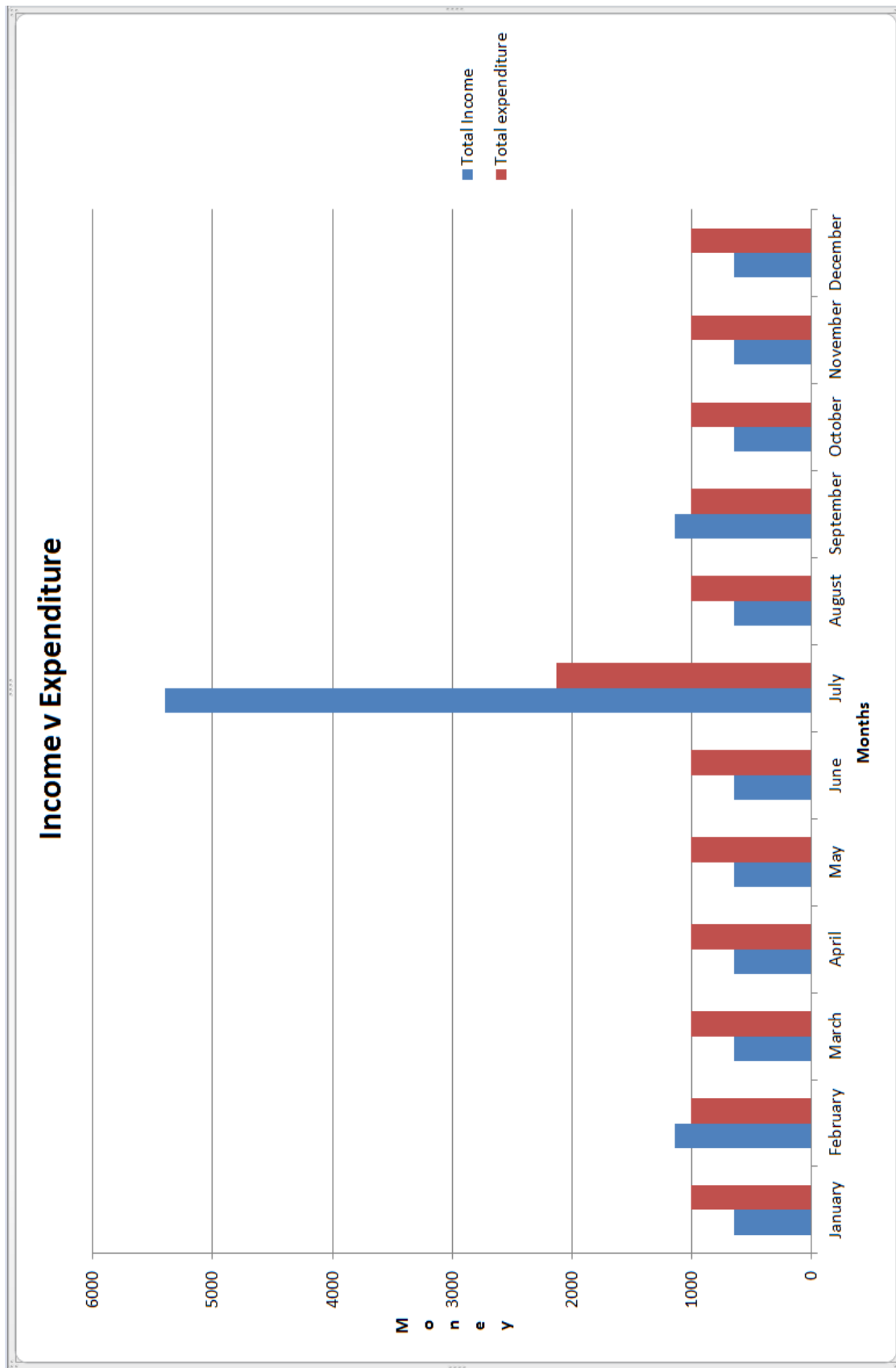
You can assume there are four weeks in each month.

Income & Expenditure Spreadsheet

	January	February	March	April	May	June	July	August	September	October	November	December	
Income													
History Society	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	£242.00	
Athletics Club	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	
Presentation evenings		£500.00					£500.00		£500.00				£1,500.00
Kiddies Activity Days							£3,150.00						£3,150.00
Sales of food							£1,102.50						£1,102.50
Total Income	£642.00	£1,142.00	£642.00	£642.00	£642.00	£642.00	£5,394.50	£642.00	£1,142.00	£642.00	£642.00	£642.00	£13,456.50
Expenditure													
Caretaker	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£4,800.00
Heating and lighting	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£600.00	£7,200.00
Purchase of food							£1,134.00						£1,134.00
Total expenditure	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£2,134.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£13,134.00
Balance at month end	-358	142	-358	-358	-358	-358	3260.5	-358	142	-358	-358	-358	322.5

Income v Expenditure Chart

Income v Expenditure Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		January	February	March	April	May	June	July	August	September	October	November	December	
2	Total Income	642	1142	642	642	642	642	5394.5	642	1142	642	642	642	
3	Total expenditure	1000	1000	1000	1000	1000	1000	2134	1000	1000	1000	1000	1000	
4														

4. Learner Assessment Submission and Declaration Sheet

This sheet must be completed by the learner and provided for work submitted for assessment.

LEARNER ASSESSMENT SUBMISSION AND DECLARATION

When submitting evidence for assessment, each learner must sign a declaration confirming that the work is their own.

Learner name: Ophelia Dunn		Assessor name: Jim Nixon
Issue date: 01/07/2016	Submission date: 29/07/2016	Submitted on: 29/07/2016
Programme : BTEC Level 1 Introductory Diploma in Business		
Unit B11: Recording Income and Expenditure		
Assignment reference and title: School hiring		

Please list the evidence submitted for each task. Indicate the page numbers where the evidence can be found or describe the nature of the evidence (e.g. video, illustration).

Task ref.	Evidence submitted	Page numbers or description
Task 1	Spreadsheet	
Task 2	Graphs, Annotated spreadsheet, Word document	
Additional comments to the Assessor:		

Learner declaration

I certify that the work submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Learner signature: *Ophelia Dunn*　　　　　　　Date: 28/7/2016

5. Assessment Record Sheet

ASSESSMENT RECORD SHEET

Programme	BTEC Level 1 Introductory Diploma in Business
Assignment title	School hiring
Unit no. & title	B11: Recording Income and Expenditure

Learner name	Ophelia Dunn
Assessor name	Jim Nixon
Targeted learning aims/assessment criteria	AP1, AM1, AD1, BP2, BM2, BD2

First Submission

Deadline	29 July 2016
Date submitted	29 July 2016

Targeted criteria	Criteria achieved? (Yes / No)	Assessment comments
AP1	Yes	Your spreadsheet is clear and accurately shows monthly income and expenditure for the year. You have shown the information in rows rather than columns and this works well.
AM1	Yes	Correct figures entered and suitable formulae used for calculations are accurate. Correctly formatted for currency.
AD1	Yes	A good well-presented piece of work.
BP2	Yes	Suitable chart produced showing monthly income v expenditure over the course of a year.
BM2	Yes	Easy to read.
BD2	Yes	Well labelled. Well formatted. Well done!

General comments

A well designed spreadsheet that is easy to read and follow. By using formulae, you showed it can be easily updated. Your chart shows a good comparison of the situation which shows you can work above this level. You followed the assignment well at all times. No extra work needed.

Well done Ophelia! Hopefully, you will go on to Level 2.

Assessor declaration	I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.	
Assessor signature	*Jim Nixon*	**Date** 5 August 2016
		Date of feedback to learner 5 August 2016
Resubmission authorisation by Lead Internal Verifier*	Not needed	**Date**

* All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:

- The learner has met initial deadlines set in the assignment, or has met an agreed deadline extension.
- The tutor considers that the learner will be able to provide improved evidence without further guidance.
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner.

Any resubmission evidence **must be submitted within 10 working days of receipt of results of assessment.

Resubmission

Deadline			Date submitted	

Targeted criteria	Criteria achieved? (Yes / No)	Assessment comments

General comments

Resubmission deadline met with additional work which is now fit for purpose and meets the brief.

Assessor declaration	I certify that the evidence submitted for this assignment is the learner's own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice.

Assessor signature		Date	
		Date of feedback to learner	