



**BTEC**  
Pre-vocational  
Study  
**Entry 1**

# Sample Marked Learner Work

Unit 19: Creating a  
Simple Document



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You will need to refer to the appropriate specification for **Unit 19: Creating a Simple Document** alongside these sample materials.

**Note:**

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.

## Introduction and commentary - Unit 19 Creating a Simple Document

The learner work that follows has been assessed accurately to national standards. This is one example of achievement of both Learning Aims for this unit.

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

### The Assignment Brief

There are no authorized assignment briefs 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 Entry Level 1 in Pre-Vocational Study suite of qualifications, the Assessor should ensure that all tasks clearly meet the targeted assessment criteria.

The structure of the tasks **should always target an entire learning aim**. 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 is fit for purpose.

The overarching task for Learning Aim A (LAA) is the demonstration of **knowledge** about the use of features used in documents to provide information. The learner is asked to give example of what information can be found in given documents, and then to identify the type of information they will need for the production of their own leaflet. The evidence requested is the completion of a worksheet which will be accompanied by a tutor observation form.

The overarching requirement for Learning Aim B (LAB) is to produce the document. The mode of presentation is given as a digital document which contains text and images. The production of this simple document could assist the learners at this level in using technology as a basis for other work on their course and as a foundation for work on progression courses

For **Learning Aim A** the learner has to complete worksheets to identify what information is used in a set of given documents and which types of this information would be useful for their own leaflet

The learner has achieved A.P1 by using worksheets to make a list of what information can be seen on a set of given documents and how it is presented. The learner has achieved A.P2 by identifying what types of information identified in A.P1 worksheets will be used on their own leaflet. The tutor has used a tutor observation form to accompany the learner work which reinforces what the learner did to achieve the pass grade for both grading criteria.

For **Learning Aim B** the learner has to produce a basic document.

The learner has achieved B.P3 by producing the final document with the required information. The choice has been given to the learner of how the digital document is produced, this will be dependent in individual skills and the software available at the centres. Options could include Word docs, Mac Doc X, a pdf or photoshop, amongst others. In this case the learner has used a simple Word document which is available on a pc or laptop.

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

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

### BTEC Assignment Brief

<b>Qualification</b>	Pearson BTEC Entry Level 1 in Pre-Vocational Study
<b>Unit number and title</b>	Unit 19: Producing a Basic Document
<b>Learning aim(s)</b>	A: Gather information to use in a basic document B: Produce a basic document
<b>Assignment title</b>	I like to dream a dream.....
<b>Assessor</b>	William Daly
<b>Issue date</b>	4 September 2019
<b>Hand in deadline</b>	10 September 2019
<b>Resubmission date</b>	
<b>Vocational Scenario or Context</b>	Everyone has a dream. Some dream of being a singer, or riding a horse, or swimming the channel or climbing a mountain or appearing on TV on Strictly Come Dancing  Let's find out what our new group dream about doing- each of us will make a leaflet to show the others in the group.  What is your Dream?
<b>Task 1</b>	For this task you will decide on your dream and then work out how best to let other know about it in a leaflet.  Look at some of the leaflets and posters provided by your tutor- what types of information do they have?  What sort of information will need to be on your leaflet to tell others about your dream?

<b>Checklist of evidence required</b>	Completed Worksheets Tutor observation form
<b>Criteria covered by this task:</b>	
Criteria reference	To achieve the criteria you must show that you are able to:
A.P1	Identify ways that information is presented in different types of documents provided
A.P2	Identify information to use in agreed document
<b>Task 2</b>	Create a single page leaflet by digital means telling us about your dream using the information you have identified in Task 1
<b>Checklist of evidence required</b>	Digital document
<b>Criteria covered by this task:</b>	
Criteria reference	To achieve the criteria you must show that you are able to:
B.P3	Produce a basic document with the support and guidance of others
<b>Sources of information to support you with this Assignment</b>	Websites/Photos/ Newspapers

Learner work

### **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: Jack Gough		Assessor name: W Daly	
Issue date: 04/09/2019	Submission date: 10/09/2019	Submitted on: 10/09/2019	
Programme : BTEC Entry Level 1 in Pre- Vocational Study			
Unit19: Producing a Basic Document			
Assignment reference and title: I like to Dream a Dream			

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

<b>Task ref.</b>	<b>Evidence submitted</b>	<b>Page numbers or description</b>
Task 1	Worksheets, observation form	
Task 2	Document/leaflet	
Additional comments to the Assessor:		

<b>Learner declaration</b>			
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:		<b>Jack</b>	Date: 10/09/2019
<b>Assessor signature</b>	<b>W Daly</b>	<b>Date</b>	4 Sep 2019
<b>Internal Verifier signature</b>	WH	<b>Date</b>	10 Sep 2019

You have been given a selection of leaflet and posters. Give a list of all the different types of information they have on them
<ol style="list-style-type: none"> <li>1. Pictures</li> <li>2. Dates of when it is happening</li> <li>3. Address</li> <li>4. Website address</li> <li>5. Information about what it is about</li> <li>6. Telephone number</li> <li>7. Instagram account ref</li> <li>8. Venue- where it is happening</li> <li>9. Ticket information</li> <li>10. Map</li> <li>11. List of who is in it/names</li> <li>12. Ingredients</li> </ol>
What sort of things are on the posters/leaflets to make you want to look at them?
<ol style="list-style-type: none"> <li>1. Pictures</li> <li>2. Big colourful lettering</li> </ol>

3. Exciting event
4. Good colours

What is your dream?

My dream is to be on TV on the Great British Bake off cos I make good tasty cakes and enjoy baking

To plan the leaflet about your dream, use your lists above to identify what you will need to put on your leaflet and what you will not need on your leaflet.

For my leaflet about my dream I will need to put on the leaflet

1. Picture
2. What it is about
3. My name
4. Good colours
5. Big lettering
6. Details of my dream which is exciting-

I will not need to put on my leaflet

1. Phone number
2. Instagram account
3. Website address
4. Map
5. Ticket information
6. address

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## **My name is Jack and I love food and like to bake**

**My dream is to be on the Great British Bake Off  
on TV as everyone says that my cakes are good  
to eat.**

**To make my dream come true I  
would have to practice a lot more  
with different cakes, pasties and  
breads and then apply to be on the  
programme**



*The good thing about my dream is that  
even if I don't get to go on the programme  
then I can make some delicious cakes for  
my friends and family to enjoy*





## Observation record – BTEC Entry 1

<b>Student name:</b>	Jack Gough		
<b>Qualification:</b>	Pearson BTEC Entry Level 1 in Pre-Vocational Study		
<b>Unit number &amp; title:</b>	Unit 19 Creating a Simple Document		
<b>Description of activity undertaken</b>			
<p>The learners had to look at a variety of leaflets and posters and identify the types of information on there (AP1)</p> <p>The learners were to then identify information to use to create a leaflet on their dream (AP2)</p>			
<b>Assessment &amp; grading criteria</b>			
<p>AP1 : Identify ways that information is presented in different types of documents provided</p> <p>AP2 : Identify information to use in agreed document</p>			
<b>How the activity meets the requirements of the criteria</b>			
<p>I observed Jack as he looked at the selection of leaflets and posters provided. He was able to understand the information they contained, and verbally told me what they were and then made a list.</p> <p>He then thought about how he would like his leaflet to look, and again explained this to me in detail, He then wrote out the list of what would be required and what would not, using the first lists for reference.</p>			
<b>Student signature:</b>	<i>JG</i>	<b>Date:</b>	06/09/2019
<b>Assessor signature:</b>	<i>Will Daly</i>	<b>Date:</b>	06/09/2019
<b>Assessor name:</b>	William Daly		

<b>ASSESSMENT RECORD SHEET</b>				
<b>Programme</b>		BTEC Entry Level 1 in Pre-Vocational Study	<b>Learner name</b>	Jack Gough
<b>Assignment title</b>		Christmas Calendar	<b>Assessor name</b>	William Daly
<b>Unit no. &amp; title</b>		U19 : Creating a Simple Document	<b>Targeted learning aims/assessment criteria</b>	AP1, AP2, BP3
<b>First Submission</b>				
<b>Deadline</b>		10 September 2019	<b>Date submitted</b>	10 September 2019
<b>Targeted criteria</b>	<b>Criteria achieved?</b>	<b>Assessment comments</b>		
AP.1	Yes	You completed the worksheets well Jack and you explained what features were there. You explained why some types of feature were used (see observation record)		
AP.2	Yes	You gave a good selection of information to use for your final document.		
BP.3	Yes	Jack, this works well and clearly shows us your dream of being on Bake Off		
<b>General comments</b>				
Excellent work Jack. You did well to create an informative leaflet. Not only did you address all of the criteria fully but you also brought in a cake that you had made for us all to try				
<b>Assessor declaration</b>		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.		
<b>Assessor signature</b>		<b><i>Will Daly</i></b>	<b>Date</b>	10 September 2019
			<b>Date of feedback to learner</b>	12 September 2019