



HOLY FAITH
Secondary School Clontarf

Classroom Based Assessment 1

2nd Year

Business in Action

Student Handout

Holy Faith Clontarf

Belgrove 1

Clontarf

Each of you will complete and submit a report consisting of

1. An introduction
2. Evidence of research conducted (Both field and desk research)
3. Reflections on the reliability of their research
4. An analysis of your research
5. Evaluation of research findings and
6. Conclusions and/or
7. Recommendations made on the basis of the analysis and evaluation.

Support material will also be included with the report (for example A Budget, charts and pictures)

You each will also complete a student reflection sheet and a student research sheet

The following pages will go through a sample layout using a word document. Remember to include a cover page with the title of your project, the names of the students involved and a contents page with the title of the page and the relevant page number

An Introduction

Outlining the option chosen by the you. Write about the scenario and make up any information that you need. Examples included the following

1. Purchase of a family car
2. Planning a family Holiday
3. Purchasing a new house
4. Purchase car insurance
5. Planning to build an extension
6. Planning to build a new kitchen
7. Researching to purchases Health insurance
8. Planning to build a new kitchen
9. Planning to build a new bathroom
10. Plan a wedding abroad

Evidence of research conducted

You will be required to gather data and information from different sources as part of your research. You will conduct to types of research

1. Field (primary) research

These include the following

- a) Interview (in person or online/ via telephone)
- b) Survey (which can be conducted a questionnaire with the class using forms)

2. Desk (secondary) research

These include some of the following

- a) Online research (What are the source of finance available)
- b) Newspapers
- c) magazines and
- d) other sources of information

It is important that you record the sources of all the information gathered to assess its quality, and to ensure that the sources used can be referenced in your report. You should search effectively, and consider the reliability of your sources - do not use one source

TIPS

3 different source of finance must be included - include an explanation of the finance and advantages and disadvantages of the source also

An analysis of your research

You will have to analysis your research. This means breaking down your research into small parts to learn how they affect your scenario. Some questions you could address include:

1. How is income or revenue impacted as a result of the financial challenge?
2. How is expenditure impacted as a result of the financial challenge?
3. Is this a short-term, medium-term or long-term challenge?
4. What graphs, statistics or tables would support the analysis compare your desk research in a table so it's easy to identify your conclusions)

This is a study or examining your research in detail, breaking it down in order to bring out the essential elements of your research, identifying important parts and relationships, and to interpret information to reach conclusions.

The following questions will also help you with the section

1. What methods of research did you use?
2. Are these field or desk research methods?
3. Why have I chosen these particular research methods?
4. What is the purpose of the research that I am conducting?
5. What do I hope to find out from my research?
6. Have I gathered data from a variety of sources?
7. Am I keeping a record of my sources?
8. Have I checked that the data I have gathered is reliable?
9. How do I know it is reliable? If it is not reliable, can I find other sources of information?
10. Have I considered different points of view?

TIP

Use paragraphs to answer this section. It is not a Question and Answer section

Evaluation of research findings

In this section you will evaluate your findings (an analysis of your findings). You will link this to your previous section. If you have 3 points in the previous you will evaluate the same 3 points here in this section. The following questions should help with this section

1. Evaluation of your primary research - examine your finding to describe it supports or does not support your scenario (Proc and Cons) and identify the limitations of data in conclusions.
2. Evaluation of Secondary research - collect and examine evidence to describe how evidence supports or does not support a judgement; make judgments about ideas, solutions or methods.
3. What graphs, statistics or tables would support the analysis?

Conclusion

In this section you will give a solution to address the financial challenge that you have selected - to improve the financial position of the individual or organisation. You will support your report with tabular and/or graphic representations (Sample Budget)

1. identify the limitations of your primary research here.
2. identify the limitations of your secondary research here.
3. Write a paragraph concluding your CBA

Recommendations

In this section you will recommend what they should do. Link back to the task (scenario) you mentioned in your introduction. The following questions should help

1. What option should they choose and why
2. Should they go ahead with the extinction and why

Bibliography

Please include any source you used during the project, Included

1. Any books used (Textbook)
2. Any website use (copy the URL here)
3. Any newspaper article used

FEATURES OF QUALITY CBA1 – BUSINESS IN ACTION (GROUP BASED) SECOND YEAR STUDENTS

Exceptional

- ✓ The student uses a highly effective research method to collect data and demonstrates a high level of analysis of his/her data findings.
- ✓ The evaluation of the collective research findings is of excellent quality, demonstrating a consideration of different points of view and the credibility of sources of information.
- ✓ The action plan demonstrates ambition and creativity and is based on a sound, evidence-based judgement of all the information available to the student. It is completed to a very high standard.
- ✓ The project is completed to a very high standard, is very comprehensive and represents information in a variety of different formats e.g. visual, written, with little scope for improvement.
- ✓ The individual Student Reflection describes clearly and in detail how the student engaged at an exceptional level in all stages of the project. It presents a meaningful reflection on his/her experience of group work.

Above Expectations

- ✓ The student uses an effective research method to collect data and demonstrates a good analysis of the data findings.
- ✓ The evaluation of the collective research findings is of very good quality, demonstrating some consideration of other points of view and the credibility of sources of information.
- ✓ The action plan demonstrates an evidence-based judgement of the information available to the student. It is completed to a high standard.
- ✓ The project is complete and presented in a clear and organised manner, with some scope for improvement.
- ✓ The individual Student Reflection demonstrates how the student engaged fully in all stages of the project. It presents some reflection on his/her experience of group work.

In Line with Expectations

- ✓ The student uses an acceptable research method to collect data although the analysis of the data findings lacks depth.
- ✓ The evaluation of the collective research findings is sufficient, although there is limited consideration of other points of view and the credibility of sources of information.
- ✓ The action plan is completed to a good standard displaying a reasonably sound judgement of the evidence.
- ✓ The project has some omissions but overall is complete and is presented in an organised manner.
- ✓ The individual Student Reflection provides some evidence of how the student engaged at some stages of the project. Reflections on his/her experience of group work are limited.

Yet to Meet Expectations

- ✓ The student uses an ineffective research method to collect data and the analysis of the data findings is cursory.
- ✓ The evaluation of the collective research findings is poor, demonstrating little consideration of other points of view or the credibility of the sources of information.
- ✓ The action plan demonstrates a judgement of the evidence, though the evidence on which it is based is flawed in places.
- ✓ The project provides a very basic summary of information, omits important elements and lacks clarity in its presentation.
- ✓ The individual Student Reflection demonstrates limited engagement by the student in the project. The reflection on his/her experience of group work is very narrow.