

Business Studies 2019 v1.0

Sample assessment instrument

July 2018

Project — Stop theft, fraud, error!

Information for teachers

This sample has been compiled by the QCAA to help and support teachers in planning and developing assessment instruments for individual school settings.

Schools develop internal assessments for each Applied subject, based on the learning and assessment described in the approved study plan.

Purpose of the project

This technique assesses a response to a single task, situation and/or scenario in a module of work that provides students with authentic and/or real-world opportunities to demonstrate their learning. The student response will consist of a collection of at least two assessable components, demonstrated in different circumstances, places and times, and may be presented to different audiences, and through differing modes.

Further information about the specifications for this assessment technique can be found in the Assessment techniques section of the Business Studies syllabus.

Assessment dimensions

This assessment instrument is used to determine student achievement in the following dimensions:

- Knowing and understanding
- Analysing and applying
- Planning and evaluating

In Business Studies, all objectives from each dimension must be assessed in each Project.

Subject	Business Studies
Technique	Project — Stop theft, fraud, error!
Unit number and module number and name	Unit: 4 Module: 6. Financial administration

Conditions	Units 3–4
Written component	500–900 words
Practical component	Financial policies and procedures manual
Further information	
Duration (including class time)	4 weeks
Individual/group	Individual
Context	
<p>Retail businesses use their assets to generate income. It is critical that a business implements appropriate financial policies and procedures to protect assets, prevent fraud and theft, prevent and detect errors, and increase the efficiency and profitability of the business.</p> <p>You will participate in a field trip to a local small retail business, where the owner/manager will provide you with a tour and presentation. You will observe the financial policies and procedures the business uses to record, process and internally control cash and inventories.</p>	
Task	
<p>Using the stimulus materials provided, develop and present a policies and procedures manual to improve the processes of a small business. The manual should aim to protect assets, prevent fraud and theft, prevent and detect errors, and increase the efficiency and profitability of the business.</p> <p>The task includes two components.</p> <ul style="list-style-type: none"> • Component 1: Written <ul style="list-style-type: none"> Write a report suitable for a business’s owner/manager on the effectiveness of the business’s financial policies and procedures. • Component 2: Practical <ul style="list-style-type: none"> Create a new financial policies and procedures manual for recording, processing and internally controlling a business’s cash and inventories to help to inform and improve the business. 	
To complete this task, you must:	
<p>Component 1: Report</p> <ul style="list-style-type: none"> • describe and explain the current financial policies and procedures being implemented by the business that are effective and appropriate for the internal control of cash and inventories. Provide examples from the business to support your explanation • analyse the weaknesses of the current financial policies and procedures for the internal control of cash and inventories • justify three solutions to improve the internal control of cash and inventories that will be included in the new financial policies and procedures manual • evaluate the effectiveness of the new financial policies and procedures manual using the criterion <ul style="list-style-type: none"> – protection of assets – prevention of fraud and theft – prevention and detection of errors – increase in efficiency 	

- increase in profitability
 - use a decision-making tool to plan and organise your evaluation
- Component 2: Financial policies and procedures manual
- apply your knowledge and understanding of skills, processes and procedures to plan and prepare a new financial policies and procedures manual for the business by editing the provided template and including
 - policies and procedures used by the business to internally control cash and inventories
 - the integration of the solutions recommended in the report
 - examples of existing and new financial documents and records to record cash and inventories. Use spreadsheeting software (e.g. Microsoft Excel) to prepare these documents.

Checkpoints

- Term [X] Week [X]/[Date]: Discuss plan for report, manual and evaluation with teacher
- Term [X] Week [X]/[X]: Complete planning documents for the report, spreadsheet and manual
- Term [X] Week [X]/[X]: Complete decision-making tool or other planning documents used to make evaluations
- [Due date]: Submit report and manual

Authentication strategies

Your teacher will use ways to check that the work you are assessed on is your own work.

- Discuss with your teacher or provide documentation of your progress at indicated checkpoints.
- Take part in interviews or consultations with your teacher as you develop your response.
- Submit drafts and respond to teacher feedback.
- Check you have not plagiarised any material, e.g by using plagiarism-detection software or other school processes.
- Acknowledge all sources used.
- Submit the declaration of authenticity.

Stimulus

A real or simulated business can be used as the focus on the project. The teacher should provide real and/or simulated data on the business, such as cash flow, inventories and policies and procedures to protect assets and prevent fraud and theft.

Instrument-specific standards matrix

	Standard A	Standard B	Standard C	Standard D	Standard E
Knowing and understanding	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> comprehensive description of concepts and ideas related to business functions comprehensive explanation of concepts and ideas related to business functions, using relevant examples precise and efficient demonstration of processes, procedures and skills related to business functions to complete tasks. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> thorough description of concepts and ideas related to business functions thorough explanation of concepts and ideas related to business functions, using examples precise demonstration of processes, procedures and skills related to business functions to complete tasks. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> description of concepts and ideas related to business functions explanation of concepts and ideas related to business functions demonstration of processes, procedures and skills related to business functions to complete tasks. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> simple description of concepts and ideas related to business functions simple explanation of concepts and ideas related to business functions demonstration of simple processes, procedures and skills to complete obvious tasks. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> partial description of business concepts and ideas partial explanation of concepts and/or ideas demonstration of basic business skills.
	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> considered analysis of a wide range of business information in business functions and contexts discerning and efficient application of knowledge, understanding and skills related to business functions and contexts proficient use of language conventions and features to effectively communicate ideas and information. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> informed analysis of a range of business information in business functions and contexts systematic application of knowledge, understanding and skills related to business functions and contexts controlled use of language conventions and features to clearly communicate ideas and information. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> analysis of business information in business functions and contexts application of knowledge, understanding and skills related to business functions and contexts use of language conventions and features to communicate ideas and information. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> identification of obvious relationships between business information in business functions and contexts simple application of knowledge, understanding and skills related to business functions and contexts inconsistent use of simple language conventions and features to communicate ideas and information. 	<p>The student work has the following characteristics:</p> <ul style="list-style-type: none"> identification of aspects of business information partial application of knowledge, understanding and skills use of basic language conventions and features for partial communication of information.
Analysing and applying					

	Standard A	Standard B	Standard C	Standard D	Standard E
Planning and evaluating	The student work has the following characteristics:	The student work has the following characteristics:	The student work has the following characteristics:	The student work has the following characteristics:	The student work has the following characteristics:
	<ul style="list-style-type: none"> discerning decisions with well-reasoned justification for business solutions and outcomes comprehensive planning and efficient organisation of business solutions and outcomes considered and comprehensive evaluation of business decisions, solutions and outcomes. 	<ul style="list-style-type: none"> informed decisions with valid justification for business solutions and outcomes detailed planning and logical organisation of business solutions and outcomes informed evaluation of business decisions, solutions and outcomes. 	<ul style="list-style-type: none"> decisions with justification for business solutions and outcomes planning and organisation of business solutions and outcomes evaluation of business decisions, solutions and outcomes. 	<ul style="list-style-type: none"> decisions for business solutions and outcomes simple planning and organisation relating to aspects of business solutions and outcomes simple evaluation of business decisions, solutions and outcomes. 	<ul style="list-style-type: none"> statement of opinion about solutions or outcomes fragmented planning of aspects of solutions and outcomes statement about decisions, solutions or outcomes.