

BTEC Assignment Brief

Qualification	Pearson BTEC Level 1/Level 2 Tech Award in Digital Information Technology
Component number and title	2: Collecting, Presenting and Interpreting Data
Learning aim	B: Create a dashboard using data manipulation tools
Assignment title	The Dashboard
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	<p>Many organisations collect data to help them improve their products or services.</p> <p>Data can be collected in a variety of ways, in this scenario, there are two sets of data, collected in different ways by two different companies.</p> <p>The first set of data has been collected by a supermarket. It has been collected automatically by the checkout computer system.</p> <p>The data is about customers who have loyalty cards and was collected over a limited period of time. The supermarket estimates that about 90% of its customers have a card.</p> <p>The data is in the file called Supermarket_data.</p> <p>The data contains:</p> <ul style="list-style-type: none"> • Customer Number • Date • Time • Amount Spent • Gender • Self Checkout • Minutes to Process <p>The second set of data is for the holiday company. The data has been collected from various sources. The company's booking</p>
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	<p>system database, Electoral role and a specialist survey company who contacted the customers via an email survey.</p> <p>The company has calculated that only 50% of the customers who were contacted responded to the survey.</p> <p>The data is in the file called Holiday_data.</p> <p>The data contains:</p> <ul style="list-style-type: none"> • Customer email • Date of Survey • Gender • Holiday Date • Holiday Duration (days) • Holiday Type • Accommodation Rating • Booking Process Rating • Transport • Transport Rating • Recommend to Friend • Price Paid <p>The ratings are on a scale of 1 to 10, one being the lowest 10 being the highest.</p>
<p>Task 1</p>	<p>For this task you have been given two data files:</p> <ul style="list-style-type: none"> • Holiday_data • Supermarket_data <p>Choose ONE of these files to create a fully efficient and comprehensive dashboard using data manipulation tools.</p> <p>A dashboard is way to simplify and display important information from a set of data in one, easy-to-access place. Your dashboard should display a summary of the data in the form of tables, charts, charts and gauges.</p> <p>Your dashboard should identify patterns and trends in the data.</p> <p>You should:</p> <ul style="list-style-type: none"> • import the data into a spreadsheet • apply data processing methods to manipulate the data • use formulae to produce data summaries • produce a dashboard to select and display data summaries.

Checklist of evidence required	<p>A written document containing screenshots that:</p> <ul style="list-style-type: none"> • shows the completed dashboard • the choice of presentation features used • the data manipulation tools used.
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Criteria covered by this task:	
Criteria reference	To achieve the criteria you must show that you are able to:
B.2D2	Select and use relevant methods to effectively and accurately manipulate data and produce a fully efficient and comprehensive dashboard.
B.2M2	Select and use relevant methods to effectively and accurately manipulate data and produce an effective dashboard that clearly summarises data.
B.2P3	Select and use methods to carry out some manipulation of data, which is largely accurate.
B.2P4	Produce an appropriate dashboard that clearly summarises data.
B.1M3	Use methods to carry out some manipulation of data, with some inaccuracies.
B.1M4	Produce a dashboard that produces a limited summary of data, with some appropriate presentation methods.
B.1P3	Use methods to carry out limited manipulation of data, with a limited degree of accuracy.
B.1P4	Produce a dashboard that produces a limited summary of data.
Sources of information to support you with this Assignment	<p>Software manuals and guidance on how to use Excel tools and features.</p> <p>YouTube videos https://www.youtube.com/</p> <p>How to Use Excel - Excel Tutorials for Beginners</p> <p>How to create a dashboard in Excel:</p> <p>https://www.youtube.com/watch?v=RM8T1eYBjQY</p> <p>Excel 2016 For Dummies – free pdf version</p> <p>http://www.gcflearnfree.org – for training on any software topic including Excel and Google sheets</p>

Other assessment materials attached to this Assignment Brief	Data Files: Holiday_data Supermarket_data
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Notes to the assessor (*to be removed before distribution to learners*):

Approach to teaching and learning to support learners to 'get it right first time'	<p>Pearson expects that before this assignment brief is distributed to learners they should have already:</p> <ul style="list-style-type: none"> • Attempted formative assessment tasks that replicate important elements of the activities to be carried out in this assessment. • Received feedback from their teacher on the completion of formative assessment activities including what they did well and how they can further improve including both the quality of their work and the way they went about their work. <p>It would be beneficial for learners to explore the individual elements of the assignment task before attempting to put them all together in a mock assessment.</p> <p>The above will help learners to do their best first submission of this assessment and reduce the likelihood of the need for a resubmission opportunity.</p>
The scenario	<p>The scenario can be adapted to any situation that would allow the learner to carry out the task.</p> <p>Care should be taken to ensure that the requirements of the task will allow the learner to meet the assessment criteria without under or over-assessing the learner.</p> <p>The assignment provides a realistic vocational context for the learning aims. It would not be good practice to artificially force this assignment into a 'vocational role' that is either:</p> <ol style="list-style-type: none"> a) not realistic to the level of the learner/qualification b) not directly relevant to the qualification.
The task	<p>Ensure that the task set is holistic and allows the learner to be assessed against what is a continuum of effectiveness. Learners should not be asked to complete separate tasks for each criterion.</p> <p>Evidence submitted must be produced by the individual learner, and not as a contribution as part of a team. This means the learners must produce a presentation or written report of their own.</p> <p>Centres are free to adapt the task providing the requirements of the assessment is maintained and are encouraged to use the Pearson Assignment Checking Service if they do so. Assignment checking service link: https://qualifications.pearson.com/en/support/Services/assignment-checking-service.html</p>

Evidence checklist	It is important that the evidence provided can be independently authenticated by both an Internal Verifier (IV) and a Standards Verifier (SV). It is, therefore, required that if a verbal presentation takes place then it is supported with learner presentation notes and an observation record which details information given by the learner to support the award of identified and clearly referenced criteria which is not evident in the written report.
Sources of information to support you with this Assignment	Sources of information should directly support the learner to complete the assignment. Sources of information are not intended to form additional teaching and learning. It is advisable that a mixture of sources will give learners the best opportunity to achieve their best.
Other materials	Data Files: Holiday_data Supermarket_data
Your assessment decision	You will notice that the assessment criteria form a 'continuum of effectiveness'. Therefore, when assessing learners' work rather than assessing the achievement of each criterion separately you should start at the distinction criteria and work backwards to find the point at which the learner meets the targeted criteria.