



NZQA Assessment Support Material

Unit standard	29026				
Title	Process data to produce information for business purposes				
Level	3	Credits	15	Version	1

Note

The following guidelines are supplied to enable assessors to carry out valid and consistent assessment using this internal assessment resource.

Assessors must manage authenticity for any assessment from a public source, because students may have access to the assessment schedule or student exemplar material. Use of this assessment resource without modification may mean that students' work is not authentic. The assessor will need to change figures, measurements or data sources or set a different context or topic.

While this resource exemplifies written assessments, there are other assessment activities and approaches that could be taken.

1. See Generic Resources and Guidelines at <https://www.nzqa.govt.nz/providers-partners/assessment-and-moderation-of-standards/assessment-of-standards/generic-resources/>

Assessor guidelines

For authenticity purposes, sample answers have not been provided. These will need to be provided by the Assessment developer.

Context/setting

This assessment activity contains four assessment tasks in which learners need to demonstrate their ability to process data to produce information for business purposes.

This assessment is in the context of a fictional business entity called Zirconi Bags. You must supply learners with the documentation related to this entity (see resources below). The evidence that learners provide for the assessment must meet the requirements of this entity.

AWARD OF CREDIT



To be awarded credit for this unit standard learners must demonstrate their ability to process data to produce information for business purposes.

CONDITIONS OF ASSESSMENT



This is an **open book assessment** that will take place over a timeframe that you set. Learners' answers must be in their own words.



You will provide learners with information regarding timeframes for this assessment.

Assessment activity

This assessment contains tasks requiring learners to process data you supply them with, into information that can be presented at a meeting.

Resource requirements

- The following documents were created for the fictional entity Zirconi Bags. You must supply these documents to the learner:
 - Company_style_guide.docx
 - Database_CustomerClubMembers_Oct2016.xlsx
 - Organisational_Chart.xlsx
 - Sales Analysis 2017 smallsuitcase.xlsx
 - Store_locations.docx
 - Top_sales_data_sept2016.docx
 - Zirconi_Bags_background_information.docx
- Learners will need access to a computer with Microsoft Excel, Microsoft Word and a Database application.

Assessment Schedule

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ER	Task	Evidence	Judgement
<p>ER 1.1 Data is processed to produce business information to meet the requirements of a business entity.</p> <p>Range Processes may include: Sort, filter, query, chart, merge, financial, formula functions</p> <p>Processing may include use of: A spreadsheet, a word processing application, a database, a commercial application(s); Evidence of three is required.</p>	Spreadsheet application (Microsoft Excel)		
	Sort Task 1 Q1	<p>Screenshot or printout of data sorted alphabetically by brand name.</p> <p>Screenshot or printout of data sorted numerically by code number.</p>	<p>Data is sorted using Sort feature.</p> <p>Data is correctly sorted alphabetically.</p> <p>Data is correctly sorted numerically.</p>
	Merge Task 1 Q2	Screenshot or printout of data showing new 'Category' column that contains text merged from Category A and Category B columns.	Data is merged successfully using Merge Text feature (formula identified confirms this).
	Filter Task 1 Q3	Screenshot or printout of data filtered by Airlite and Standford hard small suitcases in black colour.	Data is filtered correctly using Filter feature.
	Chart Task 1 Q4	Screenshot or printout of the bar chart produced from the filtered data.	Chart is produced correctly using Chart feature, from filtered data produced in Q3.
	Financial function Task 1 Q5	Show function used to calculate weekly loan repayments for all items, over one year, with an interest rate of 4.5% p.a.	Correct function is calculated using financial function such as PMT, RATE, Nper, PV, FV.

Statistical function Task 1 Q6	Screenshot of data showing the average sales of bags for the company.	Correct function is calculated using statistical function such as AVERAGE, AVERAGEIF, MEDIAN, MIN, MAX, LARGE, SMALL.
Logical Function Task 1 Q7	Show function used to classify prices as 'Low' and 'High'.	Correct classification is given to the retail prices listed.
Chart	Screenshot of data with additional column showing Price range. Chart showing proportion of 'Low' and 'High' bags.	Chart displays data accurately. Chart consistent with data. Correct function is shown such as IF, AND, OR, NOT, XOR.
Word processing application (Microsoft Word)		
Sort Task 2 Q1	Screenshot or printout of data sorted alphabetically by brand name. Screenshot or printout of data sorted numerically by retail price, from lowest to highest. Screenshot or printout of data sorted numerically by units sold, from highest to lowest.	Data is sorted using Sort feature. Data is correctly sorted alphabetically. Data is correctly sorted and ordered numerically.
Merge Task 2 Q2	Attach a copy of a primary document showing the merge codes. Attach a copy of the completed merged documents containing all the letters.	Data from spreadsheet is merged with data letter to produce a letter addressed to a customer. Copy of document showing merge attached. Copies of completed merged documents attached.
Chart Task 2 Q3	Microsoft Word file showing chart and data in Word.	Chart type selected enables proportion to be clear. Data has been correctly collated from 'Top Sellers' data. Labels accurately describe data.
Database application		
Filter Task 3 Q1	Screenshot or printout of data filtered by gender.	Data is filtered correctly.

		<p>Screenshot or printout of list of female customers.</p> <p>Screenshot or printout of list of male customers.</p> <p>Screenshot of query design</p>	<p>Lists are accurate.</p> <p>Screenshot of query design.</p>
	Query Task 3 Q2	<p>Attach a printout of the list of customers who were born before 1 February 1970.</p> <p>Screenshot of query design</p>	<p>Data is queried correctly.</p> <p>Lists are accurate.</p> <p>Screenshot of query design.</p>
	Report Task 3 Q3	<p>Attach a copy of the Report that identifies how many customers can be contacted by.</p>	<p>The Report identifies the number of customers that can be contacted by post mail, SMS, email.</p>
			<p>Sufficiency for ER 1.1:</p> <p>All required correct for filter, query, merge, statistical, financial and logical.</p> <p>Two of Task 1 Q1, Task 2 Q1 and Task 3 Q1 correct for 'sort'</p> <p>Three of Task 1 Q4, Task 1 Q7, Task 2 Q3.</p>
ER 1.2	Task 1 Q7	<p>Formula used to classify prices as 'Low' and 'High'.</p> <p>Screenshot of data with additional column showing Price range.</p>	<p>Learner selects appropriate function to create a column showing 'Low' and 'High' price range for bags.</p> <p>'If' function most appropriate.</p> <p>Learner selects appropriate function for displaying proportional data.</p> <p>Labels on graph accurately describe the data.</p>
<p>Problem-solving and decision-making techniques are applied to meet stakeholder needs and requirements of the entity.</p>	Task 2 Q2	<p>Copy of letter addressed to customer informing them about a 30% special sale offer.</p>	<p>Content of letter is appropriate for customers and supplies required information.</p> <p>Customer information merged into letter enables letter to be delivered to the customer.</p>

	Task 2 Q3	Microsoft Word file showing chart and data in Word.	Learner selects an appropriate graph to display the data. Labels on graph accurately describe the data.
	Task 4	Two examples of how learner applied problem-solving and decision-making techniques. This could relate to dealing with technical issues, or approaches to selecting appropriate methods to display data.	Examples are relevant to the activities undertaken.
	Assessor verification	Verification that the learner applied problem-solving and decision-making techniques in Task 1 Q7, Task 2 Q2 and Task 2 Q3.	Sufficiency for ER1.2: Require Task 1 Q7, Task 2 Q2, Task 2 Q3 and Task 4 correct, and assessor verification completed.

Final grades will be decided using professional judgement based on a holistic examination of the evidence provided against the criteria in the unit standard.