APPENDIX

THE EXEMPLIFICATION OF ESSENTIAL SKILLS WALES

The following tables give some examples of Applied Business contexts in which naturally occurring Essential Skills Wales evidence could be accumulated.

Note: Candidates with particular disabilities may be unable to show that they are competent by providing all their evidence in the form specified.

For such candidates, reasonable adjustments to the evidence requirements may be allowed in appropriate circumstances. In some cases, exemptions may be permissible.

COMMUNICATION: LEVEL 2

This is about candidates demonstrating their skills in:

- Speaking and listening
- Reading
- Writing

In familiar and less-familiar contexts, some of which must be formal, connected with education, training, work and social roles.

For:

C2.1.3(b) – At least one image or other supporting material must be used in their short talk/presentation.

C2.3 – The documents read by candidates must, between them, contain reasoning and images.

C2.1 SPEAKING AND LISTENING		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
C2.1.1 Understand and respond to spoken language in a range of topics and in a range of contexts.	Evidence may be in various forms, including audio/visual clips and witness statements. Evidence may be generated in the context of a discussion for C2.1.3 (a) or a question-and-answer session following the short talk/presentation in C2.1.3 (b). However, evidence may also be generated in less formal situations in everyday life and work. Contexts must include at least one face-to-face conversation or discussion.	There are opportunities for candidates to develop C2.1.1 by participating in class discussions and question and answer sessions. Examples of this could include: • a question and answer session on the qualities needed to be an entrepreneur • a class debate on the social impacts of business activity • discussion regarding the organisation(s) to be selected as the basis for the controlled assessment for units 4701 and 4702

C2.1.2 Speak to communicate: Information Feelings Opinions Questions Instructions On familiar and unfamiliar topics, using appropriate language, and non-verbal communication and in a range of contexts.	Evidence may be in various forms, including audio/visual clips and witness statements. Evidence may be generated in the context of a discussion for C2.1.3 (a) or a question-and-answer session following the short talk/presentation in C2.1.3 (b). However, it may also be generated in less formal situations in everyday life and work. Contexts must include at least one face-to-face conversation or discussion.	Development opportunities exist for discussion relating to the content of units 4701 - 4704. This could be as a general class discussion of all concepts contained within the specification. Examples of this could include: • aims & objectives and business ethics (1.1) • the impact of out of town developments (1.3) • employee and Employer rights (3.1) The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of C2.1.2.
C2.1.3 (a) Take part in formal discussions with two or more other people. (b) Give a talk/presentation of at least four minutes.	There must be evidence of at least two discussions. At least one of these must be face-to-face. The 'two or more other people' must not include the assessor. Evidence for C2.1.3 (a) and C2.1.3 (b) must include the candidate's preparatory notes for the discussion/talk/presentation. There must be additional evidence which may be in the form of: ▪ audio/visual clips of the discussion/talk/presentation *and/or* ▪ witness statements In the talk/presentation, brief notes may be used as a prompt, but the candidate must not read these out. Evidence of the talk/presentation must include the use of at least one image or other supporting material. Assessors must look for: ▪ clarity of expression ▪ evidence that the talk/presentation is well structured, keeps to the point, gives a clear illustration of the main points and uses a variety of ways to support the main points ▪ evidence that listeners have followed the talk/presentation with little difficulty	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of C2.1.3. For assessment purposes the criteria for C2.1.3 will need to be addressed and met as these may require additional considerations to the tasks laid out in the controlled assessment.

C2.2 READING		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
C2.2.1 Read, understand and summarise information from at least two documents about the same subject. Each document must be at least 500 words long. At least one must contain reasoning and at least one must contain an image.	The documents must be of different types. The documents may be included on a reading list or may be identified by the candidate, depending on the context of the work. The candidate must work independently to select material from the documents in order to meet the purpose of your task. The candidate must not be given detailed page references. Much of the evidence that the candidate has demonstrated the required skills may be implicit in the work produced for C2.3.1 (a) and/or C2.1.3 (b) but this must be identified in the portfolio. Evidence may be supported by photocopies of documents and/or images annotated by the candidate.	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of C2.2.1. The investigation into the selected organisation(s) will require candidates to carry out secondary research which is likely to include extended documents and possibly extended documents which include images (especially graphical information regarding performance).

C2.3 WRITING		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
C2.3.1 Write two documents of different types, each one giving different information to different audiences in appropriate formats and using language that is appropriate to your purpose and audience. One document must be at least 500 words long.	Evidence of the required skills must be demonstrated in both documents. For each document, evidence must include notes of planning and at least one draft, with evidence of checking. In final work, sentences must be formed correctly, with correct punctuation, spelling and grammar. Paragraphing must be appropriate. Evidence may be produced electronically, provided that it is authenticated as the candidate's own work.	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of C2.3.1. The completion of the tasks for units 4701 and 4703 requires candidates to write an extended document and this includes action planning. This may be a suitable document for one of the two required given that the other criteria for C2.3.1 are met. Preparation for units 4702 and 4704 may provide further development and assessment opportunities for C2.3.1.

APPLICATION OF NUMBER: LEVEL 2

This is about candidates demonstrating their skills in:

- Understanding numerical data
- Carrying out calculations
- Interpreting results and presenting findings

Candidates must carry out at least one activity that shows their skills in all three components (N2.1, N2.2, N2.3).

If additional activities are required to meet all the requirements of N2.2 (a, b, c, d), each activity must include tasks for either:

N2.1 and N2.2
Or
N2.2 and N2.3

Only the missing requirement(s) need be covered.

N2.1 UNDERSTAND NUMERICAL DATA		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
N2.1.1 Help to identify and describe at least one practical problem or task that involves a range of numerical data and information.	Evidence must show that the candidate has played an active part in identifying and describing the problem or task about which you have been briefed or which you have chosen. Evidence must be in the form of notes produced by the candidate (by hand or electronically).	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of N2.1.1. The investigation into the selected organisation(s) will require candidates to carry out research which is likely to include the consideration of financial and other numerical data. Preparation for units 4702 and 4704 may provide further development and assessment opportunities for N2.1.1.
N2.1.2 Confirm with an appropriate person how you plan to tackle it.	Evidence of planning must include: • details of how you intend to obtain relevant data and information • a clear sequence of tasks showing how you intend to use this information Evidence must be in the form of notes produced by the candidate (by hand or electronically).	For units 4701 and 4703 candidates are required to complete an action plan. If the assessor is used as the appropriate person then care should be taken to not jeopardise the authenticity of the candidate work.
N2.1.3 Collect relevant numerical data and information from a range of sources to meet the purpose of your task. Your sources must include at least two of a table, a chart, a graph or a diagram.	Evidence must show that the candidate is clear about how the data/information you obtain meets your purpose. Evidence must include: • data/information collected from at least three sources • at least one source must require the candidate to collect and record data/information • copies of source material • details of the site/s of observation/measurement • records of data and information obtained	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of N2.1.3. The investigation into the selected organisation(s) will require candidates to carry out research which is likely to include the collection of financial and other numerical data. It is highly likely that performance information on organisations will include tables, charts, graphs and diagrams. Preparation for units 4702 and 4704 may provide further development opportunities for N2.1.3. Examples of this include: • break-even charts • financial statements • decision trees

N2.2 CARRY OUT CALCULATIONS		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
N2.2.1 Use appropriate methods to get the results you need and explain the methods you have used.	Evidence must show that the candidate can: • identify, use and explain appropriate methods for getting the results you need Evidence must be in the form of notes produced by the candidate (by hand or electronically).	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of N2.2.1. Candidates may wish to identify, use and explain appropriate methods to achieve the results they need as a part of the investigation into their selected organisation(s).
N2.2.2 Use the data and information you have obtained to carry out calculations relevant to your task to do with: (a) amounts or sizes (b) scales or proportion (c) handling statistics (d) using formulae	Evidence must show that the candidate: • has used data and information from N2.2.1 • is clear about the purpose and relevance of your calculations Overall, evidence of calculations must include at least one example from each of the above categories and must show how the candidate has checked your methods and calculations. Category (c) must include a comparison of data sets. Evidence must show and explain methods and give levels of accuracy. Evidence must include records of how the candidate has checked: • your methods and calculations • that the results make sense in relation to the purpose of the task Evidence must be in the form of written notes produced by the candidate (by hand or electronically).	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of N2.2.2. Candidates may wish to use the data and information they have obtained to carry out calculations as a part of the investigation into their selected organisation(s). Preparation for units 4702 and 4704 may provide further development opportunities for N2.2.2 Examples of this include: • cash-flow forecasting • financial statements • decision trees • ratios

N2.3 INTERPRET RESULTS AND PRESENT FINDINGS		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
N2.3.1 Select two different ways to present your results, using charts or graphs, and tables or diagrams appropriate to your audience.	Evidence must show that the candidate can • choose how to present your results, using two appropriate ways (e.g. charts and/or graphs, and tables and/or diagrams) • explain why these ways are appropriate to your audience Evidence must be in the form of written notes produced by the candidate (by hand or electronically).	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of N2.3.1. Candidates are required to address all of the controlled assessment tasks. There are opportunities to present their results and findings using charts, graphs, tables and diagrams. Preparation for units 4702 and 4704 may provide development opportunities for N2.3.1. Examples of this include: • break-even charts • stock control records • financial statements
N2.3.2 Present and explain your methods and findings and explain how they meet the purpose of your task and are appropriate to your audience.	Evidence must show that the candidate can • present your methods and findings effectively • explain the methods you have used • describe and explain what results of your calculations mean in relation to the problem/task you have tackled, emphasising the key points Evidence must be in the form of written notes produced by the candidate (by hand or electronically). Whether or not ICT is used to produce graphics, evidence must show that the candidate has checked your accuracy and can explain them fully. Evidence of this understanding may be in the form of a witness statement.	The controlled assessments for units 4701 and 4703 provide potential opportunities for development and assessment of N2.3.2. Candidates may consider method selection in their action planning and provide an evaluation of method selection and findings in their reflection. Preparation for units 4702 and 4704 may provide further development opportunities for N2.2.2 Examples of this include: • cash-flow forecasting • financial statements • decision trees • ratios

INFORMATION AND COMMUNICATION TECHNOLOGY: LEVEL 2

This is about candidates showing that they can:

- Use ICT systems
- Find, select and exchange information, using ICT
- Develop and present information, using ICT

In familiar and less-familiar situations connected with education, training, work and social roles.

At least two activities must be carried out that, overall:

- Include at least one ICT-based information source and at least one non-ICT-based information source
- Use different information sources for each activity
- Use at least one example of text, one example of image and one example of number
- Present evidence of purposeful use of e-mail

ICT2.1 USE ICT SYSTEMS		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
ICT2.1.1 Describe how you will approach an activity that involves the use of ICT.	For each activity, evidence must show that the candidate has played an active role in describing how you will approach the activity, albeit with support from an appropriate person. Evidence may be in a variety of forms, including handwritten, electronically produced oral or visual. For example, it may be in the form of the candidate's notes, or the assessor's notes of observation or of a question-and-answer session. Evidence must include the brief or assignment that the candidate was given.	Planning for the completion of tasks for units 4701 and 4703 is likely to include approaching an activity that involves the use of ICT. ICT may be used in the investigation of the selected organisation(s) and in the completion of tasks. The selected organisation(s) may have websites that can be accessed to assist in completing the tasks set. Other websites may contain relevant information about their business practices, performance and policies. Candidates may also plan to use a variety of ICT applications in the presentation of evidence. Developmental and assessment opportunities exist in the completion of the controlled assessment tasks for units 4701 and 4703.
ICT2.1.2 Use ICT independently to carry out the task.	Evidence must show how the candidate has carried out the task independently and effectively, asking for help or advice when appropriate. Evidence may include: ▪ a log or similar recording document completed by the candidate, with entries confirmed as accurate and valid, e.g. by a supervisor, or others with whom the candidate worked ▪ witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor ▪ notes of questions asked by an assessor, with records of observations or answers ▪ annotated screenshots ▪ an audio/visual clip	Completed work planned in ICT2.1.1, may generate suitable evidence for ICT2.1.2.

| ICT2.1.3
Follow safe, healthy and secure working practices at all times. | Evidence must be included at relevant points in the candidate's work.

Evidence may be supplemented by any of the following:
▪ a separate log, completed by the candidate, with entries confirmed as accurate and valid, e.g. by a supervisor, or others with whom the candidate worked
▪ witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor
▪ notes of questions asked by an assessor, with records of observations or answers
▪ annotated screenshots
▪ an audio/visual clip | Candidates should follow all internal rules and guidance on the safe use of the Internet set by their centre. The work planned in 2.1.1 and undertaken in 2.1.2 may provide opportunities for the development and assessment of ICT2.1.3.

Examples of this include:
• where candidates use ICT to assist in giving presentations
• where candidates access the internet to research selected organisation(s)
• where candidates use ICT in the presentation of their work for units 4701 and 4703 |

ICT2.2 FIND, SELECT AND EXCHANGE INFORMATION		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
ICT2.2.1 Find, select and use different sources of appropriate ICT-based and non ICT-based information.	Evidence must be recorded in an appropriate document or documents and must show how the candidate found, selected and used sources, together with an explanation of why the sources selected were appropriate to the task.	Candidates may use a range of sources to address the tasks set within the controlled assessments for units 4701 and 4703. These sources may be considered and justified as being relevant. Examples of this could include: • website(s) of organisation(s) selected for information on aims and objectives • information on types of business ownership • recruitment and selection information for the candidates selected organisation(s)
ICT 2.2.2 Search for, select and get relevant ICT-based and non ICT-based information.	Evidence must be recorded in an appropriate document, completed by the candidate, with entries confirmed as accurate and valid, e.g. by a supervisor, or others with whom the candidate worked. The sources used must be noted, along with the scope and nature of the searches, and your outcomes. It may be supplemented by any of the following: ▪ witness statements or records of observation by the assessor or other appropriate person; these must be authenticated by the assessor ▪ notes of questions asked by an assessor, with records of observations or answers ▪ annotated screenshots	Candidates may utilise the sources identified in ICT2.2.1 then search, select and get relevant information.
ICT 2.2.3 Enter, save, communicate and exchange ICT-based information to suit your purpose.	Evidence, including for use of email, must be in the form of a recording document together with annotated printouts and/or screenshots, supported by notes made by the candidate and/or by a witness, and authenticated by an assessor.	In addressing the tasks of the controlled assessments for units 4701 and 4703, candidates may use email to contact their selected organisation(s) to gather information on aspects of their business activity. Information gathered should be relevant for the tasks set. When considering work of peers it would be possible for candidates to e mail their considerations.

ICT2.3 DEVELOP AND PRESENT INFORMATION		
Candidates must provide evidence that they can:	**Evidence requirements:**	**Suggested context:**
ICT2.3.1 enter, organise, develop, format and bring together ICT-based and non ICT-based information to suit content and your purpose in the form of: (a) text (b) tables (c) images (d) numbers (e) records	Evidence must show the process whereby the candidate has entered and developed information to suit your purpose. This evidence must be in the form of drafts annotated by the candidate or supplemented by assessor's notes of the candidate's answers to questions. Evidence must show that the candidate has developed the presentation of your work and can show that it is fit for purpose, audience and the types of information used. The final work must be accurate, clear and saved appropriately. Graphs and charts must be fit for purpose and correctly labelled.	Candidates may produce a word processed document to present the completed controlled assessment for units 4701 and 4703. In addition to text, the completed document could include: • spreadsheet information regarding the selected organisation(s) • comparison tables looking at the location of the competition • images of the organisations structure • financial information on its performance • records of its business activity Where tasked, candidates may use ICT aided presentations incorporating text, tables, images, numbers and records as appropriate.
ICT2.3.2 Present combined information, using consistent formats and layouts that are appropriate to your purpose and audience, using ICT, and review your work.	Evidence must include the completed work, together with evidence that the candidate has reviewed both the process of development and the finished product. Evidence of reviewing could be notes written by the candidate, or notes of the candidate's response to questions asked by an assessor.	All suggestions for context of ICT2.3.1 are potentially relevant for ICT2.3.2. Development opportunities exist in preparation for units 4702 and 4704, these could include: • the generation of break even charts with associated analysis • a presentation on Quality Control and Quality Assurance which uses combined information • a report comparing the different methods of production which is illustrated with suitable graphics

THE EXEMPLIFICATION OF WIDER KEY SKILLS

The following tables give some examples of Business Studies contexts in which naturally occurring key skills evidence could be accumulated.

Note: If producing certain types of evidence creates difficulties due to disability or other factors, the candidate may be able to use other ways to show achievement. The candidate should ask the tutor or supervisor for further information.

WORKING WITH OTHERS: LEVEL 2

Candidates must provide at least one example of meeting the standards for WO2.1, WO2.2 and WO2.3, to include work in a group or team situation. They must check progress on two occasions (for WO2.2).

W02.1 PLAN WORK WITH OTHERS			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context**:
Plan work with others.	Identify what they need to achieve together. Share relevant information to identify what needs to be done and individual responsibilities. Confirm the arrangements for working together.	A candidate statement showing understanding of what the team members aim to achieve. Minutes of meetings A record of a discussion indicating what information was shared and each team member's responsibility. A candidate statement showing what support and advice will be given.	Development opportunities exist to undertake work with others. Examples of this include: • the assessment of peer presentations for units 4701 and 4703 (where appropriate) • group work set by the teacher for development as mentioned in C2.1.1 Candidates could also carry out follow-on research to enhance understanding and knowledge into key business areas. Examples of this could include: • a shared collection of aims and objectives gathered from a cross-section of organisations and organisational types • a shared collection of approaches to the use of ICT gathered from a cross-section of organisations and organisational types

W02.2 WORK CO-OPERATIVELY TOWARDS YOUR AGREED OBJECTIVES			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context**:
Work co-operatively towards achieving the identified objectives.	Organise and carry out tasks safely using appropriate methods, to meet their responsibilities. Support co-operative ways of working to help archive the objectives for working together. Check progress, seeking advice from an appropriate person when needed.	A log/diary/workbook indicating how resources were indentified and obtained including awareness of health of safety issues. Statements by team members to ensure that the working with others went smoothly. A candidate record of advice sought, from whom and why it was sought. A record by the candidate clearly detailing all progress checks.	Development opportunities exist to implement the suggested contexts from WO2.1 with a view to meeting identified objectives. Candidates could use information gathered regarding approaches to the use of ICT and the setting of aims and objectives to build a useful resource for future activities.

W02.3 REVIEW WORK WITH OTHERS AND AGREE WAYS OF IMPROVING			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context:**
Review your contributions and agree ways to improve work with others.	Share relevant information on what went well and less well in working with others. Identify their role in helping to achieve things together. Agree ways of improving their work with others.	Minutes of group meetings showing evidence of agreement between team members on ways to improve the way they work together. An analysis of what was done to aid the process of working with others.	Candidates may add a review of their contributions and agree ways to improve work with others to work undertaken for WO2.2.

IMPROVING OWN LEARNING AND PERFORMANCE: LEVEL 2

Candidates must provide at least one example of meeting the standard for LP2.1, LP2.2 and LP2.3 (the example should cover at least three targets). Overall, candidates must show they can use at least two different ways of learning to improve their performance.

LP2.1 SET TARGETS USING INFORMATION FROM APPROPRIATE PEOPLE			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context:**
Help set targets with an appropriate person and plan how these will be met.	Provide information to help set realistic targets for what they want to achieve. Identify clear action points for each target and how they will manage their time. Identify how to get the support they need and arrangements for reviewing their progress.	A candidate statement referring to the candidate's current knowledge and performance level and what they want to achieve. A detailed action plan for each target, clearly showing actions, deadlines and how the candidate will manage their time. A candidate statement showing that they know where and when support and resources can be had and from whom. A candidate statement showing they fully understand the arrangements for progress reviews. The candidate must know who will conduct the review, what form it will take, where and when it will happen.	Candidates will need to create an action plan for the controlled assessment of units 4701 and 4703. This is likely to include the setting of targets, action points, appropriate deadlines and review points.

LP2.2 TAKE RESPONSIBILITY FOR SOME DECISIONS ABOUT YOUR LEARNING			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context:**
Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance.	Use their action points to help manage their time well, revising their plan when needed. Choose ways of learning to improve their performance working for short periods without close supervision. Identify when they need support and use this effectively to help meet targets.	A candidate log or workbook, showing how and when each point in the action plan was addressed. A record on the action plan of how closely the candidate kept to their planned timings. A record on the action plan showing what revisions the candidate considered as necessary, why they were made and how effective these were. A learning log or workbook, clearly showing how the learning was carried out and why different ways of learning were adopted at different times. Reference in the learning log or workbook to the candidate's identification of when and why support is needed. A candidate statement on the effective use of the support.	Candidates will follow the plan identified in LP2.1. Candidates to consider their performance in the reflection task of controlled assessment of units 4701 and 4703.

LP2.3 REVIEW PROGRESS AND PROVIDE EVIDENCE OF YOUR ACHIEVEMENTS			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context:**
Review progress with an appropriate person and provide evidence of your achievements.	Identify what they learned and how they have used their learning in another task. Identify targets they have met and evidence of their achievements. identify ways they learn best and how to further improve their performance.	A candidate statement clearly showing what has been learned. A cross-check by the candidate of the targets indentified in the action plan and those which have been met. This may be written by the candidate, recorded by the assessor or it could be taped. I t could take the form of a tick box with brief comments. A candidate statement identifying how they learn best e.g. by doing, by studying, working alone etc. Suggestions from the candidate how they might improve their performance.	Candidates may review drafts of work for the controlled assessment of units 4701 and 4703 and revisit their action plans as deemed necessary. Candidates may use the reflection task of the controlled assessment for units 4701 and 4703 to consider the meeting of targets, how they learn best and how to further improve their performance.

PROBLEM SOLVING: LEVEL 2

Candidates must provide at least one example of meeting the standard for P23.1, PS2.2 and PS2.3. The example should include exploring at least three different ways of tackling a problem (for PS2.1).

PS2.1 IDENTIFY A PROBLEM AND IDENTIFY WAYS OF TACKLING IT			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context**:
Identify a problem, with help from an appropriate person and identify different ways of tackling it.	Provide information to help identify a problem accurately describing its main features. Identify how they will know the problem has been solved. Come up with different ways of tackling the problem.	An account of a discussion between the candidate and another appropriate person. A detailed description of the problem's main features. A candidate statement describing, in detail, the desired outcome(s). A candidate statement clearly showing they have considered at least **two** different approaches to tackling the problem e.g. a variety of visual, numerical, physical methods and mind-mapping, asking others about similar problems, by experimenting, by studying, by imitation.	There are many development opportunities for PS2.1. Examples of this include: • candidates may be asked to identify a business problem, such as, declining market share, reduced profitability or the need to relocate • candidates may consider the best evidence and business tools to use in addressing a problem • candidates may 'brainstorm' the possible solutions available to any given problems Candidates may consider the criteria that will be used to establish that the problem has been solved.

PS2.2 PLAN AND TRY OUT AT LEAST ONE WAY OF SOLVING THE PROBLEM			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context**:
Plan and try out at least one way of solving the problem.	Confirm with an appropriate person how they will try to solve the problem. Plan what they need to do, identifying the methods and resources they will use. Use their plan effectively, getting support and revising their plan when needed to help tackle the problem.	A signed record of a discussion with an appropriate person. A detailed candidate action plan. An authenticated log or workbook. It may be confirmed by anyone in authority who has observed the candidate at work. A statement by a third party referring to any support offered and taken. Annotations on the plan showing when and why revisions were needed and what revisions were made.	Candidates may have identified problems suggested in PS2.1 and consider, then plan one course of appropriate action.

PS2.3 CHECK IF THE PROBLEM HAS BEEN SOLVED AND IDENTIFY WAYS TO IMPROVE YOUR PROBLEM SOLVING SKILLS			
Candidates must:	**Evidence must show candidates can:**	**Examples of evidence:**	**Suggested context**:
Check if the problem has been solved and identify ways to improve problem solving skills.	Check if the problem has been solved by accurately using the methods they have been given. Describe clearly the results, including the strengths and weaknesses of how they tackled the problem. Identify ways of improving their problem solving skills.	A candidate record showing in detail what was checked and which method was used. A detailed account of the results by the candidate. A brief analysis by the candidate of both the strengths and weaknesses of how the problem was tackled. A record of assessor feedback questioning. A candidate account of the checking process and assessor feedback.	Upon completion of the task, the candidate may discuss with the teacher and or their peers, whether their solutions will help solve the problem. Candidates may use the criteria noted in PS2.1 to establish that the problem has been solved. Candidates may evaluate the action taken to solve the problem and suggest other approaches which might have been followed to solve the problem.