

This is a substantial task covering IT3.1, IT3.2, and IT3.3. This project will meet half the requirement for the portfolio of Key Skills IT Level 3.

## Task

To research and make a selection of potential University courses to be followed after A Levels have been completed.

### IT3.1

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Decide on the type of course that you want to follow. If you are not sure at the moment, make a best guess decision. You will not be held to this if you change your mind!

Research a list of institutions that offer the course that you want to follow. Use a variety of sources, not just the Internet.

Some websites that you might find useful:

- UCAS website
- Institution websites (most end in .ac.uk)

Decide on some criteria that you will use to make your decision as to which course you will find most suitable. You will need to be able to compare institutions.

Some suggested criteria are:

- Points score
- Sporting/cultural facilities
- Outside amenities
- Urban/rural site
- Campus/non campus

You will need to research relevant information according to your criteria and then decide on a points score system in order to compare institutions.

### IT3.2

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Put together an outline document to present the results of your research (use your guide sheets if you do not know how to do this).

Enter your information into your document. Make sure that you fully explain your task, your criteria, your research and evidence that will meet the IT Key Skills criteria (see guide sheets).

#### Explore Information

Research results should be presented using spreadsheets and graphs to illustrate clearly comparisons between institutions.

#### Develop Information

Perform a What if scenario on your points score criteria to show what institutions would be available to you according to the grades you might achieve at A Level. Record your results.

OR

Produce a cash flow forecast based on estimated living costs at your chosen institution. Different regions will cost more to live in. Compare to institutions where you can live at home. Do not forget travel costs.

### Exchange Information

E-mail Mr Barker with a question relating to your project. He will send a reply keep copies with your project.

E-mail address: [barkers@ggsg.org.uk](mailto:barkers@ggsg.org.uk)

### IT3.3

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Produce a draft of your document. Use the views of others on content, layout, format and style. Record this evidence (you can make notes on your draft to do this).

Use this evidence to improve your document and produce your final printout.

Check that your document is:

- Appropriate to target audience
  - Accurate and makes sense
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