

4

Annexe B: Project proposal form

Learner name

Matthew

Learner registration number

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Centre name

Centre number

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Tutor-assessor name

Proposed title of project

To design, implement and monitor the construction of a Financial studies course within a virtual learning environment.

Date

Section one: Working title of the project, responsibilities and format of project

Are you taking this project as part of a Diploma? Yes/No

If yes, which Diploma are you taking? _____

Title or working title of project:

To design, implement and monitor the construction of a Financial studies course within a virtual learning environment

If it is a group project, what will your responsibilities be? Yes. My role was to implement the structure of the course within the VLE. I was also responsible for inputting the lesson content into the structure and creating training resources for the teachers who are delivering the lessons

Format of project outcome (dissertation; field study/investigation; performance; artefact):

Artefact

Section five: What resources are required?

Resources provided from the Institute of Financial Studies
The internet
Class lists of course members
Computer
Printer
Contact details for teachers.

Section six: What could go wrong and how could you fix this?

Technology could fail
I will create back ups of all the files used
within the VLE so that the lessons can still
be run without internet access.

Comments and agreement from tutor/assessor

Comments (optional):

I confirm that the project is appropriate.

Agreed:

(name)

(date)

Comments and agreement from proposal checker

Comments (optional):

(date)

act 05

Matt
Extended Project
Artefact
Candidate Number:



Creating and supporting a
new finance course within our
Virtual
Learning
Environment

classroom and still using the resources from the Institute of Financial Studies site. We needed a system that would provide students with the materials needed for the course but in a structured way so that the program of work could be followed easily by teachers and students. It also needed some interactivity within the system and allows progress to be tracked by teachers. The system also needs to have the ability to be edited as the course progresses adding new materials on that have been created within the school by the teachers such as presentations or tasks that the teachers would like completed. This way it allows extra flexibility so that teacher's can conduct their lessons using a variety of different materials and being able to easily access all that they need.

My colleague and I discussed this brief with Mary, our project mentor and finance course co-ordinator and the solution that was proposed was constructing a course within our school's Virtual Learning Environment. A virtual learning environment (VLE) is a software system that supports teaching and learning in an educational setting. Our VLE works over the Internet and provides tools such as assessment (particularly of types that can be marked automatically, such as multiple choice), communication, uploading of content to teachers, the marking and return of students' work, peer assessment, administration of student groups, collecting and organizing student grades, questionnaires, tools to track activity on the course, etc. Our system also includes wikis, blogs and live RSS feeds. The particular environment that we use is a system called Moodle which is an open source piece of software widely available over the web for organisations like schools and academic institutions to use.

This system, after construction, would allow students to access all the materials but in a much more structured way with each topic being clearly laid out and all the resources for that topic being together rather than all over the place which is how they were laid out on the IFS site. It will also allow materials that teachers wish to use in lessons to be available easily to all students and homework tasks can be set online and electronic responses can be uploaded to the teachers for marking, a much more usable solution than trawling through the IFS website each lesson.

By this point we had a pretty good idea of the layout of the course and what was provided for each topic, a PDF of study materials, worksheets and a set of case studies for each topic. It was decided when talking to Mary that instead of teachers delivering the course using a wordy, long PDF of study materials, a PowerPoint presentation would be made for each topic based on the study materials. To get an idea of how the course within the VLE should be structured we researched existing courses in the VLE.

Development:

Home
 My Home
 My Recent Documents
 My Recent Activities
 My Recent Assignments
 My Recent Quizzes
 My Recent Tests
 My Recent Surveys
 My Recent Discussions
 My Recent Announcements
 My Recent News
 My Recent Events
 My Recent Links
 My Recent Settings
 My Recent Preferences
 My Recent Account Information
 My Recent Help
 My Recent Feedback
 My Recent Support
 My Recent Contact Us
 My Recent About Us
 My Recent Privacy Policy
 My Recent Terms of Service
 My Recent Disclaimer
 My Recent Copyright
 My Recent Trademark
 My Recent Patent
 My Recent Trademark
 My Recent Patent

On Friday 15th August 2008, during the summer holidays, my colleague and I met in school to discuss the implementation of the course and to start construction. We first decided on a course structure of organising the resources by each topic with the study materials, worksheets, case study and PowerPoint for each topic being in the same box. From the 15th – 27th August the implementation of Unit 1 “Money Matters”, of the course continued with the resources being added to each topic along with two uploads that allow students to submit work

for a certain assignment which then gets sent to the teachers for marking. The teachers have a separate area of the system where they can select their particular group and view all the work uploaded.

All participants
 All participants
 12A- C Seabome
 12A -C Seabome (IF3)
 12A - Mr Ward
 12B - Miss Purcell
 12B - Mr Decker
 12C - Mr Nagra
 12C - Mr Ward
 12D - Mr Decker
 12D - Mr Ward
 12E - Miss Purcell
 12E - Mr Decker

- Topic 1 Worksheets
- Upload for Worksheets (Topic 1)
- Upload for Case Studies (Topic 1)

Separate groups	12E - Mr Decker	Grade	Comment	File name	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Sarah Bassiony	No grade	2/600 />Incorrect answers are 3, 4, 5, 6, 8	doc, gr Unit_1_and_2_collections.docx	Monday, 22 September 2008, 08:14 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Edwin Brunker	No grade	3/600 />Incorrect answer was 4.	doc, gr PS_Quiz.docx	Monday, 22 September 2008, 08:10 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Stefan Cab	No grade	4/600 />Incorrect answers are 3, 4, 6, 8 />Good	doc, gr Multiple choice questions.docx	Monday, 22 September 2008, 08:11 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Gay dark	No grade	4/600 />Incorrect answers 3, 6, 8 />	doc, gr Questions.docx	Monday, 22 September 2008, 08:11 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Emily Doran	No grade	3/600 />Incorrect answers 3, 4, 5, 6, 8 />Please	doc, gr PS_Unit_1_and_2_questions.docx	Monday, 22 September 2008, 08:13 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Jessica Ethel	No grade	3/600 />Incorrect answers 3, 4, 6, 8 />Full	doc, gr Unit_1_20a.docx	Monday, 22 September 2008, 08:15 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
David Ed	No grade	5/600 />Incorrect answer 6, 8 />Good	doc, gr Quiz.docx	Monday, 22 September 2008, 08:10 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Anthony Gatto	No grade	3/600 />Incorrect answers 3, 4, 5, 6, 8 />	doc, gr Questions.docx	Monday, 22 September 2008, 08:13 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Ben Garone	No grade	4/600 />Incorrect answers 3, 4, 6, 8 />Good	doc, gr Topic_2_Questions_and_Answers.docx	Monday, 22 September 2008, 08:20 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Santel Good	No grade	3/600 />Incorrect answers 3, 4, 6, 8 />	doc, gr PS_Quiz_questions_100.docx	Monday, 22 September 2008, 08:17 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Jordan Grady	No grade	4/600 />Incorrect answers 3, 6, 8 />Good	doc, gr Questions_2.docx	Monday, 22 September 2008, 08:10 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Clavin Jentara	No grade	4/600 />Incorrect answers 3, 6, 8 />Please	doc, gr Work_sheet_2_business_100000.docx	Monday, 22 September 2008, 08:11 AM	Tuesday, 23 September 2008, 08:14 AM	Update		
Rachel Kent	No grade	4/600 />Incorrect answer for 3, 6, 8 />	doc, gr PS.docx	Monday, 22 September 2008, 08:23 AM	Thursday, 25 September 2008, 08:00 PM	Update		
Mona Mira	No grade					Grade		

An introduction box was also added which was created in house and not taken from the IFS materials. The idea of this box was to introduce the online system to the students and get them all settled into the new way of operating an AS Level course. This section also provided instructions on how to register onto the course within the Virtual Learning Environment and how to use the Virtual Learning Environment. This box was allocated one lesson when the course was first launched which gave the admin team (Mary, me and my colleague Avishek) time to make sure everyone was into the course successfully and were allocated groups within the environment.

eIFS Course Introduction

This course is compulsory for all Year 12 students - it is the equivalent to an AS level.

On completion of this programme students will be able to:

- Appreciate the benefits that can be derived from financial services products, and how these can contribute to achieving their personal aspirations.
- Develop an awareness of risk and reward and the opportunities associated with different financial solutions.
- Understand the concept of 'money' in different forms, and how the value of money is affected by time and circumstances.
- Understand the scope of the financial services industry and how it impacts upon individuals, directly and indirectly.
- Compare and contrast a range of financial solutions and draw reasoned, informed and sound financial judgements in contexts.

Units & Grading

Unit	Unit Details	% of Overall Qualification	Pass Mark
1	Why Money Matters (WMM)	25%	25/100
2	Risk and Reward (RR)	35%	35/125
3	Using Pensions and Financial Judgments (UJ)	40%	40/140

Unit 1 and 2 will each be assessed by a 60 minute exam. Unit 1 will comprise 50 one-mark questions. 25 marks are required to pass the test. Unit 2 will comprise 35 one-mark questions. 30 of these questions will be based on 8 case studies each with associated questions. 17 marks are required to pass the exam. Unit 3 will be assessed by a single paper-based written exam based on an unseen case study. Candidates get to choose ONE question out of the 2 presented.

125 marks for the whole qualification and a pass must be achieved in all three units for the award.

Grading Scale

Grade	Percentage	Grade	Percentage
A*	80%+	C	50%-59%
A	70%-79%	D	40%-49%
B	60%-69%	E	30%-39%
C	50%-59%	F	20%-29%
D	40%-49%	G	10%-19%
E	30%-39%	U	0%

Use the links below to assist you with any problems encountered whilst undertaking the Financial Studies Course

UNIT 1: Why Money Matters

Lesson 1 - Starting Off

UNIT 1: Why Money Matters

Lesson 1 - Starting Off

Use the resources below to familiarise yourself with the course and to gain an understanding about what the course is actually about. Also check out the ever changing glossary and the live BBC Finance News feed on the right hand side of the page.

Make sure that before the end of the second lesson you have undertaken the money quiz (linked below) and uploaded your scores to the 'Quiz Results' link so that your existing knowledge can be assessed.

- Money Quiz
- Money Quiz - Complete this online quiz to assess how well you are on all things money!
- Money Quiz Scores
- For a more extended look at what the course entails click here
- Login to IFS
- How to Moodle
- Money Magazine
- Money Magazine - Money Magazine
- Money Magazine - This is Money
- Money Magazine - Money First
- Money Magazine - Money Saving Expert
- Money Magazine - BBC Finance
- Money Saving Expert Teen Guide

The course was due to launch on September 4th 2008 and so Unit 1 of the course had to be complete by then and staff who were delivering the course to the students in lessons had to be trained on how to use the course as many of them had never come across a learning platform before and therefore were daunted with the prospect of using it in lessons. On September 3rd, a staff development day, we ran a training session for all the staff involved with teaching the finance course. They were provided with a PowerPoint presentation (Appendix 1) which was also on Moodle which outlined how to use our course within the VLE and we also explained and demonstrated more in depth tasks such as marking work and how to access student logs.

Throughout the first two weeks of September 08 my colleague and I supported the staff by being in each of the first lessons to make sure that everyone could access the course successfully and to iron out any teething problems. This relied heavily on communication between the teachers and me especially Mary as we had to solve problems that arose quickly and effectively. Mistakes in the VLE were picked up on and staff queries were answered in those first few weeks and the course ran smoothly from the beginning of October after the initial integration period was over.

As Unit 1 was coming to an end and students were approaching the exams a questionnaire was conducted to assess the students opinions about the different format of the AS course. The questionnaire and results summary that was produced by the body who carried out the questionnaire, are shown on the next page.

IFS Questionnaire

Thank you for taking the time to complete this questionnaire about the IFS course.

*Please answer all the questions **honestly** your opinions are important*

Name: _____ Form: _____ IFS Teacher: _____

Do you like that the IFS course is computerised? (please circle your answer)	Mostly, yes	Unsure	Mostly, no
Specifically, what do you like about the ICT aspect of the course?			
Specifically, what do you dislike about the ICT aspect of the course?			
How do you feel about the lesson time allocated to the subject? (please circle your answer)	Too much	About right	Too little
On average, how much time do you spend working on IFS outside of lessons?			
Which aspects of the course do you enjoy?			
Which aspects of the course do you not enjoy?			
Any other comments you wish to make about the IFS course?			
<i>For year 13s only</i> How useful do you find IFS in comparison to General Studies?	IFS is more useful than general studies	They're both about as useful as each other	General studies is more useful than IFS
<i>For year 13s only</i> How interesting do you find IFS in comparison to general studies?	IFS is more interesting than general studies	They're both about as interesting as each other	General studies is more interesting than IFS
Are you aware that your Unit 1 exam is in November?	Yes		No
Do you feel prepared for the exam?	Yes		No
What could YOU do in order to prepare for the exam?			

Results summary:

- 72% of students say that they like that the course is computerised, primarily because it means the course is easy to access and catch up on a lesson if has been missed.
- 61% of students feel that the time allocated to IFS is about right.
- 55% students do not feel prepared for the November exam
- Only one student was unaware that the exam was in November
- Generally, student seem to feel that the IFS course is good because it will be useful in later life but they find the Moodle system slightly unreliable
- Overall a very positive response

The Unit 1 exams were scheduled for November 18th, 19th and 20th and from the 24th November the students would move on to Unit 2 "Risk and Reward". This meant that the construction of Unit 2 within Moodle had to start at the beginning of October 08. After a meeting on Tuesday 7th October with the IFS teaching staff, Avishek and Mary, it was decided that the structure of Unit 2 was to be the same with a PowerPoint, Study Materials and Worksheets in each topic's box. However instead of having uploads for the worksheets on every topic's box, there would be two compulsory homeworks set up in Topic 3's box and

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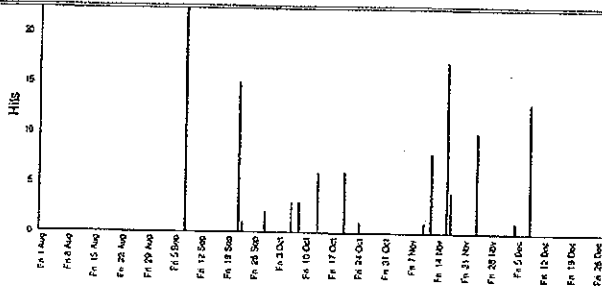
Topic 6 - Making an informed choice

Please note Homeworks in this section **must be completed** by **all** students and uploaded to the link below. Complete the homework in a Word document.

- Making an informed choice PowerPoint
- Compulsory Homework 1
- Upload for Compulsory Homework 2
- Here are the study materials and activities for Topic 6
- Topic 6 Worksheets
- Test Your Knowledge for Topic 6
- Investment Resources
- Investment Pocket Guide

Wendy who was a temporary teacher of the IFS course left the school in mid October and it was planned that she would hand her classes over to the head teacher. I therefore had to train on the operation of our Moodle course as he was not at the original training session. I was also due to support Simon in his first lesson however due to illness and other commitments the classes that was due to take were taken over by another member of the IFS teaching staff.

As the participation of this course is compulsory for all Year 12 students at our school, Mary needed to provide activity reports to the head of sixth form about particular students and Avishek and I had to print off these report, compile them and explain what they meant to the head of sixth form. An example of an activity report is shown on the next page:



Displaying 116 records

Page: 1 2 (Next)

Time	IP Address	Full name	Action	Information
Mon 8 December 2008, 09:58 AM	10.0.32.148	Adam Peter	quiz close attempt	Test Your Knowledge for Topic 3
Mon 8 December 2008, 09:58 AM	10.0.32.148	Adam Peter	quiz review	Test Your Knowledge for Topic 3
Mon 8 December 2008, 09:53 AM	10.0.32.148	Adam Peter	quiz attempt	Test Your Knowledge for Topic 3
Mon 8 December 2008, 09:53 AM	10.0.32.148	Adam Peter	quiz view	Test Your Knowledge for Topic 3
Mon 8 December 2008, 09:04 AM	10.0.32.148	Adam Peter	resource view	Here are the study materials and activities for Topic 7
Mon 8 December 2008, 08:44 AM	10.0.32.148	Adam Peter	resource view	Identifying and Assessing the risks involved in achieving plans PowerPoint
Mon 8 December 2008, 08:43 AM	10.0.32.148	Adam Peter	resource view	Here are the study materials and activities for Topic 5
Mon 8 December 2008, 08:43 AM	10.0.32.148	Adam Peter	course view	Certificate in Financial Studies
Mon 8 December 2008, 08:40 AM	10.0.32.148	Adam Peter	quiz close attempt	Test Your knowledge for Topic 2
Mon 8 December 2008, 08:40 AM	10.0.32.148	Adam Peter	quiz view	Test Your knowledge for Topic 2
Mon 8 December 2008, 08:37 AM	10.0.32.148	Adam Peter	quiz attempt	Test Your knowledge for Topic 2
Mon 8 December 2008, 08:36 AM	10.0.32.148	Adam Peter	quiz view	Test Your knowledge for Topic 2
Mon 8 December 2008, 08:36 AM	10.0.32.148	Adam Peter	course view	Certificate in Financial Studies
Thu 4 December 2008, 08:02 AM	10.0.33.277	Adam Peter	course view	Certificate in Financial Studies
Mon 24 November 2008, 08:38 AM	10.0.32.148	Adam Peter	resource view	Useful Websites - Money Saving Expert
Mon 24 November 2008, 08:37 AM	10.0.32.148	Adam Peter	course view	Certificate in Financial Studies
Mon 24 November 2008, 08:37 AM	10.0.32.148	Adam Peter	quiz close attempt	Test your knowledge of Topic 1
Mon 24 November 2008, 08:37 AM	10.0.32.148	Adam Peter	quiz view	Test your knowledge of Topic 1
Mon 24 November 2008, 08:35 AM	10.0.32.148	Adam Peter	quiz attempt	Test your knowledge of Topic 1
Mon 24 November 2008, 08:34 AM	10.0.32.148	Adam Peter	quiz close attempt	Test your knowledge of Topic 1
Mon 24 November 2008, 08:34 AM	10.0.32.148	Adam Peter	quiz view	Test your knowledge of Topic 1
Mon 24 November 2008, 08:32 AM	10.0.32.148	Adam Peter	quiz attempt	Test your knowledge of Topic 1
Mon 24 November 2008, 08:31 AM	10.0.32.148	Adam Peter	quiz view	Test your knowledge of Topic 1
Mon 24 November 2008, 08:31 AM	10.0.32.148	Adam Peter	course view	Certificate in Financial Studies
Mon 17 November 2008, 08:24 AM	10.0.33.160	Adam Peter	resource view	Here are the study materials and activities for Topic 8
Mon 17 November 2008, 08:20 AM	10.0.33.160	Adam Peter	resource view	Financial Services Providers (Topic 7) PowerPoint (2)
Mon 17 November 2008, 08:06 AM	10.0.33.160	Adam Peter	resource view	Revision Cards
Mon 17 November 2008, 08:06 AM	10.0.33.160	Adam Peter	course view	Certificate in Financial Studies
Sun 16 November 2008, 08:02 PM	10.0.42.1	Adam Peter	course view	Certificate in Financial Studies
Sun 16 November 2008, 08:02 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 7
Sun 16 November 2008, 08:02 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 6
Sun 16 November 2008, 08:01 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 5
Sun 16 November 2008, 08:59 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 4
Sun 16 November 2008, 08:16 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 3
Sun 16 November 2008, 08:15 PM	10.0.42.1	Adam Peter	resource view	Topic 3 Worksheets
Sun 16 November 2008, 08:14 PM	10.0.42.1	Adam Peter	course view	Certificate in Financial Studies
Sun 16 November 2008, 03:49 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 2
Sun 16 November 2008, 03:37 PM	10.0.42.1	Adam Peter	resource view	Topic 2 Worksheets
Sun 16 November 2008, 03:33 PM	10.0.42.1	Adam Peter	resource view	Here are the study materials and activities for Topic 1

Regular informal correspondences occurred as the course progressed and little problems needed rectifying and the support is still ongoing. The emails between the teaching staff and can be seen as an appendix and the logs of all meetings can be found in the study log attached.

The Unit 2 exams are in the week commencing 9th February and the construction of Unit 3 commenced in the week commencing 25th January. The format of this section is again different from the first two units; the exam consists of essay style questions which require a different layout of the online course. The structure of Unit 3 consists of four workbooks to cover the content of the unit and then using past papers that IFS have provided. Both the workbooks and past papers will be put onto the Moodle course along with other materials such as PowerPoint presentations and worksheets.

UNIT 3 - Making Personal Financial Judgements

Now that you have completed your first 1 and 2 months of the IFS course, we will now start to focus on Unit 3 which is called Making Personal Financial Judgements. Before you embark on Unit 3 and 2 of the necessary material needed for you to achieve the highest grade possible. This will be a equally effort to be put in the time taken will be worked through in the first four weeks then in the next four weeks you will focus on how the structure of the exam and what you need to bring up in each through the use of past papers. 5/1/09

IFS School of Finance

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- Home
- Home
- Home

Chapter 1 - Taking Financial Advice

Chapter 2 - Changes in the Financial Marketplace

Chapter 3 - External Factors and their influence on the individual

Chapter 4 - Making Financial Decisions

Past Papers - July 08

- Home
- Home
- Home
- Home

Past Papers - May 08

- Home
- Home
- Home
- Home

Conclusion:

Looking at the feedback from students on the questionnaire that was carried out and the response from staff delivering the course, the new concept of having a totally online course where students can access resources and progress can be tracked seems to of been successfully implemented into the school with people settling down and getting used to using the course. Even though there have been problems the course is now an established part of the Year 12 curriculum and will carry on next year. The course can be used again when the new Year 12 students come in September 2009 but the course may need to be adapted and changed slightly depending on the requirements. However Avishek and I leave the sixth form in June 2009 and therefore intense training courses and documents will need to be run so that the course can be successfully maintained and updated without us being there.

Although the course has benefited the school and can be used in the future, the project has also developed my own personal skills which can be applied in the future. Communication and organisation where key skills that I had to develop with regular communication taking place between us and the teaching team and as many of them were not ICT specialists I had to learn how to communicate the information in a way that was clear and understandable, I had to go back to basics. Trouble shooting has also been a key element of the project with regular issues arising with the course needing to be solved instantly, regular panics broke out and I had to make sure that the course could run the best it could at all times. I have thoroughly enjoyed creating the IFS course within our virtual learning environment and have felt that my work has contributed to innovation within our school.

Activity Log

Below details the dates of key activities that I carried out whilst completing the project:

August 18th – 23rd August 08 – Construction of Unit 1 of the Moodle course

Wednesday 3rd September 08 – Basic Moodle Training for staff – training resources uploaded to Moodle

Monday 8th September 08 – Providing support in first IFS lessons

Wednesday 10th September 08 – Providing support in first IFS lessons

Thursday 11th September 08- Providing support in first IFS lessons

Wednesday 1st October 08 – Construction of Unit 2 – download and add study materials and worksheets for each topic, add topic titles.

Thursday 2nd October 08 – More Unit 2 construction – added multiple choice quizzes using questions from IFS website

Tuesday 7th October 08 – IFS meeting with teaching staff – ran through format of Unit 2, going well and students need to take notes.

Wednesday 8th October 08 - Moodle training for – will be taking over Wendy's classes, train on the basic operation of Moodle.

Thursday 9th October 08 – Compulsory homework documents added to the Moodle course to Topic 3 and 6. PowerPoint put on to Moodle

Tuesday 11th November 08 – Met with Mary to discuss Unit 1 mock exams taking place w/c Mon 10th Nov. Students seem to be getting good grades, when they finish mock they are provided with codes that link to specific areas of study. Codes need to be downloaded from IFS site and put onto Moodle so students know what areas to revise.

Tuesday 18th November 08 – Add PowerPoints for topics. Add tasks for each topic and arrange into format discussed.

Wednesday 19th November 08 – Meeting

- Need to add budget planner to Topic 1 – USB – IFS resources.
- Also add investment link and investment pocket guide – add to topic 6
- Update managing money powerpoint Topic 2
- Add useful websites in intro section for unit 2

Tuesday 13th January 09 – Meeting with

- Gave me questionnaire results.
- Unit 2 mock exam 2nd Feb
- Exam w/c 9th Feb – 1 hour

- Spec Paper A is mock exam
- Unhide uploads for question papers
- Mary and Carol going on course for Unit 3 in March
- Unit 3 starts after half term
- Unit 3 exam 12th May
- 1 lesson/chapter per topic then all past papers
- Add teachers guide
- Syllabus
- Glossary
- No Uploads
- Look through activities and pick good ones out and put them in word document
- Create answer documents

Thursday 15th January 09 – Unit 3 construction and Unit 2 maintenance

Wednesday 21st January 09 – Unit 3 construction

Monday 26th January 09 – Meeting with

- Ifs is losing a computer room per cycle
- MO will make a PPT explaining how Unit 3 works
- Chapter then past paper structure
- Put self test questions
- Put case studies on
- Put extra teachers extracts on as teachers resources

Appendix 1



<<

[< Prev](#) [Reply](#) [Forward](#) [Delete](#) [Reply All](#) [Redirect](#) Move to folder... ▾ [Next >](#)

- [New Message](#)
- [Inbox](#)
- [Trash \[purge\]](#)
- [Sent Items](#)
- [Drafts](#)
- [INBOX.Trash](#)
- [Manage Folders...](#)
- [Addresses](#)
- [Search](#)
- [Options](#)
- [Log out](#)

Current Mailbox Size:
27MB
of 52MB used

From
(Add to address book) (Add to recent addresses)

Date 26/8/2008 7:06:13 am

To

Subject ms

- [Back to list](#)
- [Headers](#)
- [Inline Images](#)
- [Variable width font](#)
- [Enable Scripts](#)
- [Open in New Window](#)
- [Enable Offsite Images*](#)

[change view](#)

Hi Matt

Don't think i will be in school today, plans have changed, dont know who is in, if its just Avishek could you let him know. Hope you have got enough to be getting on with. If not, leave it for today and continue next week. I am in Monday, Tuesday and Wednesday.

Enjoy the remainder of the holidays!

Miss

Save email to disk as a text file

Print email

Print email without To: and Cc: fields

[< Prev](#) [Reply](#) [Forward](#) [Delete](#) [Reply All](#) [Redirect](#) Move to folder... ▾ [Next >](#)

<< < Prev Reply Forward Delete Reply All Redirect Move to folder... Next >

[New Message](#)

[Inbox](#)

- Trash [purge]
- Sent Items
- Drafts
- INBOX.Trash
- Manage Folders...

[Addresses](#)

[Search](#)

[Options](#)

[Log out](#)

Current Mailbox Size:
27MB
of 52MB used

From
(Add to address book) (Add to recent addresses)

Date 1/9/2008 12:06:46 pm

To

Subject ifs

- Back to list
- Headers
- Inline Images
- Variable width font
- Enable Scripts
- Open in New Window
- Enable Offsite Images*

[change view](#)

Matt

Am so sorry havent had a minute in terms of time for IFS, i have attached topic 5 powerpoint although have got strong sense of De Ja Vu!

Would you, could you (or Avishek) tinker with it in terms of cutting an pasting timer is of an essence and i havent a lot. though realistically its not a major problem as the topic wont be covered for a few weeks.

Also attached is a document that i wouyld liek put onto the teacher area at the beginning - it is a very basic idea of when they should cover specific topics etc.

I have emailed teaching team this morning asking for a meeting at 3.20 afterschool on Wednesday for you and Av to go through the site - my one worry is Spelling, i have noticed problems from the start and also i need to edit some powerpoints as some sections need to be uncovered (!?) as the teacher goes through it (i know what i mean!)

I will endeavour to do this at some pont even if first 3 are sorted we could always save changes in the term.

I am in school tomorrow all day atthough i should be working on BS and ECO stuff.

Wednesday will be manic - but try to find me before 3.20 - i hope you and Avi have an idea of what, how to start etc. We can run through beforehand.

Cant think of anything else, apologies for disturbing you, hope the above makes sense and i have to say the course looks fantastic!! you have both worked so hard i would have been lost without you!!

Regards

Miss

have tried 5 times to send the attached files but something is wrong with connection apparently, lets see if you get the actual email.

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From (Add to address book) (Add to recent addresses)
Date 7/9/2008 9:55:10 am
To
Subject program of study for unit 1
Attachments: IFS COURSE - PoS unit 1.doc (31k)

- [Back to list](#)
- [Headers](#)
- [Inline Images](#)
- [Variable width font](#)
- [Enable Scripts](#)
- [Open in New Window](#)
- [Enable Offsite Images*](#)

[change view](#)

Hi Matt

i have attached the pos for unit 1, i will give staff a paper copy but can you put it on the system under teachers notes etc.

thanks
 MP

IFS COURSE - _PoS_unit_1.doc

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From
(Add to address book) (Add to recent addresses)

Date 11/9/2008 6:33:42 pm

To

Subject New website for IFS course

- [Back to list](#)
- [Headers](#)
- [Inline Images](#)
- [Variable width font](#)
- [Enable Scripts](#)
- [Open in New Window](#)
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[change view](#)

http://www.moneysavingexpert.com/attachment/teen_cash_guide.pdf

Matt, check out this website with Avishek.

Do you think its worth putting on the Moodle system?

Or is it good via Search star in Library, i would be interested to know what you both think



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- Manage Folders...
- Addresses**
- Search**
- Options**
- Log out**

Current Mailbox Size: 27MB of 52MB used

From (Add to address book) (Add to recent addresses)

Date 15/9/2008 12:03:01 pm

To

Subject Re: New website for IFS course

- Back to list
- Headers
- Inline Images
- Variable width font
- Enable Scripts
- Open in New Window
- Enable Offsite Images*

[change view](#)

OK, lets do that

Search star is some library thing

----- Original Message -----

From:

To: "

Subject: Re: New website for IFS course

Date: Mon, 15 Sep 2008 11:06:22 +0100

> Looks like a good resource, that website is on the moodle
 > course anyway but not that particular pdf file, could make
 > a separate link to that also - bit confused about the
 > whole search star thing???

>

> Matt

> ----- Original Message -----

> From:

> To: SF

> Subject: New website for IFS course

> Date: Thu, 11 Sep 2008 19:33:42 +0100

>

>

> http://www.moneysavingexpert.com/attachment/teen_cash_guide.pdf

>

>> Matt, check out this website with Avishek:

>>

>> Do you think its worth putting on the Moodle system?

>>

>> Or is it good via Search star in Library, i would be
 >> interested to know what you both think

>>

>> Miss

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- INBOX.Trash
- Manage Folders...
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- Headers
- Inline Images
- Variable width font
- Enable Scripts
- Open in New Window
- Enable Offsite Images*

[change view](#)

From (Add to address book) (Add to recent addresses)

Date 23/9/2008 7:47:47 pm

To

Subject Re: IFS again

matt

Thanks for all that info

From here i can tell you that Dharyl wilson is in 12A2

did not register as year 12 so forget them.

Chloe IS Chloe (registered)

Olivewr has gone to extended project.

Michael landed himself in it and promises he will register this week(!) EH chasing up on THU.

Tom : i have to chase.

As for your newbies i wil chase them up with Alan asap

Attached I hope are power points 3 and 4 that Wendy has done could you attach them to correct areas please

no as per they wont attach joy!! see you tomorrow, give tham to you then

Mary

xx

----- Original Message -----

From:

To:

Subject: IFS again

Date: Tue, 23 Sep 2008 14:23:05 +0100

> hi,

>

> The total is now 210. New users are - can't find

>

> them in any class lists though. Azarel is also not on any

> class lists. I'm thinking that we are going to end up with

> more people in moodle than are listed with

> because brings it to 211 and unless that all

> the people on that list are not doing it anymore the

> number goes over 211 - confusing!

>

> Matt

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[Redacted]

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Current Mailbox Size: 27MB of 52MB used

From (Add to address book) (Add to recent addresses)

Date 23/9/2008 7:27:02 am

To

Subject Moodle - difficulty accessing study materials

- [Back to list](#)
- [Headers](#)
- [Inline Images](#)
- [Variable width font](#)
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[change view](#)

Hi Matt
 One of the German students is having difficulty accessing 'Here are the study materials for Topic x' for any of the units. She gets an exclamation mark in a box. I'm sure other students had this earlier on but I can't remember what the fix for the problem was. Can you email me the solution please? The student is Sonja Nebe in 12G.

Many thanks
 Mrs

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From
 (Add to address book) (Add to recent addresses)

Date 25/9/2008 5:46:45 pm

To

Subject Re: new user

- [Back to list](#)
- [Headers](#)
- [Inline Images](#)
- [Variable width font](#)
- [Enable Scripts](#)
- [Open in New Window](#)
- [Enable Offsite Images*](#)

[change view](#)

Matt he may be a newbie, having swapped from Extended project, i will check it out on Monday with Mr

You have a nice weekend too.

Mary
 ----- Original Message -----

From:
To:
Subject: new user
Date: Thu, 25 Sep 2008 14:11:00 +0100

> hi!
 >
 > Luke has popped up on the course and i can't find
 > him in any registers???
 >
 > Have a nice weekend!
 >
 > Matt

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New Message

Inbox

- Trash [purge]
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- Drafts
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- Manage Folders...

Addresses

Search

Options

Log out

Current Mailbox Size:
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From
(Add to address book) (Add to recent addresses)

Date 1/10/2008 2:00:34 pm

To

Subject Topic 5 powerpoint

Attachments: CeFS Chapter 5(2).pptx (788k)

- Back to list
- Headers
- Inline Images
- Variable width font
- Enable Scripts
- Open In New Window
- Enable Offsite Images*

change view

default.htm

Matt,

Can you please put this one on Moodle for me, I will see you next week so I can be taught how to do it so I am not bugging you all the time. Go and collect your cheque from Mrs [redacted] in Finance asap

Remember meeting next Tuesday

See you soon

Mary

CeFS_Chapter_5(2).pptx

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Print email

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From
(Add to address book) (Add to recent addresses)

Cc

Date 12/10/2008 6:59:20 pm

To "emmahorstrup" <emmahorstrup@hotmail.com>

Subject IFS Cover

- [Back to list](#)
- [Headers](#)
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- [Variable width font](#)
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[change view](#)

Hi Em

Apparently SD may be out tomorrow due to illness, i am not in as you know, SD has THREE IFS groups. Could you display notice re work for all groups on sixth form board.

12E2 LESSON 1 IN D6
 12C2 LESSON 3 & 4 IN D4
 12B2 LESSON 5 IN D6

ALL STUDENTS MUST USE LESSON TO FINISH TOPIC 6 PART I AND II ON MOODLE

GO BACK OVER TOPICS 1 - 5 AND USE TIME TO REVISE FOR UNIT 1 EXAM WHICH IS JUST 5 SCHOOL WEEKS AWAY.

STUDENT LOGIN IS MONITORED.

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From
(Add to address book) (Add to recent addresses)

Date 7/11/2008 4:12:29 pm

To

Subject AARGH! IFS

- Back to list
- Headers
- Inline Images
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- Enable Scripts
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[change view](#)

Hi Matt

Major issues with IFS E testing Carol and Michele (exams) have been trying to sort out test sets for Mock (this Monday) and real thing BUT things are looking difficult. I ran into school as they pjoned txt and email. We have to come up with alternative to Etest mock for Monday, the following maybe in vain as just as i left them Carol had found out a way of sorting the test sets out but just in case it doesnt work, could you help out by:

Taking say Specimen paper C from Unit 1 and setting it up in a section labelled 'Unit 1 mock exam' obviously closing down the answers, even tho i have only just asked for student accessibility (the other answers to A and B are fine to leave open to students).

Is it possible to create an upload whereby students work on the 'mock' and upload answers to individual teachers? That would be great!

I think it might be worth advising students to keep a copy of their answers (dont know if this happens automaticall?). Because if teachers cant mark in time (which is likely) then we could open up the answers to mock to students on Friday afternoon?

Is all of this possible? Can you do it? I would really appreciate it - what a day!! on top of a certain teacher coming to tell me that they are absent next week during the mock exams (last night during open eve!!) AARRGHH!!

As i say it may all be in vain, if Carol has worked her magic, if not i think someone from IFS will have to come and see what the issues are - i do not want to cancel the e test - wouldnt look good for students.

Obviously all this remains confidential apart form you and Avishek - dont need anyone hearing any rumours.

Am sorry to put this on you for Monday, if it can be done for them SD is first teacher - well his class are.

I would really appreciate it, good for your project - immediate trouble shooting.

Let me know

Thanks

Mary

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<<

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Addresses

Search

Options

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Current Mailbox Size: 27MB of 52MB used

From [Redacted]
 (Add to address book) (Add to recent addresses)

Date: 19/11/2008 12:41:49 pm

To

Subject Guidance Auto reply

- Back to list
- Headers
- Inline Images
- Variable width font
- Enable Scripts
- Open In New Window
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[change view](#)

Thank you for your enquiry. The Student Support & Guidance team will respond to your query within 7 - 10 working days. Please note - at peak periods this may take longer.

With kind regards
 Student Support & Guidance

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- Addresses
- Search
- Options
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Print Reply Forward Reply All Reply to All Move to folder... [Redacted]

From: (Add to address book) (Add to recent addresses)
Date: 19/11/2008 4:39:29 pm
To:
Subject: RE: Unit 2 Factsheets

- Back to list
- Headers
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- Variable width font
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- Open in New Window
- Enable Offsite Images*

Hi Matthew
 Thanks for your email - there are a series of worksheets and extracts that are available via <http://www.myifslearning.com> (for teaching staff). There are also a series of case studies available at the end of each chapter of the student content.

Please feel free to contact me when you are on the website and I can point you in the right direction.

Kind regards
 Dan Revell
 FE Customer Support Officer

[Redacted]

-----Original Message-----

From:
 Sent: 19 November 2008 12:42
 To: guidance
 Subject: Unit 2 Factsheets

To whom it may concern,

I am a facilitator of the IFS Financial Studies course at Grammar School. Whilst looking through resources and the teacher's guide for Unit 2 'Risk and Reward', references are made to six factsheets. I am unable to find these on the IFS teacher's resources site, do you know where i can find these?

Regards,

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From (Add to address book) (Add to recent addresses)

Date 20/11/2008 7:21:19 pm

To

Subject Re: Geoff's Powepoint

- [Back to list](#)
- Headers
- Inline Images
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- Enable Scripts
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[change view](#)

WHATTTT!!

I asked him to email it to me first, how did he put it on Moodle has he got posting rights or whatever they are called? Jeez! Thanks Matt, you are a star! No he hasnt sent it to me, fantastic! Dont put it on yet until i say so if thats ok

Regards

Mary

----- Original Message -----

From:

To:

Subject: Geoff's Powepoint

Date: Thu, 20 Nov 2008 10:15:50 GMT

> Hiya,

>

> Don't know if you were aware but Geoff's Powerpoint has

> appeared on Moodle. I don't know whether you have received

> it by email and checked it or whether he has just put it

> on there?? it's in Office 07 anyway so I'm gonna have to

> take it off, change the version and put it back on but do

> you want me to leave it on there? Some of it is slightly

> odd but it looks kind of ok! Also i got a really useless

> email from IFS about the fact sheets which didn't solve

> the problem at all so i'm in the process of trying to sort

> that out with them.

>

> Have a nice weekend!!

> Mattx

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[Redacted]

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From [Redacted]
 (Add to address book) (Add to recent addresses)

Date 20/11/2008 4:52:29 pm

To

Subject RE: Unit 2 Factsheets

- Back to list
- Headers
- Inline Images
- Variable width font
- Enable Scripts
- Open in New Window
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[change view](#)

Hi Matt

Thanks for your email.

Apologies - it appears that these no longer exist in the materials following the rewrite in response to the syllabus review. Reference to them should have been removed.

Apologies for the oversight - we have now removed the reference from the teacher guide and this has been updated online.

Kind regards

Dan Revell
FE Customer Support Officer

[Redacted signature block]

-----Original Message-----

From: [Redacted]
Sent: 20 November 2008 10:00
To: Dan Revell
Subject: RE: Unit 2 Factsheets

Dan,

Thanks for your reply - The worksheets and case studies are currently being used by our teaching staff and have been a great help. However in the teacher's guide for Unit 2 Risk and Reward it talks about 6 fact sheets that should be available:

1. Investment Trust Managers and Investment Trusts
2. Insurance Companies and Insurance Products for Investment Needs
3. National Savings and Investments
4. Managed Portfolio Services
5. Investing in Shares on the Stock Market
6. Fund Managers and Fund Products

I have searched the myifslarning site and can't find them anywhere. It says they are specific to Unit 2 and references are made to them in the chapters. Any ideas?

Regards

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From [Redacted]
 (Add to address book) (Add to recent addresses)
Date 21/11/2008 4:35:21 pm
To
Subject RE: Unit 2 Factsheets

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- [Variable width font](#)
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- [Open in New Window](#)
- [Enable Offsite Images*](#)
- [change view](#)

Thanks Matt - I'll ensure that our production team are made aware of this.
 Have a good weekend.

Dan

-----Original Message-----

From:
Sent: 21 November 2008 13:53
To: Dan Revell
Subject: RE: Unit 2 Factsheets

Dan,

Thanks for that, we were just a little confused! References are also made to the factsheets in the chapter documents aswell I think, in Chapter 6 for definite just so you know.

Thanks for your help
 Matt
 RMGS

----- Original Message -----
From: "Dan Revell" <drevell@ifslearning.ac.uk>
To:
Subject: RE: Unit 2 Factsheets
Date: Thu, 20.Nov 2008 16:52:29 -0000

> Hi Matt
 >
 > Thanks for your email.
 >
 > Apologies - it appears that these no longer exist in the materials
 > following the rewrite in response to the syllabus review. Reference to
 > them should have been removed.
 >
 > Apologies for the oversight - we have now removed the reference from
 > the teacher guide and this has been updated online.
 >
 > Kind regards
 >
 > Dan Revell
 > FE Customer Support Officer

[Redacted]

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 > Royal Charter.
 >
 > -----Original Message-----

> From: | Sent: 20 November 2008 10:00 To: Dan
 > Reve...
 > Subject: RE: Unit 2 Factsheets
 >
 > Dan,
 >
 > Thanks for your reply - The worksheets and case studies are currently
 > being used by our teaching staff and have been a great help. However
 > in the teacher's guide for Unit
 > 2 Risk and Reward it talks about 6 fact sheets that should be
 > available:
 >
 > 1. Investment Trust Managers and Investment Trusts
 > 2. Insurance Companies and Insurance Products for
 > Investment Needs
 > 3. National Savings and Investments
 > 4. Managed Portfolio Services
 > 5. Investing in Shares on the Stock Market
 > 6. Fund Managers and Fund Products
 >
 > I have searched the myifslarning site and can't find them anywhere.
 > It says they are specific to Unit 2 and references are made to them in
 > the chapters. Any ideas?
 >
 > Regards
 >
 >
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From (Add to address book) (Add to recent addresses)

Date 24/11/2008 8:53:08 am

To

Subject FW: Powerpoint for topic 4 and Monday

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Matt

What the hell is a hot potato??
Can you tell me is it working etc. If there have been any problems before I email him back

Thanks

Mary

-----Original Message-----

From: wardg010@medway.org.uk [wardg010@medway.org.uk]
Sent: 24 November 2008 08:46
To: purcm001@medway.org.uk
Subject: Powerpoint for topic 4 and Monday

Sorry I did not get the Powerpoint to you on time but I realised it needed some modifications. There is a saved older version of it now so there should be no problems opening it up. There are also 3 "Hot Potatoes" on moodle topic 4 I've done so could you check that they are working OK.

I am ill today (Monday 24th) and won't be in. I have group 12C, period 4 in G5. If the worksheet for topic 1 was run out they could work in the library as they are a small group.

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From (Add to address book) (Add to recent addresses)

Cc

Date 3/12/2008 11:12:42 am

To

Subject Addition to Topic 2 box please

Attachments: CaseStudy10 topic 2.pptx (50k)

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default.htm

Matt

Attached is a case study that CS used in class, which is very useful and I have selected some revision questions. Could you please put the power point in topic 2 box titled 'case study application and revision questions', My classes have been told to go through this and self test questions before next lesson

Ta

Mary

CaseStudy10_topic_2.pptx

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From
(Add to address book) (Add to recent addresses)

Date 7/11/2008 4:12:29 pm

To

Subject AARGH! IFS

Hi Matt

Major issues with IFS E testing Carol and Michele (exams) have been trying to sort out test sets for Mock (this Monday) and real thing BUT things are looking difficult. I ran into school as they pjoned txt and email. We have to come up with alternative to Etest mock for Monday, the following maybe in vain as just as i left them Carol had found out a way of sorting the test sets out but just in case it doesnt work, could you help out by:

Taking say Specimen paper C from Unit 1 and setting it up in a section labelled 'Unit 1 mock exam' obviously closing down the answers, even tho i have only just asked for student accessibility (the other answers to A and B are fine to leave open to students).

Is it possible to create an upload whereby students work on the 'mock' and upload answers to individual teachers? That would be great!

I think it might be worth advising students to keep a copy of their answers (dont know if this happens automaticall?). Because if teachers cant mark in time (which is likely) then we could open up the answers to mock to students on Friday afternoon?

Is all of this possible? Can you do it? I would really appreciate it - what a day!! on top of a certain teacher coming to tell me that they are absent next week during the mock exams (last night during open eve!!) AARRGH!!

As i say it may all be in vain, if Carol has worked her magic, if not i think someone from IFS will have to come and see what the issues are - i do not want to cancel the e test - wouldnt look good for students.

Obviously all this remains confidential apart form you and Avishek - dont need anyone hearing any rumours.

Am sorry to put this on you for Monday, if it can be done for them SD is first teacher - well his class are.

I would really appreciate it, good for your project - immediate trouble shooting.

Let me know

Thanks

Mary

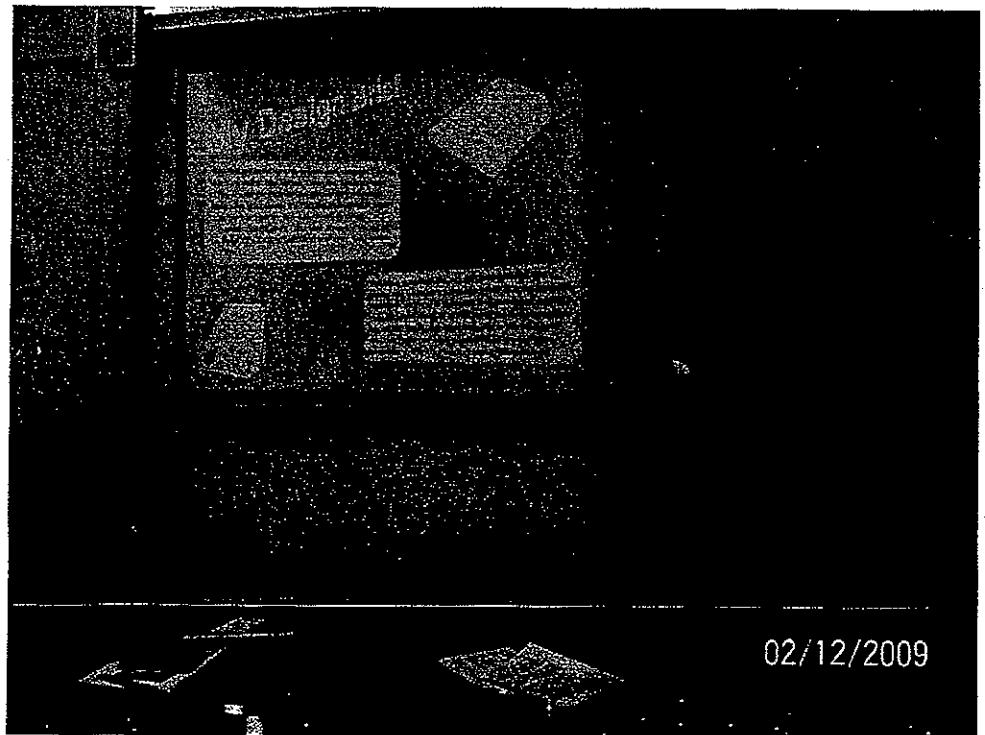
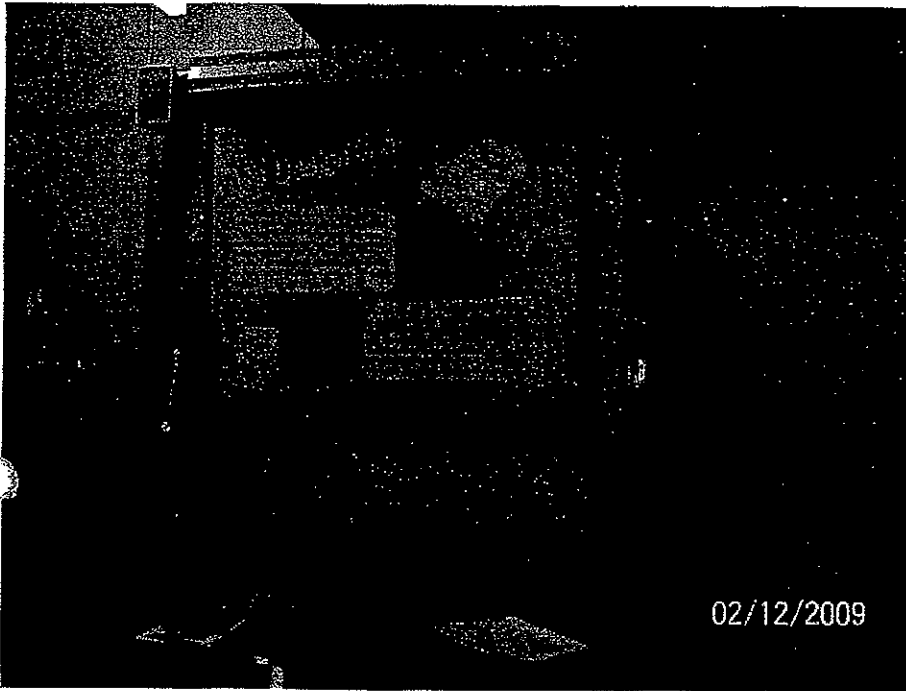
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After writing up my work I then presented my project through means of a PowerPoint presentation and interactive tutorials to another Extended Project candidate and my project mentor. Below are photos of this presentation:



Extended Project

Candidate No:

Bibliography:

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<http://moodle.org/about/> - Date first accessed 23/07/08

<https://www.myifslarning.com/index.cfm> - Date first accessed 23/07/08

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https://www.myifslarning.com/mystudies.cfm?section=teachers.page.org_results&QCode=CEFS&SCode=WMM - Date first accessed 14/08/08

https://www.myifslarning.com/mystudies.cfm?section=teachers.page.org_results&QCode=CEFS&SCode=RAR - Date first accessed 15/10/08

https://www.myifslarning.com/mystudies.cfm?section=teachers.page.org_results&QCode=CEFS&SCode=MAJ - Date first accessed 5/01/09