



Test Specification

Unit 22 Professional Conduct and Business Awareness (50 guided learning hours)

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| External Assessment Method: | Multiple Choice Question Paper | |
| Duration of External Assessment: | 55 minutes | |
| Pass Mark: | 60% | |
| Grading: | Pass, Merit or Distinction | |
| Frequency of External Assessment: | On demand (once ALL hours for all units for a qualification have been completed) | |
| Learning Outcomes to be Assessed: | All learning outcomes will be assessed | |
| Format of Questions: | Stem, 1 key and 3 distracters | |
| No. of Questions Per Paper: | 50 questions per unit/paper, to cover: | |
| Distribution of questions: Each question will be allocated one mark. | <u>Topic</u> Finance and costing Retail Sales and marketing Health, safety and hygiene Ethics Communication | <u>No. of Questions per paper</u> 5 5 10 20 5 5 |
| The topics listed can be found in the learning outcomes in the ITEC syllabus for unit 22 as follows: | <u>Topic</u> Finance and costing Retail Sales and marketing Health, safety and hygiene Ethics Communication | <u>Learning Outcome</u> 42, 49, 50 43, 44, 46 6, 45-47, 50 1, 5, 7, 10-28, 30-32, 40 2-4, 8-9, 28, 39 29, 32-38, 48 |
| Administration of External Assessment: | For security required of centres and for the administration of examination papers, please refer to the <i>ITEC Regulations and Procedures for Operating Theory Examinations</i> document. | |