

**ITEC LEVEL 2 PROFESSIONAL CONDUCT AND BUSINESS AWARENESS
TEST SPECIFICATION
2005-2006**

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

External Assessment Method:	Multiple Choice Question Paper																																						
Duration of External Assessment:	1 hour																																						
Pass Mark:	60%																																						
Grading:	Pass, Credit or Distinction																																						
Frequency of External Assessment:	On demand																																						
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:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Topic</u></th> <th style="text-align: right;"><u>No. of Questions per paper</u></th> </tr> </thead> <tbody> <tr> <td>Types of business</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Acts and legal entities</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Finance and costing</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Advertising and promotion</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Professionalism</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Ethics</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Health and safety</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Hygiene</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Consultation and Contraindications</td> <td style="text-align: right;">5</td> </tr> </tbody> </table> <p>Each question will be allocated one mark.</p> <p>The topics listed can be found in the learning outcomes in the ITEC syllabus for unit 22 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Types of business (22.2)</td> <td style="text-align: right;">1,2,3,4</td> </tr> <tr> <td>Acts and legal entities(22.2)</td> <td style="text-align: right;">3,4,6,8,18</td> </tr> <tr> <td>Finance and costing (22.2)</td> <td style="text-align: right;">6,9,10,12,16,17</td> </tr> <tr> <td>Advertising and Promotion (22.2)</td> <td style="text-align: right;">5,7,11-15,17</td> </tr> <tr> <td>Professionalism (22.1)</td> <td style="text-align: right;">1-2 7,8, 31-36,38,39</td> </tr> <tr> <td>Ethics (22.1)</td> <td style="text-align: right;">1-4,7-9, 29</td> </tr> <tr> <td>Health and safety(22.1)</td> <td style="text-align: right;">7,10-19,37,38</td> </tr> <tr> <td>Hygiene(22.1)</td> <td style="text-align: right;">21-27</td> </tr> <tr> <td>Consultation and Contraindications(22.1)</td> <td style="text-align: right;">5,8-10,28-30,32,34</td> </tr> </tbody> </table>	<u>Topic</u>	<u>No. of Questions per paper</u>	Types of business	5	Acts and legal entities	10	Finance and costing	5	Advertising and promotion	5	Professionalism	5	Ethics	5	Health and safety	5	Hygiene	5	Consultation and Contraindications	5	Types of business (22.2)	1,2,3,4	Acts and legal entities(22.2)	3,4,6,8,18	Finance and costing (22.2)	6,9,10,12,16,17	Advertising and Promotion (22.2)	5,7,11-15,17	Professionalism (22.1)	1-2 7,8, 31-36,38,39	Ethics (22.1)	1-4,7-9, 29	Health and safety(22.1)	7,10-19,37,38	Hygiene(22.1)	21-27	Consultation and Contraindications(22.1)	5,8-10,28-30,32,34
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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.																																						