



National  
Qualifications

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# Administration and IT Assignment Assessment Task

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This is the assessment task for the assignment Component of Higher Administration and IT Course assessment.

It must be read in conjunction with the general assessment information for this Component of Course assessment.

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Valid for session 2014/15 only

**Island Secondary School**

This edition: January 2015 (version 1.0)

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# Instructions for candidates

This assessment applies to the assignment for Higher Administration and IT.

This assignment is worth 70 marks. The marks contribute 70% of the overall marks for the Course assessment. The Course will be graded A-D.

It assesses the following skills, knowledge and understanding:

- ◆ use of complex IT functions in word processing, spreadsheets, databases, desktop publishing, and presentation software to produce, process and manage information and solve problems in unfamiliar contexts
- ◆ skills in electronic research to source complex information
- ◆ skills in effective communication, taking account of its context, purpose and audience
- ◆ skills in administration relevant to planning and organising in order to complete the assignment
- ◆ skills in problem-solving

In this assessment, you will:

- ◆ work through a series of tasks which will test the skills, knowledge and understanding listed above
- ◆ complete the tasks in the order presented
- ◆ be allowed two hours to complete the assignment

The assessment will be carried out under controlled conditions.

Make sure your name is clearly identified on each printout submitted.

# Assignment Task

## Island Secondary School

You work as an Administrative Assistant in the school office of Island Secondary School in Oban.

One of your main duties is to help staff plan and organise trips for pupils. The Business Education Department runs a number of trips annually and you are currently involved in helping to organise their 3-day trip to London for 2016. Michael Cattnach, one of the Business Education teachers, is the trip leader. Sue Winton and Lesley St John are the other staff members.

The main focus of the trip is to go to Wimbledon but pupils will also have the opportunity to visit some London landmarks.

# My Tasks

Important and Upcoming **Active** Completed ...

Find a task

✓ !  Title

Due Date

▾ BUSINESS EDUCATION DEPARTMENT

London Trip 2016

[+ new task](#)

- !  Letters to parents
- !  Lindsay's details added
- !  Report showing instalment amounts
- !  Diary date for parents' meeting
- !  Presentation for meeting
- !  Costings for meal deal
- !  Costings for additional activity
- !  5 km run
- !  Analysis for fundraising activities

Here is a list of tasks that Michael, Sue and Lesley have asked you to do - you can use this to help with your time and task management.

The files you need are in the folder **Island School** - familiarise yourself with these files.

## MEMORANDUM

**TO** Administrative Assistant  
**FROM** Michael Cattanach  
**DATE** Today's  
**SUBJECT** London Trip 2016

I have started an information letter about the trip - can you complete it using the information below and the comments in the file. Print one copy of the completed letter.

**Date:** 26-28 June 2016

**Cost (excluding additional activity):** £400

**Duration:** 2 nights

**Inclusive of:**

- Coach travel
- 2 nights bed and breakfast
- Dinner (Sunday and Monday night)
- Entry to Wimbledon
- Lunch at Wimbledon
- Lunch at Jimmy Rocks

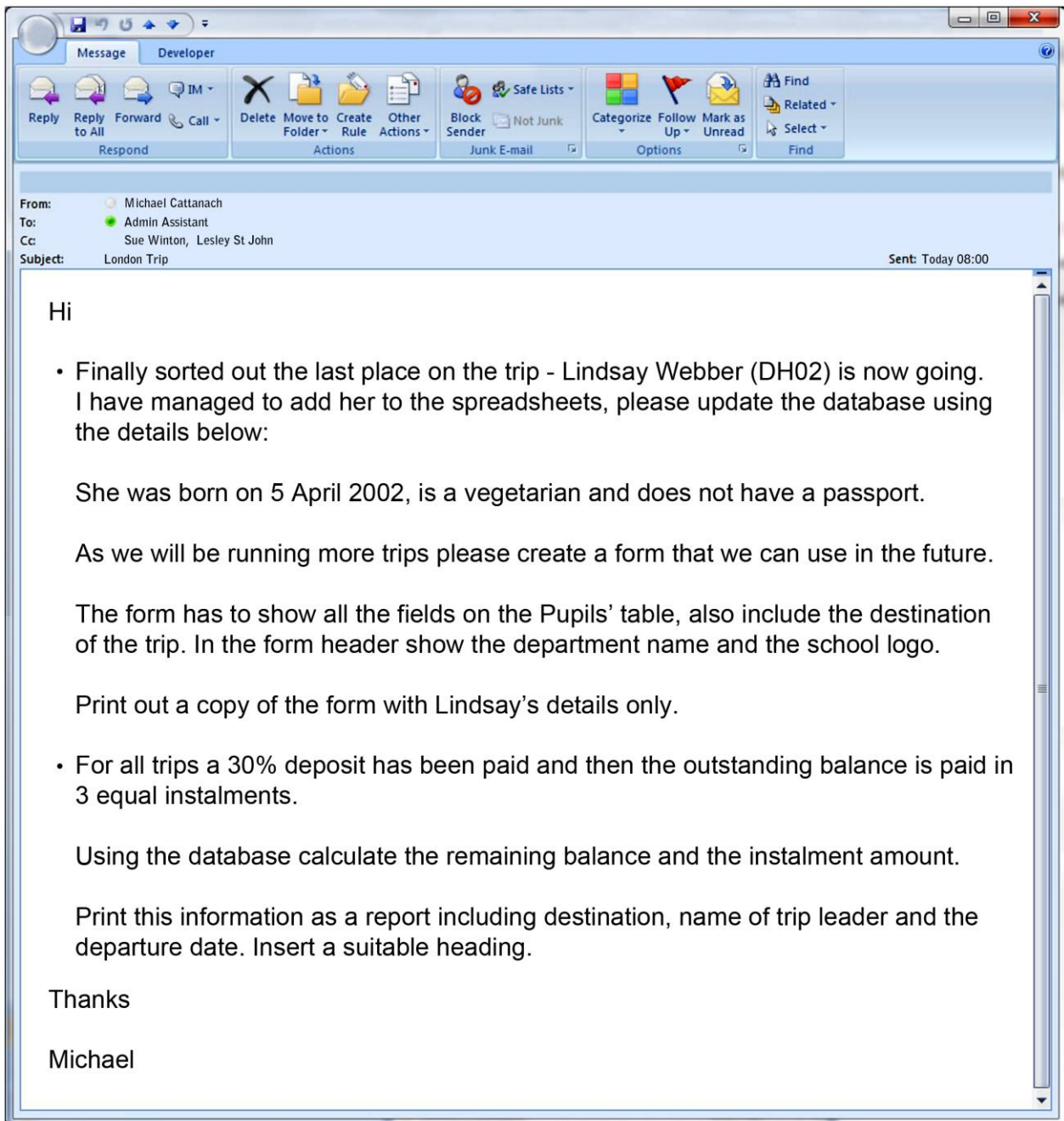
★ Insert the following information as a footnote for the non-refundable deposit at an appropriate place:

*Unfortunately in the unlikely event of your child withdrawing from the trip, this deposit can only be refunded if another pupil takes up the place.*

★ The letter should have an Expression of Interest Form as a third page in landscape. This form should include the following information:

- Name of trip
- Pupil name and class
- Parent/guardian signature and date
- A tick box to indicate that the parent/guardian understands that the deposit is non-refundable.
- Additional activities are available for pupils to choose from.
- Create a space for the pupil to indicate their 1st and 2nd choice of activities.

★ All documentation sent to parents/guardians should show the Investors in People logo in the footer, which should be right aligned.

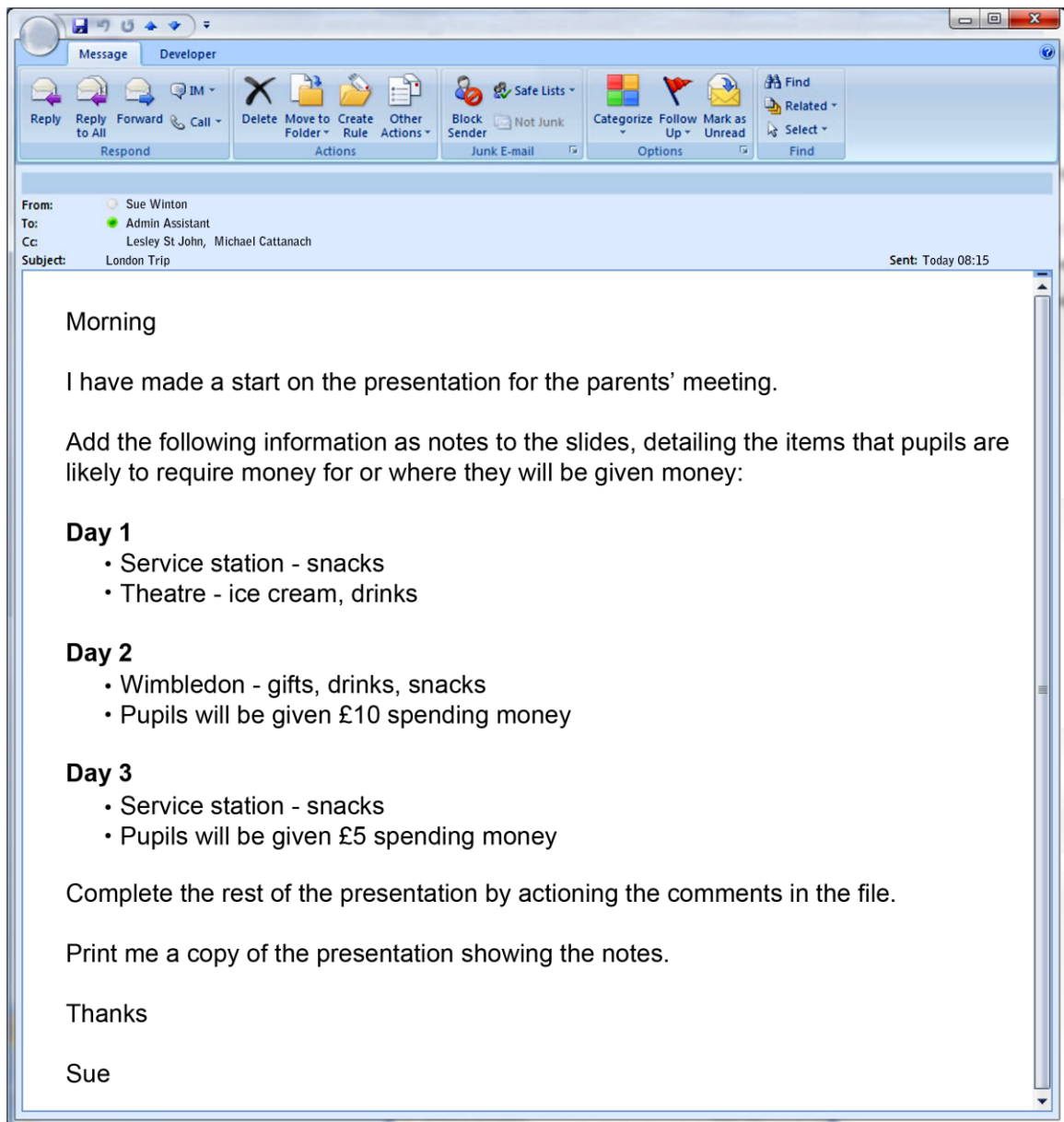


THINGS TO DO TODAY

DATE:

PRIORITY	LIST	PHONE	COMPLETED
	Hi		
	We need to hold a meeting for parents before we go to London - between Monday 23 May and Friday 3 June 2016.		
	We all need to be there but remember I don't work on a Thursday and Friday.		
	Michael is out of school on 23 and 24 May and Sue is out on the 25 May. Monday 30 May is a school holiday and Tuesday 31 May is an in-service day.		
	We will meet in the Business Education Department at 4.30pm and the meeting should only last one hour.		
	Select a suitable date and enter this information into the diary. Print showing this day only.		
	Thanks		
	Lesley		







Hi:

All details from pupils are now in so we can start to work out costs.

### Meals at Wimbledon

As we are having lunch at Wimbledon, pupils have picked a meal deal from one of 5 outlets so I need to book and pay the outlets we are using.

Complete the summary worksheet to calculate the number of meal deals required and the amount payable to each food outlet.

Print a value view on one page and a formulae view on one page.

### Additional Activity

On Tuesday afternoon the pupils will have the opportunity to choose an activity. There is an additional cost, but we have arranged with the tour operator for a discount dependent on the pupil's age. Calculate the total cost of the additional activity taking into account the discount.

The tour operator has asked that all pupils under 16 years of age complete an additional consent form for the specific activity. Update the consent form column. Sort the information to show those who require a consent form first then in alphabetical order of surname.

Print a value view on one page and a formulae view on one page omitting the discount table.

Thanks

Michael

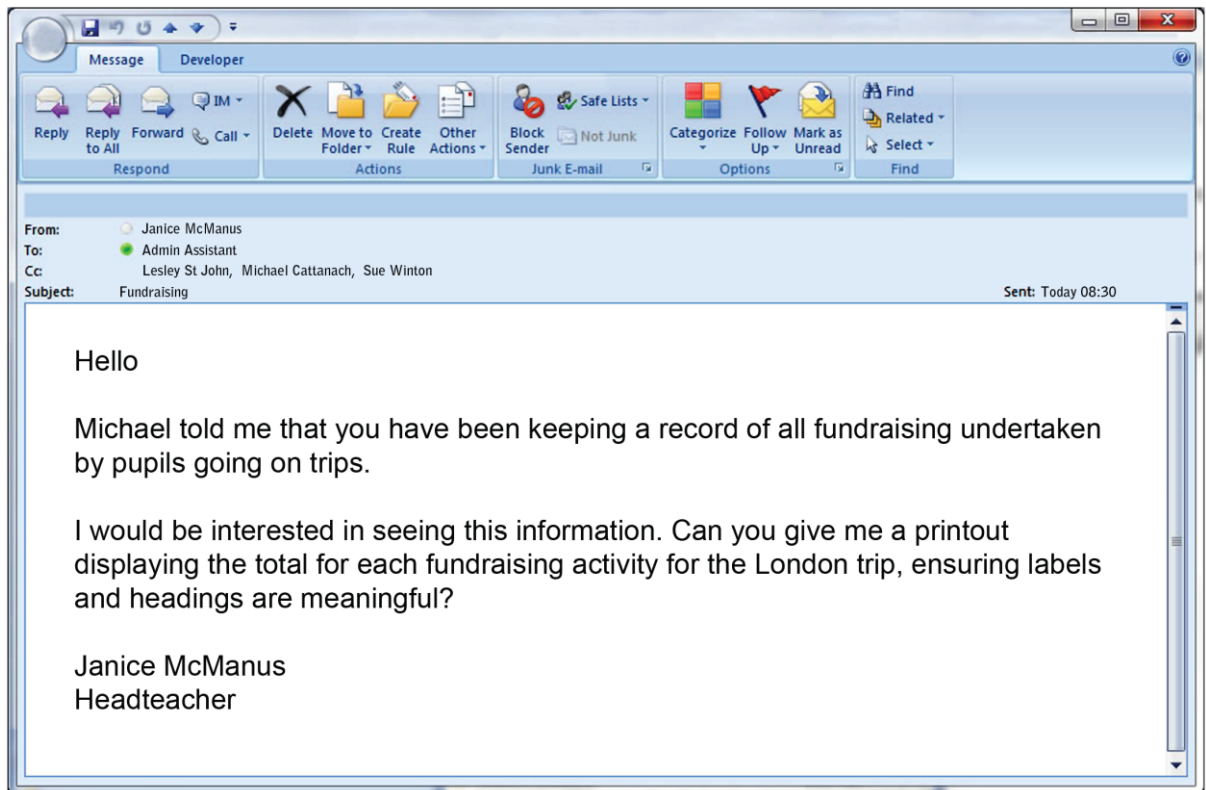
**EXTRACT FROM MINUTES OF FUNDRAISING COMMITTEE**  
**IDEAS FOR FUNDRAISING**

Beth Armstrong suggested a 5km run for pupils going on the Paris and New York trips. Mr Cattanach pointed out that only pupils born after 1 March 2000 would be able to take part as it is likely they will not be on exam leave.

There was some concern raised as to the ability of all pupils to run 5km. Mr Cattanach to ask the Admin Assistant to print a list of those pupils who could participate but have a medical condition before taking this idea any further.

Can you take care  
of this for me?  
All the information  
is on the file.

Michael



**[End of Assignment]**

# Administrative information

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Published: January 2015 (version 1.0)

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## History of changes

Version	Description of change	Authorised by	Date

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## **H Administration and IT Assignment Instructions to Teachers/Lecturers**

Prior to candidates starting the Assignment, teachers and lecturers should ensure that the following e-files have been downloaded and are available for candidates to use. These files should be placed in a folder named **Island School**. The files **must** be kept secure and must not be accessed by candidates prior to the Assignment being undertaken.

**Activities** - this is a spreadsheet file

**Fundraising** - this is a spreadsheet file

**Investors in People** - this is a jpeg file

**Island** - this is a jpeg file

**Letter to Parents** - this is a word processing file

**Letterhead** - this is a word processing file

**Lunch**- this is a spreadsheet file

**Parents** - this is a powerpoint file

**School Trips** - this is a database file containing 3 tables (also provided as files exported to Excel format to be used if required - Pupils, Teachers and Trips)