



## Administration and IT Assignment (National 4)

**SCQF:** level 4 (6 SCQF credit points)

**Unit code:** H201 74

### Unit outline

This is the Added Value Unit in the National 4 Administration and IT Course. The general aim of this Unit is to enable learners to provide evidence of added value for the National 4 Administration and IT Course through the successful completion of an assignment which will allow the learner to demonstrate challenge and application.

Learners who complete this Unit will be able to:

- 1 Organise and support a small-scale event to a given brief, making use of current or emerging equivalent technologies

This Unit is a mandatory Unit of the National 4 Administration and IT Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Course Support Notes*, which provide advice and guidance on delivery and assessment approaches. Exemplification of the standards in this Unit is given in *Unit Assessment Support*.

### Recommended entry

Entry to this Unit is at the discretion of the centre. However, it is recommended that the learner should be in the process of completing, or have completed, the following Units in the National 4 Administration and IT Course:

- ◆ Administrative Practices (National 4)
- ◆ IT Solutions for Administrators (National 4)
- ◆ Communication in Administration (National 4)

## **Equality and inclusion**

This Unit Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information, please refer to the *Course Support Notes*.

# Standards

## Outcomes and assessment standards

### Outcome 1

The learner will:

- 1 Organise and support a small-scale event to a given brief, making use of current or emerging equivalent technologies, by:**
  - 1.1 Preparing for a small-scale event, making use of appropriate technologies where necessary
  - 1.2 Preparing simple documents to support the event, using standard templates and utilising functions of IT applications
  - 1.3 Communicating using electronic methods, showing a basic awareness of the communication's context, audience and purpose
  - 1.4 Carrying out straightforward follow-up tasks, making use of appropriate technologies where necessary

### Evidence Requirements for the Unit

This Unit will be assessed through Controlled assessment which meets the Evidence Requirements below.

The assessment method for this Unit will be an assignment in which the learner will be assessed by a practical administration- and IT-based [assignment](#) drawing on the knowledge, understanding and skills developed across the Course. This will require learners to extend administration-related knowledge, understanding and skills, and to apply them in the context of organising and supporting a small-scale event.

The assignment will be:

- ◆ set by centres within the SQA guidelines described below
- ◆ conducted under some supervision and control

Evidence will be internally marked by centre staff in line with SQA guidelines.

All assessment is subject to quality assurance by SQA.

#### Setting the assessment

The assignment will be set by centres within the following guidelines:

- ◆ The event to be organised and supported will be agreed between the learner and the teacher/lecturer. Examples of events suitable at this level include book club meetings, parents' information evenings, interviews, coffee mornings or other small-scale charity events. It is not necessary for the event to actually take place or for all of the evidence to be generated from one event only.
- ◆ The teacher/lecturer will provide overall guidance for the series of tasks and a list of questions/tasks/prompts which will lead learners through them in a logical sequence.

- ◆ The teacher/lecturer will determine the nature and amount of any support required and may offer learners guidance to help them to progress through all stages of the tasks.

### **Conducting the assessment**

The assignment will be conducted under some supervision and control.

- ◆ The learner should complete the assignment independently of the teacher/lecturer.
- ◆ Open book conditions will be permitted, which will enable learners to refer to previously completed work.
- ◆ The amount of time that learners can spend on assessment should not exceed eight hours.
- ◆ The learner will be allowed time for:
  - planning how to address the brief with the teacher/lecturer's guidance and support
  - preparing for the assessment tasks

### **Judging the evidence**

Evidence will be internally marked and verified by centre staff in line with SQA guidelines.

All assessment is subject to quality assurance by SQA.

- ◆ Assessment evidence should include:
  - (i) a record of progress through the assessment tasks, such as a checklist, logbook or another form of written record
  - (ii) documentation generated to organise and support the event, which should be relevant to its context, purpose and audience
  - (iii) print-outs of e-mails (or e-mail equivalents) and internet searches relevant to the event
- ◆ The above assessment evidence may be supported by audio or video recordings of those aspects which will require collaboration and oral interaction with others.
- ◆ The tasks will be assessed by the teacher/lecturer on a pass/fail basis.

### **Re-assessment**

In relation to Unit assessment, SQA's guidance on re-assessment for Units applies.

Further information is provided in the exemplification of assessment in *Unit Assessment Support*. Advice and guidance on possible approaches to assessment is provided in the *Course Support Notes*.

## **Development of skills for learning, skills for life and skills for work**

Please refer to the *Course Specification* for information about skills for learning, skills for life and skills for work.

## Further mandatory information on Course coverage for the National 4 Administration and IT Course

The following gives details of mandatory skills, knowledge and understanding for the National 4 Administration and IT Course. Assessment of this Added Value Unit will involve selecting appropriate skills, knowledge and understanding from those listed below, in line with the Evidence Requirements above. This list of skills, knowledge and understanding also provides the basis for the assessment of all of the Units in the Course:

Administrative practices	<ul style="list-style-type: none"> <li>◆ the duties, skills and qualities of administrators</li> <li>◆ the key features of good customer service</li> <li>◆ the benefits of good customer service</li> <li>◆ the key personal responsibilities in terms of health and safety and the security of people, property and information</li> </ul>
Organising and supporting small-scale events	<ul style="list-style-type: none"> <li>◆ carrying out planning tasks appropriate to a small-scale event</li> <li>◆ organising the resources appropriate to a small-scale event</li> <li>◆ preparing documents to support a small-scale event</li> <li>◆ carrying out follow-up activities appropriate to a small-scale event</li> <li>◆ carrying out a basic self-evaluation in terms of how well the event was organised</li> </ul>
Using basic functions of spreadsheets	<ul style="list-style-type: none"> <li>◆ creating and editing a workbook by selecting and applying appropriate formatting, formulae and functions</li> <li>◆ formulae and functions: <ul style="list-style-type: none"> <li>— basic arithmetic</li> <li>— average</li> <li>— maximum</li> <li>— minimum</li> <li>— count</li> </ul> </li> <li>◆ creating a chart and labelling it independently, using data from adjacent columns</li> <li>◆ printing worksheets and extracts from worksheets</li> </ul>
Using basic functions of databases	<ul style="list-style-type: none"> <li>◆ populating and editing a flat database, using forms</li> <li>◆ manipulating information in a flat database — this will involve searching and sorting</li> <li>◆ presenting information from a flat database in a simple report format</li> </ul>
Using basic functions of word processing	<p>Creating and editing a range of single-page business documents, complying with the house style; documents could include:</p> <ul style="list-style-type: none"> <li>◆ letter</li> <li>◆ form</li> <li>◆ itinerary</li> <li>◆ agenda</li> </ul>

	<p>Integrating data from other IT applications into a business document:</p> <ul style="list-style-type: none"> <li>◆ data and/or chart from a spreadsheet</li> <li>◆ data from a database</li> <li>◆ information from the internet</li> </ul>
Internet/intranet	<ul style="list-style-type: none"> <li>◆ searching for and extracting/downloading relevant information from the internet and/or intranet</li> </ul>
Using technology to prepare and communicate simple information	<ul style="list-style-type: none"> <li>◆ use of e-mail</li> <li>◆ use of e-diary</li> <li>◆ using basic functions of multimedia applications to create and edit a simple presentation, for example: <ul style="list-style-type: none"> <li>— insert and edit text</li> <li>— insert and animate graphics</li> <li>— use bullets</li> <li>— create chart(s) and/or table(s)</li> <li>— apply and change background and colour scheme</li> <li>— print presentation in slide and handout format</li> </ul> </li> <li>◆ using basic functions of desktop publishing to produce and edit a simple document, for example: <ul style="list-style-type: none"> <li>— using templates</li> <li>— inserting graphics</li> <li>— shading text</li> <li>— bordering text</li> </ul> </li> </ul> <p>Documents which could be produced by making use of desktop publishing functions include posters, newsletters, invitations or tickets.</p>

# Administrative information

---

**Published:** April 2012 (version 1.0)

**Superclass:** AY

---

## History of changes to National Unit Specification

Version	Description of change	Authorised by	Date

This specification may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if it is reproduced in part, the source is acknowledged. Additional copies of this Unit can be downloaded from SQA's website at **[www.sqa.org.uk](http://www.sqa.org.uk)**.

Note: readers are advised to check SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk) to ensure they are using the most up-to-date version of the Unit Specification.

© Scottish Qualifications Authority 2012