

Comparative document

(Version 1.1 June 2013 compared with Version 1.2 August 2015)

National 5 Administration and IT Course Assessment Specification (C701 75)

Valid from August 2013

First edition: April 2012

Revised: ~~June-August 2015~~, version 1.~~2~~4

This specification may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged. Additional copies of this Course Assessment Specification can be downloaded from SQA's website: www.sqa.org.uk.

Please refer to the note of changes at the end of this Course Assessment Specification for details of changes from previous version (where applicable).

© Scottish Qualifications Authority 201~~3~~5

Course outline

Course title:	National 5 Administration and IT
SCQF level:	5 (24 SCQF credit points)
Course code:	C701 75
Course assessment code:	X701 75

The purpose of the Course Assessment Specification is to ensure consistent and transparent assessment year on year. It describes the structure of the Course assessment and the mandatory skills, knowledge and understanding that will be assessed.

Course assessment structure

Component — assignment	100 marks
Total marks	100 marks

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course.

Equality and inclusion

This Course Assessment Specification has been designed to ensure that there are no unnecessary barriers to assessment. Assessments have been designed to promote equal opportunities while maintaining the integrity of the qualification.

For guidance on assessment arrangements for disabled learners and/or those with additional support needs, please follow the link to the Assessment Arrangements web page: www.sqa.org.uk/sqa/14977.html.

Guidance on inclusive approaches to delivery and assessment of this Course is provided in the *Course Support Notes*.

Assessment

To gain the award of the Course, the learner must pass all of the Units as well as the Course assessment. Course assessment will provide the basis for grading attainment in the Course award.

Course assessment

SQA will produce and give instructions for the production and conduct of Course assessments based on the information provided in this document.

Added value

The purpose of the Course assessment is to assess added value of the Course as well as confirming attainment in the Course and providing a grade. The added value for the Course will address the key purposes and aims of the Course, as defined in the Course Rationale. It will do this by addressing one or more of breadth, challenge, or application.

In this Course assessment, added value will focus on the following:

- ◆ challenge — requiring greater depth or extension of knowledge and/or skills
- ◆ application — requiring application of knowledge and/or skills in practical or theoretical contexts as appropriate

This added value consists of applying:

- ◆ knowledge and understanding of administration in the workplace
- ◆ skills in using word processing, spreadsheets, databases, presentations and desktop publishing, to prepare documents related to a chosen event
- ◆ skills in using technology, including the intranet and the internet, for electronic communication and sourcing information related to the event
- ◆ skills in problems solving and communication with others

Grading

Course assessment will provide the basis for grading attainment in the Course award.

The Course assessment is graded A–D. The grade is determined on the basis of the total mark for all Course assessments together.

A learner's overall grade will be determined by their performance across the Course assessment.

Grade description for C

For the award of Grade C, learners will have demonstrated successful performance in all of the Units of the Course. In the Course assessment, learners will typically have demonstrated successful performance in relation to the mandatory skills, knowledge and understanding for the Course.

Grade description for A

For the award of Grade A, learners will have demonstrated successful performance in all of the Units of the Course. In the Course assessment, learners will typically have demonstrated a consistently high level of performance in relation to the mandatory skills, knowledge and understanding for the Course

Credit

To take account of the extended range of learning and teaching approaches, remediation, consolidation of learning and integration needed for preparation for external assessment, six SCQF credit points are available in Courses at

National 5 and Higher ~~and eight SCQF credit points in Courses at Advanced Higher.~~ These points will be awarded when a grade D or better is achieved.

Structure and coverage of the Course assessment

The Course assessment will consist of one Component, an assignment. The assignment will be conducted in two stages: stage one, preparing for the event and stage two, follow up tasks relating to the event.

Component — assignment

The purpose of this assignment is to assess learners' ability to apply their administrative and IT skills, developed and acquired during the Course, in the context of organising and supporting an event.

The assignment will give learners an opportunity to demonstrate the following:

- ◆ using advanced IT functions in word processing, spreadsheets, databases, presentations and desktop publishing to produce and process information in familiar contexts
- ◆ skills in using technology for investigation
- ◆ skills in using technology for electronic communication, taking account of the context, audience and purpose of communication
- ◆ administrative skills related to organising and supporting an event
- ◆ skills in problem solving

The assignment will have 100 marks.

Learners must complete the entire closed book assignment under supervised conditions over a period not exceeding four hours. Learners will have to complete the assignment independently of the teacher/lecturer. The assignment will be externally assessed.

The assignment will have two stages.

Stage 1, preparing for the event including contingency planning:

Learners will be given the opportunity to carry out a range of administration and IT based tasks to prepare for the event. The specific tasks will be relevant to the event and may cover:

- ◆ preparing a to-do/priorities list
- ◆ entering details into e-diary
- ◆ searching for information about the venue and resources and how to book them
- ◆ using spreadsheets to access relevant statistical or financial information, including the budget for the event, [merging with other documents](#)
- ◆ using appropriate software to prepare the agenda
- ◆ using appropriate software to prepare materials which could include name badges, advertising, invitations, place-cards
- ◆ using databases for details of delegates/performers and to carry out the following functions: update, search, mail-merge and prepare letters, labels, attendees' report
- ◆ using presentation software to prepare the key speaker's presentation, background/welcoming presentation
- ◆ resolve a double-booking of the venue
- ◆ prepare additional documents at short notice
- ◆ changing travel or other arrangements due to unforeseen circumstances

Stage 2, follow-up tasks:

Learners will be given the opportunity to carry out administration and IT based follow-up tasks relevant to the event, which may include having to:

- ◆ prepare an evaluation of the event
- ◆ collate responses and present findings in a variety of formats, including charts
- ◆ prepare 'thank you' letters (to the venue host, participants and guests), using mail-merge
- ◆ prepare minutes, notes or action points
- ◆ prepare event costings and expenses

The weightings for stages will be dependent on the event selected and weightings for these stages will not be prescribed in order to allow flexibility year on year.

The assignment will aim to ensure a relatively even emphasis is placed on the different IT applications used to complete the stages contained in the assessment task. Marks will be awarded for demonstrating skills in the use of the different IT applications and knowledge and understanding of administration in the workplace. Problem-solving skills are an integral part of some of the IT tasks.

Of the marks allocated above, between 10–20% will be awarded to knowledge and understanding of administration in the workplace, which will be integrated within the tasks.

For further details of the Course requirements, please see the 'Further mandatory information on Course coverage' section.

Setting, conducting and marking of assessment

Controlled assessment — assignment

This assignment is:

- ◆ set by SQA, on an annual basis
- ◆ conducted under a high degree of supervision and control

Evidence will be submitted to SQA for external marking.

All marking will be quality assured by SQA.

Setting the assessment

Set by SQA.

Conducting the assessment

Conducted under a high degree of supervision and control.

The assignment must be carried out:

- ◆ within 4 hours and under the conditions specified by SQA
- ◆ in time to meet the submission date set by SQA
- ◆ on an individual basis by the learners
- ◆ without use of any reference materials

Further mandatory information on Course coverage

The following gives details of mandatory skills, knowledge and understanding for the National 5 Administration and IT Course. Course assessment will involve sampling the skills, knowledge and understanding. This list of skills, knowledge and understanding also provides the basis for the assessment of Units of the Course.

When preparing learners for the Course assessment, please refer first to the 'Structure and coverage of the Course assessment' section.

<p>Administrative practice</p> <p>Integrated throughout</p>	<ul style="list-style-type: none"> ◆ tasks, skills, qualities of administrators ◆ customer service — the features, benefits of good and impact of poor customer service ◆ Health and Safety — organisational and employee responsibilities ◆ security of people, property and information — organisational and employee responsibilities ◆ sources of information from internet — features of a reliable source, consequences of using an unreliable source ◆ benefits of good file management ◆ importance of corporate image (such as standardised colours, fonts, graphics, consistency)
<p>Organising and supporting events</p>	<ul style="list-style-type: none"> ◆ carrying out planning tasks ◆ organising appropriate resources ◆ preparing appropriate documentation ◆ carrying out appropriate follow up activities
<p>Word processing and/desktop publishing</p>	<ul style="list-style-type: none"> ◆ creating a range of documents, complying consistently with the house style; documents to include: ◆ letter, form, itinerary, business report, minutes, agenda, to-do list, priorities list, thank you letters, evaluations ◆ using functions of desktop publishing to create documents, for example: leaflets, four-page booklets, newsletters, magazines ◆ editing a given document; this will involve amending and manipulating its text to enhance its presentation, using own judgement ◆ creating and enhancing a table, sorting the data and making use of formulae to summarise the information where appropriate ◆ importing data from other IT applications dynamically into a document ◆ merging appropriate data from spreadsheet and/or database applications into a business document, for example: address labels, letters, report, name badges, certificates ◆ use of comments
<p>Spreadsheets</p>	<ul style="list-style-type: none"> ◆ creating a workbook by selecting and applying appropriate formatting, formulae and functions: <ul style="list-style-type: none"> — basic arithmetical formula, average, relative/absolute cell references, maximum, minimum, if, named cells, count formulae, conditional formatting ◆ editing data in the workbook and sorting the data

	<ul style="list-style-type: none"> ◆ making amendments to the workbook to improve its presentation ◆ creating a chart, labelling it independently using data from adjacent and non-adjacent columns ◆ use of comments ◆ printing worksheets and extracts of worksheets
Databases	<ul style="list-style-type: none"> ◆ editing simple relational database using tables and forms ◆ manipulating information in a simple relational database; this will involve searching and sorting ◆ presenting information from a simple relational database in a report, to a professional standard
Presentations	<ul style="list-style-type: none"> ◆ using advanced functions of multimedia applications to create and edit presentations, for example: action buttons, master slides, animation, transition
Electronic communication	<ul style="list-style-type: none"> ◆ searching for and extracting/downloading relevant information from the internet, showing an understanding of what constitutes a reliable source of information ◆ using electronic methods to communicate an item of information in ways appropriate to its context, audience and purpose, for example use of: e-mail, blogs, social media ◆ use an e-diary

Administrative information

Published: ~~June-August 2013~~⁵ (version 1.~~2~~⁴)

History of changes to Course Assessment Specification

Version	Description of change	Authorised by	Date
1.1	Structure and coverage of Course assessment: clarification on time and conditions — number of hours now confirmed as up to four to complete the assignment. Removed reference allowing learners to refer to previously completed work.	Qualifications Development Manager	June 2013
1.2	Deletion of some text in the 'credit' paragraph on P4. Minor changes to 'Structure and coverage of the Course assessment' section and in the 'Further mandatory information on Course coverage' section, for clarity.	Qualifications Manager	August 2015

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

Note: You are advised to check SQA's website (www.sqa.org.uk) to ensure you are using the most up-to-date version of the Course Assessment Specification.

© Scottish Qualifications Authority 201~~5~~³