

Further information on National 5 Specimen Coursework and N4 Added Value Unit assessment

National 5 Administration and IT

Key points

SQA is currently developing Course and Unit assessments. This document outlines our progress in Course Assessment for the National 5 Course in Administration and IT.

The National 5 Administration and IT Course is a practical applied Course that focuses on Administration in the workplace. Developing IT skills is at the heart of the Course, and this is demonstrated in the context of organising administrative support for events.

Course assessment will consist of one component: an assignment that will be externally assessed.

The assignment will require learners to complete a series of tasks based around the context of an event, using skills developed in word processing, use of spreadsheets, and use of databases, so that they can see the relevance of how these skills can be used in a work-based context and to allow learners to apply the skills they have developed in a meaningful way.

Skills developed at this level will provide good progression to Higher.

The Course assignment draws on approaches currently used in Standard Grade credit projects and the practical skills element of the Intermediate 2 examination.

Course assessment will be out of 100 marks.

National 5 Administration and IT Assignment (publication by 30 April 2013)

The purpose of the assignment is to assess the learner's ability to apply skills, knowledge and understanding, drawn from the mandatory Course coverage, in the context of supporting an event.

Learners will use a range of IT functions from a variety of software packages that will allow them to communicate and generate information in the context of the given brief, use information-handling and problem-solving skills, and apply practical administrative skills. Learners will complete a series of tasks, follow sets of instructions, use templates, and access either fully or partially completed files, to produce a range of documents and information, all in the context of the event.

The tasks will form a sequence starting with planning tasks for the event, followed by preparation tasks for the event and finally follow-up tasks from the event. The tasks will be linked and, in some cases, integrated, requiring learners to make use of documents previously created in order to complete subsequent tasks. Learners will be required to draw upon their knowledge and understanding of administrative theory to complete some of the tasks in the assignment. For example, they may be asked to create a job advert for an administrative support assistant that

highlights the skills and qualities the applicant must show, and to list jobs they need to carry out as part of their duties.

The assignment should be completed under supervised conditions. Learners should be given sufficient time to complete the series of tasks.

The N5 assignment is marked externally and printouts and checklists will be submitted to SQA for external marking. SQA will provide an annual context for the assignment - this is to ensure skills, knowledge and understanding are adequately sampled.

National 4 Administration and IT – Added Value Unit

The purpose of the assignment is to assess the learner's ability to apply skills, knowledge and understanding, drawn from the mandatory Course coverage, in the context of supporting a small scale event.

Learners will use IT functions from a variety of software packages that will allow them to communicate and generate information in the context of the event brief, use information-handling skills and apply practical administrative skills. They will complete a series of tasks, follow sets of instructions, use templates, and access either fully or partially completed files to produce a range of documents and information, all in the context of the event.

The assignment should be completed under supervised conditions. Learners should be given sufficient time to complete the series of tasks.

The Added Value assignment draws on approaches currently used in Standard Grade General projects and the practical skills element of the Intermediate 1 examination.

The National 4 Added Value Unit will be internally marked by assessors in line with SQA guidelines, and externally quality-assured by SQA. This is a pass/fail Unit and will be judged using criteria rather than marks. Information will be given on how centres can generate and gather evidence and make assessment judgments for this Added Value Unit. Making assessment judgments in this case will most likely be based around error tolerances.

Further information on National 5 Specimen Coursework tasks

Design an invitation to the Evening Reception. Use a variety of fonts, text formats and graphics to enhance the document. Print one copy of the invitation in landscape.

See below for a rough draft of the invitation layout

Invitation

.....
*On behalf of the Glasgow City Council you are invited to
An Evening Reception*

Date of Event:

Time of Event:

Venue for Event:

Formal Dress/Black Tie/National Dress

*'Building a peaceful and better world ... in the spirit of the Games
which requires mutual understanding with a spirit of friendship,
solidarity and fair play.'*

Create a job advert for assistants in the Administrative Support Department at the Games Headquarters in Glasgow.

The advert should clearly identify 4 skills/qualities that applicants should possess and 3 tasks that would be carried out as part of their duties.

Using your DTP skills, enhance the advert ensuring that it has a corporate look.

Create an Evaluation Form which can be printed or e-mailed to delegates.

Using our headed paper, display the following details effectively using a variety of fonts and styles. Ensure the document fits on one page.

Print one copy of the form.

DELEGATE DETAILS

Name, Address, Tel No and e-mail.

Please score each of the following out of 5 (where 1 is poor and 5 is excellent).

Food

Hotel

Transport

Tour Guides

Organised Tours

These 5 headings should appear as a list with box opposite each heading for scores to be inserted.

We hope you enjoyed your time with us. Please complete and return the form by e-mail to info@ggames.org.uk.

Enter the following appointments and meetings in the electronic diary for (week beginning first Monday in June).

Print a copy of diary in 7-day format.

On Thursday there will be a meeting with the Tour Guides in Meeting Room 12 – the meeting will commence at 1.00 pm and will last for 1½ hours.

There will be a briefing meeting every day (Mon-Fri) in the Conference Room from 10.00-11.00 am to discuss arrangements for the delegates visit.

Ellison Stewart will meet with the Administrative Assistants to finalise delegate packs in the Conference Room on Friday at 2.00 pm. The meeting will last for one hour.