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X214/102

NATIONAL
QUALIFICATIONS
2007

FRIDAY, 1 JUNE
9.00 AM – 10.45 AM

ADMINISTRATION
INTERMEDIATE 1
Worksheet for Task 4

Fill in these boxes and read what is printed below.

Full name of centre

Town

Forename(s)

Surname

Date of birth

Day Month Year

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Scottish candidate number

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Number of seat

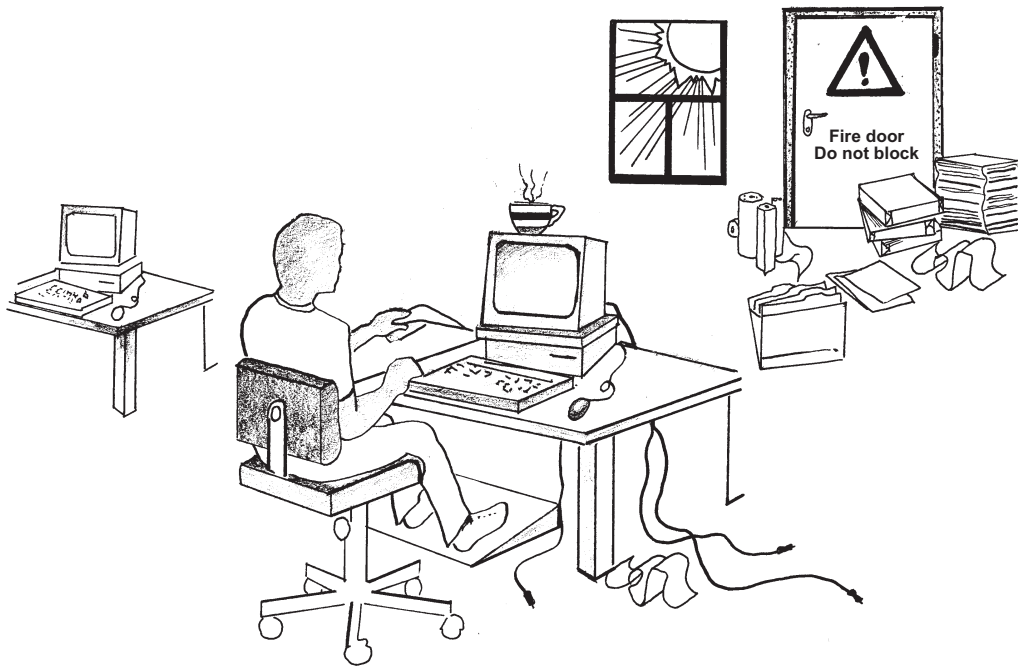
To be inserted with candidate's printouts and returned with them.



Read the following and answer the questions which follow.

Question 1

Look at the picture below.



(a) List **3** health and safety problems shown in the picture above.

3

- 1. _____
- 2. _____
- 3. _____

(b) State **2** pieces of information, apart from names, which would be included in an Accident Report Form.

2

- 1. _____
- 2. _____

Question 2

The following problems have been identified in the organisation.

- Manual files are sometimes put in the wrong place in the filing system.
- The administration department often runs out of stamps for letters and parcels.
- The supervisor wastes a lot of time looking for saved files on the computer system.

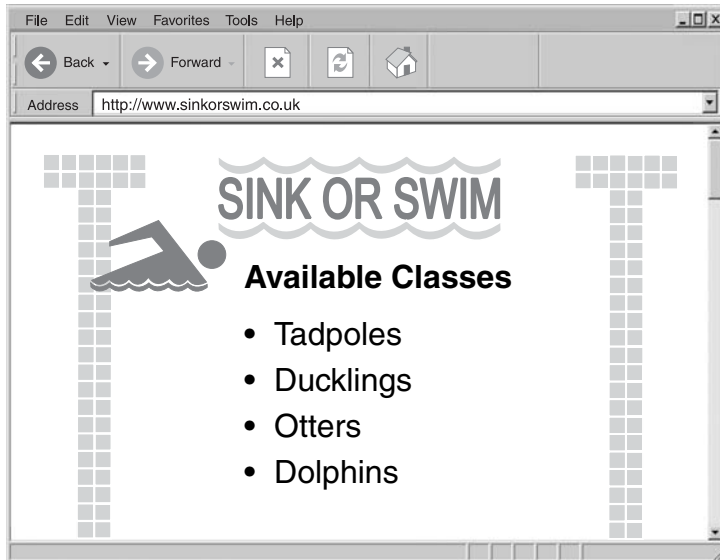
Explain how each of these problems can be solved.

3

[Turn over

Question 3

Sink or Swim has recently created a new website to inform customers about the swimming classes.



(a) State **3** other pieces of information which would improve the website.

3

- 1. _____
- 2. _____
- 3. _____

(b) Describe **3** other uses Sink or Swim could make of the Internet.

3

- 1. _____
- 2. _____
- 3. _____

TASK 4 (CONTINUED)

Marks

Question 4

The Administrative Assistant is in charge of Petty Cash within the organisation.

(a) Give 2 examples of expenses which may be paid out of Petty Cash.

2

1. _____

2. _____

(b) Name 2 documents that are used when dealing with Petty Cash.

2

1. _____

2. _____

Question 5

You are required to complete a skill scan before meeting with your supervisor.

(a) What is identified by a skill scan?

1

(b) Explain how the completed skill scan will be used by the organisation.

1

Total (20)

[END OF WORKSHEET]

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