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X214/102

NATIONAL
QUALIFICATIONS
2009

TUESDAY, 5 MAY
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

MEMORANDUM

To: Administrative Assistant
From: Shazia Tariq, Business Manager
Date: 5 May 2009
Subject: Permanent Staff

Please send out the attached information pack to the 2 new permanent members of staff who will be working with you in the Administration Department. Contracts of Employment will be issued within the next fortnight.

The induction of these new members of staff will take place in the Boardroom with the Human Resources Manager next Monday.

(a) State 2 pieces of information included in a Contract of Employment, apart from the employee’s personal details.

1 _____

2 _____

2

(b) List 2 areas of health and safety covered during induction training.

1 _____

2 _____

2

Both a Job Description and Person Specification will be produced for any vacant positions.

(c) Describe the information contained in each of these documents.

2

TASK 4 (continued)

Marks

Question 2

Bruce College is having a new network installed so that all staff will have access to a networked computer.

(a) Describe **2** advantages of using a network.

1 _____

2 _____

2

(b) State **2** main points of the Display Screen Equipment Regulations 1992.

1 _____

2 _____

2

[Turn over

TASK 4 (continued)

Marks

Question 3

Shazia is concerned that students are deliberately introducing viruses into the college computer system.

(a) State the name of the legislation that is being breached.

1

(b) Suggest a possible solution to overcome this problem.

1

One of the administrative assistants has been copying software from her computer to pass onto her friend.

(c) State **2** areas, other than software, protected by copyright legislation.

1 _____

2 _____

2

(d) Explain how the user is aware that information is protected by copyright.

1

TASK 4 (continued)

Marks

Question 4

Study the following Petty Cash Statement and update it by using the information on the vouchers shown below.

PETTY CASH STATEMENT									
CASH RECEIVED		CASH PAID				ANALYSIS			
Date	Amount	Date	Details	PCV No	Amount	Travel	Stationery	Postage	Other
	£				£	£	£	£	£
01-April	50.00								
		02-April	Stamps	31	2.57			2.57	
		04-April	Batteries	32	2.45				2.45

PCV No 33

Date: *6 April*

Details: *Taxi £7.90*

Signature: *J Anderson*

Authorised by: *P Black*

PCV No 34

Date: *8 April*

Details: *Stamps £3.23*

Signature: *F Wood*

Authorised by: *P Black*

2

[Turn over

TASK 4 (continued)

Marks

Question 5

As Administrative Assistant you are often required to work in the Mail Room. Outline the procedures for dealing with each of the following.

(a) You have received a letter which contains a cheque.

1

(b) On checking an envelope you find an enclosure is missing.

1

(c) A catalogue received has to be seen by several employees.

1

Total (20)

[END OF WORKSHEET]

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