

# X214/12/02

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NATIONAL  
QUALIFICATIONS 2013

FRIDAY, 24 MAY  
10.40 AM – 12.00 NOON

ADMINISTRATION  
HIGHER  
Paper 2

You have 1 hour 20 minutes to complete this paper. No alterations can be made to tasks after this time. However, if you do not have the opportunity to print out all/any of the material during this time you will be given time at the end to do so.

- 1 60 marks are allocated to this paper.
- 2 Your name should be displayed on all work submitted. **Key in** your name on each printout.
- 3 At the end of the examination, place your printouts inside the envelope provided. Hand the envelope to the Invigilator.



## **INFORMATION FOR CANDIDATES**

**You are employed as an Administration Assistant for The Great Outdoors. The company organises a wide range of active, outdoor activities which are run by fully qualified instructors. Due to the nature of these activities there are many locations across Scotland where they take place.**

**You report directly to the Operations Manager, Jason Williams, who has asked you to complete a number of administrative tasks for him today.**

**The e-files that you will require to complete these tasks are stored in a folder called THE GREAT OUTDOORS.**

**Familiarise yourself with these files before starting the tasks.**

***Please ensure that your name appears on every printout.***

## MEMORANDUM

**TO** Administrative Assistant  
**FROM** Jason Williams, Operations Manager  
**DATE** 24 May 2013  
**SUBJECT** Administrative Tasks

1. (a) Staff are finding it difficult to view the information for each activity. Create a form which displays all the information from the Activity Table. Also include in the form the instructor's name and the place.

Insert the logo and print this form showing the record for "Kiteboarding" only.

- (b) Scott Nesbitt, a youth group leader from Aberdeen, has phoned to enquire about the activities available for a Saturday in September.

The group's summer camp was at Loch Rannoch so they do not want to return there. None of the group will be older than 15 at the time of the visit.

Find and print all the activities the group could participate in showing price per person, age, place, day offered on and available until fields.

- (c) The company has decided to donate money to the Perthshire Big Tree Project. For every Perthshire activity 5% of the price per person will be donated to this Project.

For these activities, calculate how much will be donated per person and the maximum donation that could be raised if the activity is full.

Print this information in a report with the name of the activity, the donation per person and the maximum possible donation. Group your report by place, insert the company logo and an appropriate heading.

**[Turn over**

2. (a) Complete the worksheet entitled Activity Income. Print a value view on one page and a formulae view.
- (b) Use information from the Activity Income Sheet and the Instructor's table in the database to complete the Gross Pay sheet.
- All staff are to be given a 3% pay rise. For each employee show their New Hourly Rate and their Gross Pay.
- Print a value view and formulae view of this sheet. Do not include the hours worked for Sunday to Friday in your formulae printout.
- (c) The company offers each worker the chance to participate in a Pension Scheme. Employees have 3 different options with respect to the scheme as shown below.

<u>Pension Code</u>	<u>% of Gross Weekly Pay Contributed</u>
0	0
1	3
2	6

In the Pension sheet calculate the Pension Contribution for each employee.  
Print a value view and a formulae view of this sheet.

3. Create and print a letter, for my signature, in response to the enquiry from Mr Scott Nesbitt.

Mr Nesbitt's address for correspondence is: 12 Finlay Street, Aberdeen, AB11 5HY.

Insert standard paragraphs 1, 7, 8, 5 and 9 and key in the following information at the appropriate point.

<i>Accommodation Type</i>	<i>Sleeps</i>	<i>Price per Night</i>
<i>Wigwam</i>	<i>4</i>	<i>£40</i>
<i>Large Wigwam</i>	<i>6</i>	<i>£55</i>
<i>Yurt</i>	<i>4</i>	<i>£60</i>
<i>Longhouse</i>	<i>20</i>	<i>£250</i>

← *Enhance table headings*

Replace the word sports with activities throughout the document.

Insert the following as a footnote after the information about risk assessment:

*Participants involved in water-based activities do not need to be able to swim.*

Create a final paragraph that asks Mr Nesbitt to contact us if he has any further queries and that we are looking forward to hearing from him in the near future.

Insert the company's logo as a watermark.

[END OF QUESTION PAPER]

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