

Extract from IT in Business: Spreadsheets Unit

(Please note this is an UPDATED VERSION from when you examined this in terms of its VALIDITY so please read through carefully)

Outcome 1: Create a spreadsheet design to provide solutions for a business scenario

Knowledge and/or Skills

Spreadsheet design

Functions

Formulas

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- (ER1) create a spreadsheet using three interconnected worksheets to solve a business problem
- (ER2) create four simple formulas and two complex formulas to include one occurrence of each of the following: add, subtract, multiply, divide
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Conditions of Assessment

No details regarding conditions of assessment are provided.

Description of proposed task

Create a spreadsheet for the following task:

Part A:

You should calculate the gross and net monthly salaries of the following people:

- Sarah M Watts, Senior Manager, £32000 per annum. Sarah pays a pension of 9% of her salary, she is not a member of a Trade Union, therefore does not pay any Union dues. She pays tax at the standard rate and the usual National Insurance contributions.
- John Parker, Junior Manager, £22,000 per annum. John pays a pension of 9% of his salary. He is a member of a Trade Union, therefore he pays Union dues of £12 per month. He pays tax at the standard rate and the usual National Insurance contributions.

- Nancy
- Chen Wei
- Francoise
- Julian
- Boris

[Note to you, the reader, the candidate will be required to calculate the following:

- 1 The following calculations would have been necessary:
 - a. Calculate monthly gross salary (annual salary divided by 12 months)
 - b. Calculate 9% of salary for pension contributions (salary multiplied by 9%)
 - c. Calculate monthly tax threshold amount
 - d. Creates =IF statement for those who earn over tax threshold
 - e. Calculate NI contributions as a percentage of total salary
 - f. Creates an =IF statement for the payment of TU dues
 - g. Add together all deductions using = SUM
 - h. Find net salary by calculating Gross salary minus all deductions
- 2 The candidates are instructed to submit hard copies and electronic versions of spreadsheets in for marking.]

PART B:

In addition to staff costs, you are required to calculate the manufacturing costs for the 3 products produced in the last month. (see Appendix 1 for actual figures)

[Note to you, the reader – this is another opportunity for candidates to perform using a spreadsheet – they will chose a layout and they will then create the necessary formula.]

PART C:

Produce a Profit and Loss Account for this month's figures. (see Appendix 2 for actual figures)

[Note to you, the reader – in Appendix 2 the candidates will be directed to use information calculated in the spreadsheets created from Parts A and B, therefore the ER1 – create 3 interconnected spreadsheets will be met if the candidate follows instructions correctly.]

Marking guidelines

No marking guidelines are provided.

Assessment checklist

No checklist is provided.

Internal verification has uncovered the following:

Assessors have interpreted the Evidence Requirements differently.

- Some assessors have expected each 'complex calculation' to include: add, subtract, multiply, divide
- Others have accepted the examples of add, subtract, multiply, divide across all the calculations.

Assessors have had candidates complete the assessment task under different assessment conditions:

- Some assessors have had candidates complete work in closed book, controlled and timed conditions
- Others have had candidates complete work in controlled, untimed conditions
- Others have allowed candidates to complete work in their own time, with candidates signing a plagiarism statement and being asked questions about the work submitted.

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