National 5
coursework
assessment task

Qualifications Scotland
Teisteanasan Alba

National 5 Administration and IT Assignment

Assessment task — Glenbraes Youth Centre

Valid for session 2025-26 only.

We provide this assessment to centres in the strictest of confidence. You must keep it in a secure place until it is used, between sittings and until the end of the assessment period.

This edition: February 2026 (version 1.0)

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Instructions for candidates

This assessment applies to the assignment for National 5 Administration and IT.

This assignment has 70 marks out of a total of 120 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- using IT functions in word-processing/desktop publishing and presentations to produce and process information
- using technology for investigation
- using technology for electronic communication
- problem-solving
- administration theory

Your teacher or lecturer will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you have to work through a series of tasks:

- that assess the skills, knowledge and understanding listed above
- within 3 hours (excluding printing time)
- in a maximum of two sittings — if additional printing time is required, this should be completed immediately after each sitting

This is a closed-book assessment. However, you can use the internet when specifically instructed to do so.

Your teacher or lecturer will provide the following electronic files for you to use during the assignment:

- **Advertising Presentation** — a presentation file
- **Club Costs** — a jpg file
- **Consent Form** — a word-processing file
- **Dream, explore, achieve!** — a word-processing file
- **Employees** — a spreadsheet file
- **Final Week Itinerary** — a word-processing file
- **Glenbraes Logo** — a jpg file
- **Reviews** — a word-processing file
- **Summer Bonanza** — a word-processing file
- **To-do list** — a word-processing file

Assessment Task

You are the Admin Assistant for Glenbraes Youth Centre. It runs a summer holiday club called Summer Bonanza for primary school children.

The club will start on Monday 6 July 2026 and finish on Friday 7 August 2026. It will run Monday to Friday each week, starting at 7.30 am until 6 pm. There will be different activities at the club, such as football, basketball, dancing, drama, archery, crafts, board games, cooking and day trips to popular tourist attractions.

The Youth Director, Jane Wyatt, has asked you to help her organise and promote the holiday club.

Contact details are:

Glenbraes Youth Centre
50 Westhill Road
Bishopbriggs
Glasgow
G64 2QQ

Tel: 07719894864
E-mail: info@glenbraesyc.co.uk
Social media: @glenbraesyc

Slogan: Dream, explore, achieve!

Your teacher or lecturer will provide you with an e-mail address.

You must:

- complete each task in order
- action and delete all comments within files
- display your name and task number on each printout
- key-in or write your Scottish Candidate Number on all printouts
- ensure that the e-mail printout shows evidence of sending

GLENBRAES YOUTH CENTRE
DREAM, EXPLORE, ACHIEVE!

TO-DO LIST

You should use the following table to make sure you have all the printouts required.

Task	Printouts	Marks available	Completed (✓)
1	Headed Paper	6	
2	Poster	8	
3	E-mail	6	
4	Theory — Summer Bonanza	9	
5	Presentation: ♦ handout — 6 slides per page ♦ last 2 slides — full pages	11	
6	Itinerary	7	
7	Internet printouts: ♦ bus times ♦ walking directions	6	
8	Mail Merge — Security Badge: ♦ showing merge fields ♦ showing merged security badge	7	
9	E-diary: ♦ weekly view ♦ evidence of reminder ♦ task	6	
10	Consent Form	4	

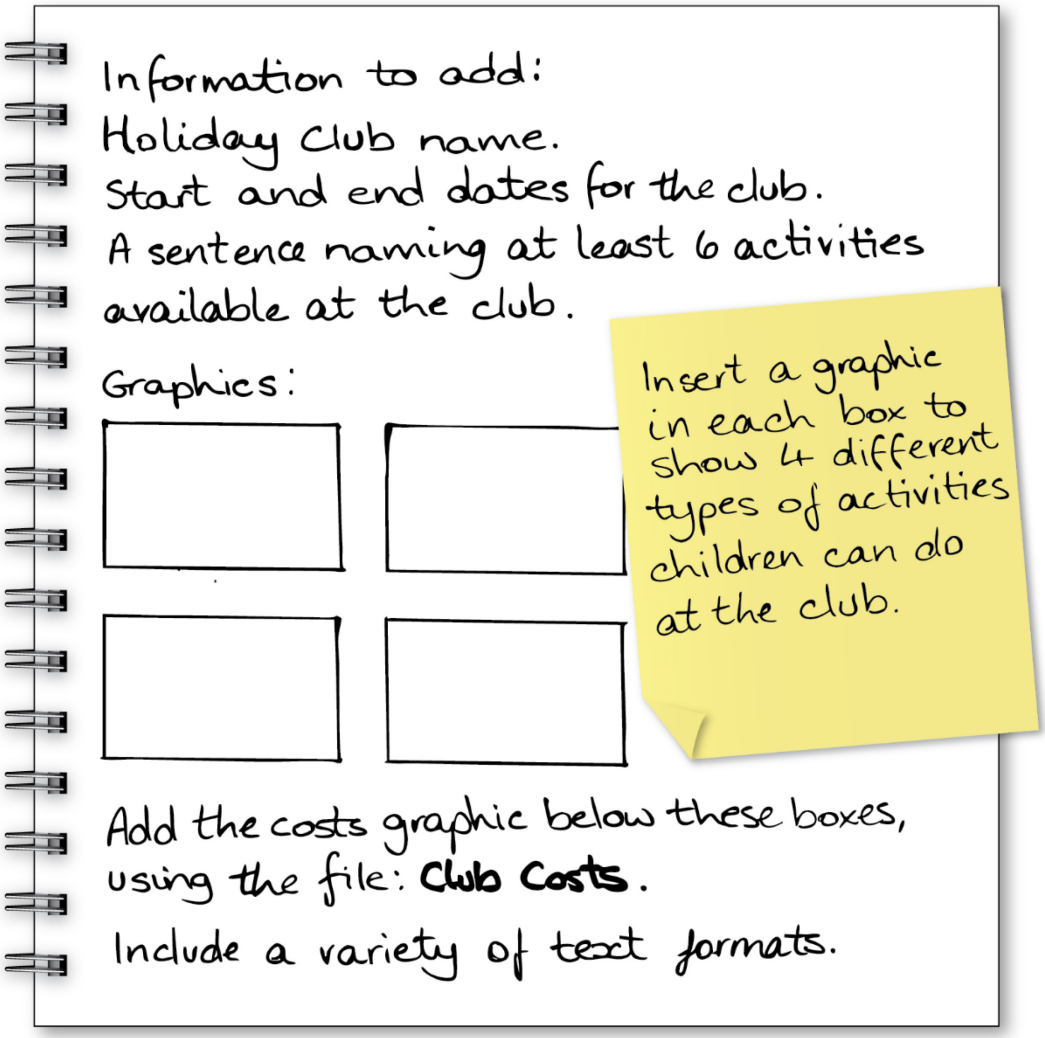
Task 1

You have received the following message from Jane. Save the document using the file name Headed Paper and print a copy.

Task 2

Jane has started a poster to advertise the holiday club. Update the file **Dream, explore, achieve!** following all instructions and using the information below.

Print a copy of the poster on one page.



Task 3

Open the e-mail you have received and reply to Mrs Grandison, copying in Jane. Print evidence of sending.

Task 4

Complete and print the file **Summer Bonanza**.

Task 5

Jane has started the presentation that will be used to advertise the holiday club. Update the file **Advertising Presentation** using the information below.

Print a copy of the whole presentation as a 6-slide handout and print the last 2 slides as full page slides.

Notes:

- Insert a title slide as the first slide. Include the name of the Youth Centre and the holiday club. Also include the dates that the club will be running.
- Insert the logo on all slides.
- Remove action buttons from all slides.
- Apply an appropriate design to all slides.
- Delete the 'Staffing' slide as it is now out of date.
- Insert Draft 1 in the handout header.

Insert the parent/carer reviews from the file: **Reviews** onto the 'Last Year's Happy Parent/Carer Reviews' slide - put each review in a different shape.

Insert the following information above contact details on the last slide.

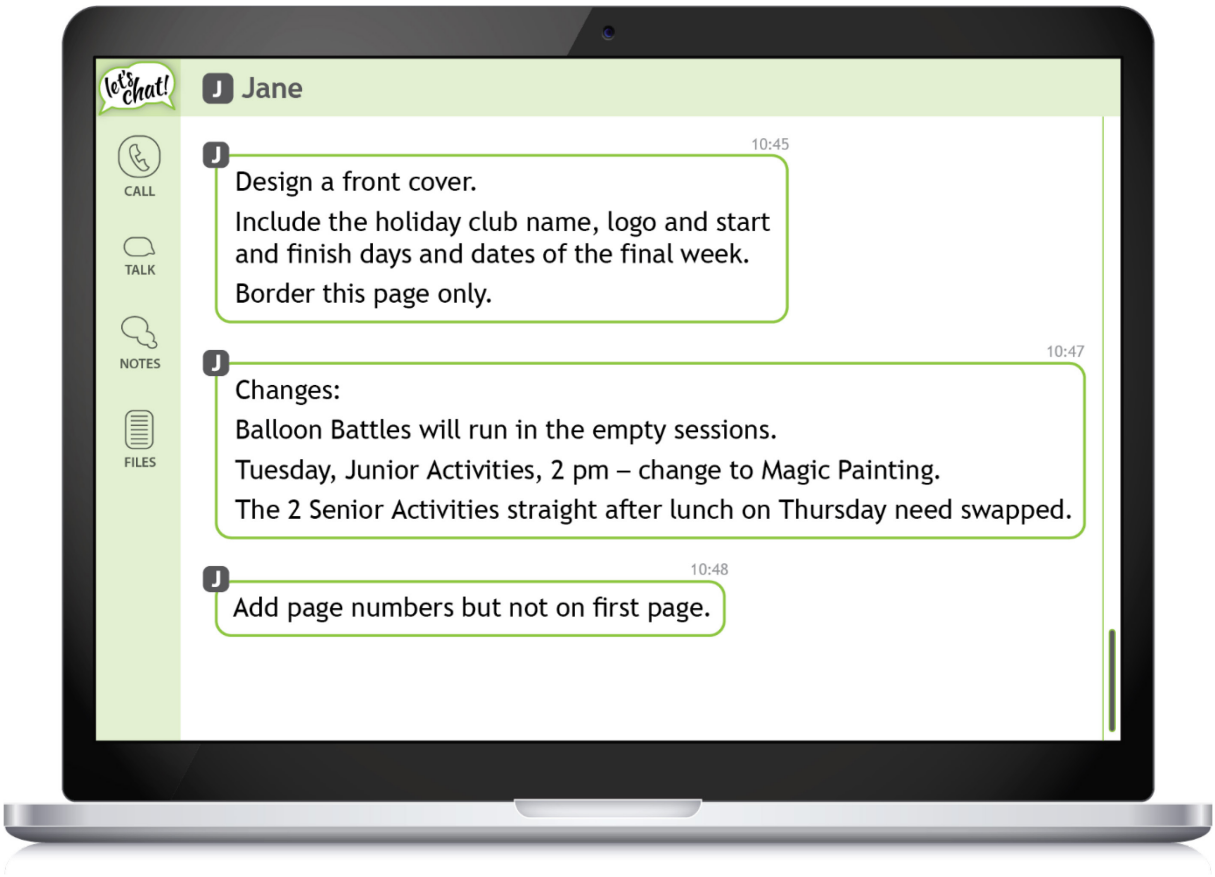
We envisage being fully booked quickly again this year. Please STET do not wait to reserve your NP space. If you have any questions or would like further information, contact Jane using the information below.

Task 6

Jane has asked you to update the itinerary for the final week of the club.

Complete the file **Final Week Itinerary** following all instructions and using the information below.

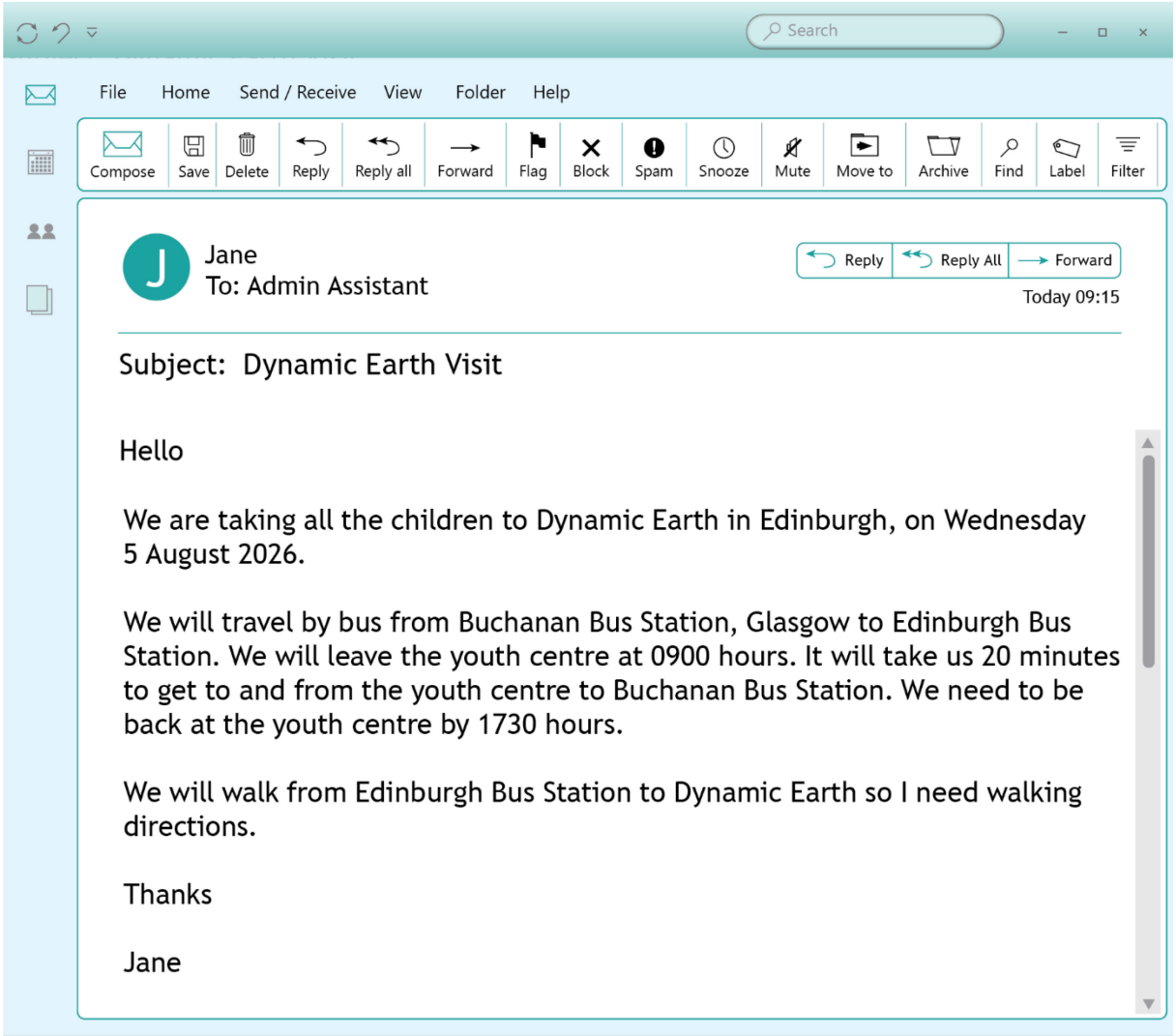
Print a copy of the completed file as a 4-page booklet.



Task 7

You have received the following e-mail from Jane. Access the internet to find the following information.

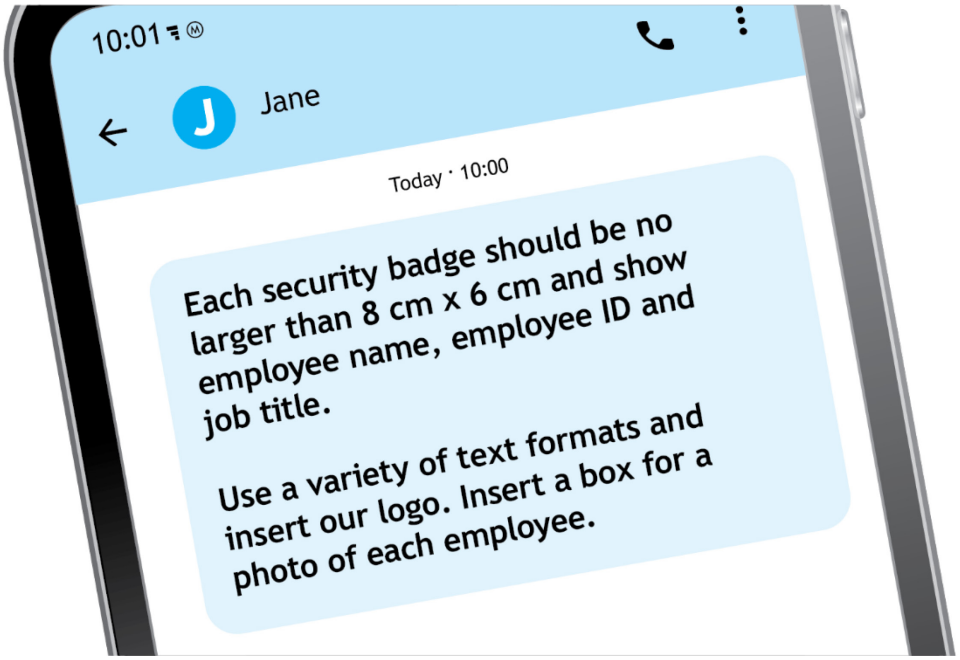
Print evidence showing suitable bus times and walking directions. Your printouts must show all the search criteria.



Task 8

Create a security badge using the information below and mail merge using the file **Employees**.

Print a copy of the security badge showing merge fields and one copy of a merged security badge.



Task 9

Jane needs the diary updated for the final week of the holiday club. Using the information below and the file **Final Week Itinerary**, enter these events into the e-diary, including locations, and create the task.

Print the e-diary in weekly view, evidence of the reminder and the task.

Dynamic Earth – all day event. Set a reminder for a week before.

A staff briefing will take place every day this week at 7am for 30 minutes. All staff to meet in the Conference Room.

TASK: Pictures from Dynamic Earth to be printed. Date due: the day before the Awards Ceremony.

Insert the time and details of the Awards Ceremony.

Task 10

All children attending the holiday club must have a consent form filled in by a parent/carer. Complete the form using the file **Consent Form** following the instructions and using the information below.

Print a copy of the form on one page.

Summer Bonanza

CONSENT FORM

Child Details	
Name of Child	
Date of Birth	
Medical Conditions	
Any Allergies?	

This needs to be completed by hand. Make use of the whole page.

Parent/Carer Details	
Name of Parent/Carer	
Address	
Emergency Contact Number	

I give consent for:	**Tick**
Photographs being taken of my child undertaking activities	
Sun protection being applied when required	
Appropriate first-aid being applied by the appointed first-aider	
Mobile phones not being used during activities	

Parent/Carer Signature	
Signature	
Date	

Copyright acknowledgements

E-Files:
Task 5 Presentation - Basketball Image — biolalabet/shutterstock.com
Task 5 Presentation - Art Supplies Image — phillipmartin.info
Task 5 Presentation - Cooking Image — musbila/shutterstock.com
Task 5 Presentation - Bus Image — lkaika/pixabay.com

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

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