

---

NATIONAL  
QUALIFICATIONS  
2012

ADMINISTRATION  
STANDARD GRADE  
PRACTICAL ABILITIES PROJECT  
Foundation Level

**FIRST STEPS NURSERY**

## Instructions to Candidates

1. This project is part of your assessment for Administration.

The solution to the project **must** be your own work. You are allowed to look at books and at work you have done before. You may ask your teacher questions, however your teacher is not permitted to help you with the project, but may provide you with clarification.

2. You **must not** take any of the project work or material out of school. Before you begin work on your project, please check that the project is at the level—Foundation, General or Credit—that you wish to undertake.
3. You should complete the tasks in the order presented in the paper.
4. The project should take approximately 15 hours.
5. **Your name, school and task number must be entered on each item submitted.**
6. Follow all instructions regarding the tasks carefully (eg with regard to stapling sheets together). Place all items for marking inside form **Ex5 (External Assessment Flyleaf)** in order of task number.

## Declaration

Prior to submitting your project to SQA for marking, you will be asked to sign a Declaration that the Project is your own work.

You are advised that if it is established that the work of another candidate, whether in part or in whole, has been submitted as your own, SQA may cancel an award in this subject or in all your subjects.

# First Steps Nursery



You have been appointed as the Administrative Assistant at First Steps Nursery.

First Steps Nursery is run by Morven Knox, Peter Knox and Carmen Patel.

### **Task 1**

Peter has asked you to create a folder so that all the files you prepare can be more easily accessed by the staff.

- Create a folder called **NURSERY**.
- In this folder create **4** sub-folders—WP (for word processing files), SS (for spreadsheet files), DB (for database files) and MISC (for other files).
- Print evidence to show that this file management system has been created.
- Place the printout in your work folder.

**4 marks**

## Task 2

Peter has asked you to create a letterhead for use by the Nursery. He has listed below all the information that should be included in the letterhead.

- Create the letterhead shown below.
- Save the file as **HEADowninitials** in the WP folder.
- Print one copy of **HEADowninitials**.
- Place the printout in your work folder.

**3 marks**

FIRST STEPS NURSERY

16 Annfield Road

St Andrews

KY16 6RS

Tel No: 01334783229

E-mail: [firststeps@yazoo.com](mailto:firststeps@yazoo.com)

} centre

### Task 3

A new Stage 1 nursery class has started and Carmen has asked you to include their details in a database. The information you need is listed below.

- Use the field names and field types given.
- Key in the details.
- Save the database as **STAGE1owninitials** in the DB folder.
- Print one copy of **STAGE1owninitials**.
- Place the printout in your work folder.

**14 marks**

| Field Name      | Field Type |
|-----------------|------------|
| First Name      | Text       |
| Surname         | Text       |
| Gender          | Text       |
| Parent/Guardian | Text       |
| Contact Tel No  | Text       |
| Sessions        | Number     |

| First Name | Surname   | Gender | Parent/Guardian | Contact Tel No | Sessions |
|------------|-----------|--------|-----------------|----------------|----------|
| Jay        | Patel     | Male   | Mrs Patel       | 784321         | 10       |
| Lewis      | Hutchison | Male   | Mrs Hutchison   | 758133         | 6        |
| Emma       | Graham    | Female | Ms Taylor       | 749889         | 3        |
| Chloe      | Cattell   | Female | Mr Cattell      | 747869         | 10       |
| Taylor     | Swift     | Female | Miss Swift      | 782468         | 6        |
| Hayden     | Gray      | Male   | Mr Gray         | 746777         | 6        |
| Joel       | Cassidy   | Male   | Mr Cassidy      | 789454         | 4        |
| Molly      | Knox      | Female | Mrs Knox        | 768550         | 2        |
| Charlie    | Bremner   | Male   | Mrs Bremner     | 742221         | 6        |
| Lucy       | Cameron   | Female | Ms Cameron      | 787022         | 10       |
| Remi       | Kapinski  | Male   | Ms Kapinski     | 746428         | 2        |

#### Task 4

The Nursery is looking for ideas from parents for healthy food recipes. Carmen has given you all the information to be included in a notice.

- Create the notice below, making good use of the whole page.
- All text should be centred.
- Add graphic(s) to enhance the notice.
- Save the file as **NOTICEowninitials** in the WP folder.
- Print one copy of **NOTICEowninitials**.
- Place the printout in your work folder.

10 marks

WANTED

Your favourite healthy food recipes

Suitable for children from 6 months to 5 years

Recipes should be given to any member of staff

by

31 March 2012

(include a photograph of your meal if possible)

First Steps Recipe Book

*Italics* available to buy from the Nursery in May

Price – £2.50

(all proceeds to Nursery funds)

### Task 5

Morven would like you to key in the following letter.

- Recall the file **HEADowninitials**.
- Key in the letter shown below.
- Save the file as **SAFETYowninitials** in the WP folder.
- Print one copy of **SAFETYowninitials**.
- Place the printout in your work folder.

15 marks

MK/own initials

Today's date

Ms Sandra Taylor  
14 Lilac Grove  
St Andrews  
KY16 7TU

Dear Ms Taylor

### **Bold** SAFETY AT THE NURSERY

Thank you for your recent comments regarding entry and exit to and from the Nursery.

We have decided to bring the important points you have made to the attention of all parents/guardians who are dropping off and collecting children.

We will be reminding all people entering and leaving our premises to ensure that the door is firmly closed behind them. We will also be highlighting the importance of discouraging children from touching the security button beside the door. ←

Run  
on

NP

Parents/guardians will be asked to inform any extended family, who are picking up their children, of the importance of these issues. [Thank you again for bringing this to our attention.

Yours sincerely

Morven Knox



### Task 6

Some changes need to be made to the database.

- Recall the database **STAGE1owninitials**.
- Make the changes detailed below.
- Sort the database in **alphabetical order of Surname**.
- Save the database as **STAGE1Aowninitials** in the DB folder.
- Print one copy of **STAGE1Aowninitials** in list/table format.
- Place the printout in your work folder.

**6 marks**

- 1 Lucy Cameron has moved house and is no longer able to attend the Nursery. Delete her record.
- 2 Remi Kapinski's sessions have increased from 2 to 4.
- 3 A new toddler is starting today. Details are given below:  
Name: Peter Anderson  
Parent/Guardian: Mrs Anderson  
Contact Tel No: 783535  
Sessions: 4
- 4 Charlie Bremner's mum has changed her name to Mrs Calder.

### Task 7

You were given the following recipe today.

- Key in the recipe as shown below.
- Save the file as **RECowninitials** in the WP folder.
- Print one copy of **RECowninitials**.
- Place the printout in your work folder.

15 marks

### PASTA WITH TOMATO, SWEET POTATO AND CHEESE SAUCE

*underline*

#### INGREDIENTS

1 teaspoon oil  
1 onion, chopped  
1 clove garlic (optional)  
1 large tin chopped tomatoes  
600 ml vegetable stock  
150 g carrots, peeled and sliced  
250 g sweet potato, peeled and chopped  
60 g cheddar cheese, grated  
100 g pasta

#### METHOD

Heat the oil in a saucepan and fry the onion for about 4 minutes until soft. Add the garlic, if using, and fry for a further minute. Add the sweet potato, carrots and tomatoes and the vegetable stock or water. Bring to the boil. Cover and simmer for about 30 minutes until the vegetables are tender. Allow to cool slightly, then blend to a puree and stir in the cheese until melted.

Cook the pasta, drain and mix with the sauce.

Serves 4 children.

} *justify*

**Task 8**

Peter wants some information from the websites of toy retailers.

- Use the Internet to access one of the websites shown below.
- Print one copy of the website homepage.
- Place the printout in your work folder.

**2 marks**

[www.elc.co.uk](http://www.elc.co.uk)  
[www.toysrus.co.uk](http://www.toysrus.co.uk)  
[www.hamleys.com](http://www.hamleys.com)

### Task 9

Peter has asked you to prepare the quarterly nursery expenses as a spreadsheet.

- Create a spreadsheet.
- Key in the text and data as shown below.
- Key in the formulae required to calculate row and column totals in those cells marked with a question mark (?).
- Save the spreadsheet as **EXPowninitials** in the SS folder.
- Print one copy of **EXPowninitials** showing figures.
- Print one copy of **EXPowninitials** showing formulae.
- Place the printouts in your work folder.

10 marks

|   | A                          | B    | C      | D         | E            |
|---|----------------------------|------|--------|-----------|--------------|
| 1 | THIRD QUARTER EXPENSES (£) |      |        |           |              |
| 2 |                            | July | August | September | <b>Total</b> |
| 3 | Staff Wages                | 3159 | 3537   | 3936      | ?            |
| 4 | Training                   | 160  | 185    | 0         | ?            |
| 5 | Heat and Light             | 97   | 118    | 94        | ?            |
| 6 | Cleaning Costs             | 80   | 110    | 60        | ?            |
| 7 | Admin Costs                | 166  | 284    | 84        | ?            |
| 8 | Food                       | 421  | 473    | 387       | ?            |
| 9 | <b>Total</b>               | ?    | ?      | ?         | ?            |

**Task 10**

Morven would like a list of those children who attend the Nursery for 10 sessions.

- Recall the database **STAGE1Aowninitials**.
- Use the search facility to find those children who attend the Nursery for 10 sessions.
- Print one copy of any record(s) you find.
- Place the printout(s) in your work folder.

**1 mark**

### Task 11

Revised figures for September are now available. Update the spreadsheet.

- Recall the spreadsheet **EXPowninitials**.
- Make the changes to the data shown below.
- Save the spreadsheet as **EXP1owninitials** in the SS folder.
- Print one copy of **EXP1owninitials** showing figures.
- Place the printout in your work folder.

2 marks

2011

|   | A                          | B    | C      | D                    | E            |
|---|----------------------------|------|--------|----------------------|--------------|
| 1 | THIRD QUARTER EXPENSES (£) |      |        |                      |              |
| 2 |                            | July | August | September            | <b>Total</b> |
| 3 | Staff Wages                | 3159 | 3537   | <del>3936</del> 4126 | ?            |
| 4 | Training                   | 160  | 185    | 0                    | ?            |
| 5 | Heat and Light             | 97   | 118    | <del>94</del> 127    | ?            |
| 6 | Cleaning Costs             | 80   | 110    | <del>60</del> 110    | ?            |
| 7 | Admin Costs                | 166  | 284    | <del>84</del> 284    | ?            |
| 8 | Food and Drink             | 421  | 473    | <del>387</del> 144   | ?            |
| 9 | <b>Total</b>               | ?    | ?      | ?                    | ?            |

### **Task 12**

Peter has asked you to e-mail Mr Cummings, Health and Safety Officer, to confirm his visit to the Nursery.

- Access your e-mail facility.
- Address the e-mail—you should already have a note of the e-mail address.
- Insert an appropriate subject heading in the space provided by your e-mail facility.
- Key in the message below.
- Send the e-mail.
- Print one copy of the e-mail.
- Print evidence to confirm that the e-mail has been sent.
- Place the printout(s) in your work folder.

**7 marks**

Mr Cummings

Further to your earlier telephone conversation with Peter, regarding our Health and Safety inspection, I can now confirm that this will take place on Wednesday 18 April 2012 from 10.30 am until 11.30 am.

Thanks

*(insert your name here)*

**Task 13**

The Nursery uses an electronic diary to record appointments, etc.

- Access your electronic diary.
- Find the diary page for Wednesday 18 April 2012.
- Enter the details as shown below.
- Print one copy of the page in day format.
- Place the printout in your work folder.

**3 marks**

10.30 – 11.30 am

Nursery inspection by Health and Safety Officer,  
Mr Cummings



**Task 14a**

Morven would like to know how many boys and girls attend the Nursery at each Stage.

- Create a spreadsheet.
- Enter the data below.
- Save the spreadsheet as **REGowninitials** in the SS folder.
- Print one copy of **REGowninitials**.
- Place the printout in your work folder.

**1 mark**

|   | A                       | B           | C            |
|---|-------------------------|-------------|--------------|
| 1 | <b>NURSERY REGISTER</b> |             |              |
| 2 | <b>STAGE</b>            | <b>BOYS</b> | <b>GIRLS</b> |
| 3 | 1                       | 25          | 20           |
| 4 | 2                       | 31          | 20           |
| 5 | 3                       | 27          | 18           |

**Task 14b**

Morven would like the information from the spreadsheet shown as a bar chart.

- Recall the spreadsheet **REGowninitials**.
- Create a bar chart.
- The bar chart should have a title and the X and Y axes should be labelled.
- Save the bar chart as **BOYGIRLowninitials** in the SS folder.
- Print one copy of **BOYGIRLowninitials**.
- Place the printout in your work folder.

**7 marks**

[END OF PROJECT]

**STANDARD GRADE ADMINISTRATION**  
**FOUNDATION PRACTICAL ABILITIES—2012**

Candidate Name \_\_\_\_\_

Scottish Candidate Number \_\_\_\_\_

Centre \_\_\_\_\_

| TASK          | KEYBOARDING/<br>ACCURACY |           | FUNCTIONS/OTHER<br>SKILLS |           | TOTAL   |            |
|---------------|--------------------------|-----------|---------------------------|-----------|---------|------------|
|               | Awarded                  | Available | Awarded                   | Available | Awarded | Available  |
| 1             |                          | 1         |                           | 3         |         | 4          |
| 2             |                          | 2         |                           | 1         |         | 3          |
| 3             |                          | 9         |                           | 5         |         | 14         |
| 4             |                          | 6         |                           | 4         |         | 10         |
| 5             |                          | 13        |                           | 2         |         | 15         |
| 6             |                          | 2         |                           | 4         |         | 6          |
| 7             |                          | 13        |                           | 2         |         | 15         |
| 8             |                          | 0         |                           | 2         |         | 2          |
| 9             |                          | 5         |                           | 5         |         | 10         |
| 10            |                          | 0         |                           | 1         |         | 1          |
| 11            |                          | 2         |                           | 0         |         | 2          |
| 12            |                          | 4         |                           | 3         |         | 7          |
| 13            |                          | 1         |                           | 2         |         | 3          |
| 14a           |                          | 1         |                           | 0         |         | 1          |
| 14b           |                          | 1         |                           | 6         |         | 7          |
| <b>TOTALS</b> |                          | <b>60</b> |                           | <b>40</b> |         | <b>100</b> |

**[BLANK PAGE]**

---

NATIONAL  
QUALIFICATIONS  
2012

ADMINISTRATION  
STANDARD GRADE  
PRACTICAL ABILITIES PROJECT

**INSTRUCTIONS TO TEACHERS**

# Standard Grade Administration Practical Abilities Project

## Instructions to Teachers

### Issue and completion of projects

1. Issue a project, at the appropriate level, to each candidate.
2. Instruct the candidates to:
  - (a) check that the project is at the level they wish to undertake;
  - (b) enter details of their centre, name, date of birth and candidate number on the front cover of **Form Ex5 (Flyleaf)** (issued in February of examination year).
3. Remind candidates that:
  - (a) the project **must** be their own work and that they will be required to sign a Declaration to this effect. If it is established that the work of another candidate has been submitted as their own, SQA may cancel an award in this subject or all their subjects;
  - (b) no work or materials may be taken out of the centre;
  - (c) they should do the tasks in the order presented in the paper;
  - (d) whilst they are permitted to ask teachers questions, the teacher may provide clarification only. Teachers must not assist candidates with their projects.

### Preparation of materials by the teacher

1. Certain materials for the projects require to be keyed in and stored on disc by the teacher in advance of the projects being issued to candidates. These materials are found on the following pages.
2. The text of these materials should be keyed in exactly as they appear.  
The style of the text (font, pitch size, any highlighting, etc) should be entered in the same style as the house style with which the candidates are familiar.

**Further information can be found in Standard Grade Administration—Practical Abilities Projects, General Guidance to Teachers, issued to all centres in September 2002.**

## PRACTICAL ABILITIES PROJECT—FOUNDATION

### **Task 8**

Teachers should check that the website addresses given for **Task 8** are still current.

### **Task 12**

Teachers should provide candidates with an e-mail address for use in **Task 12**.

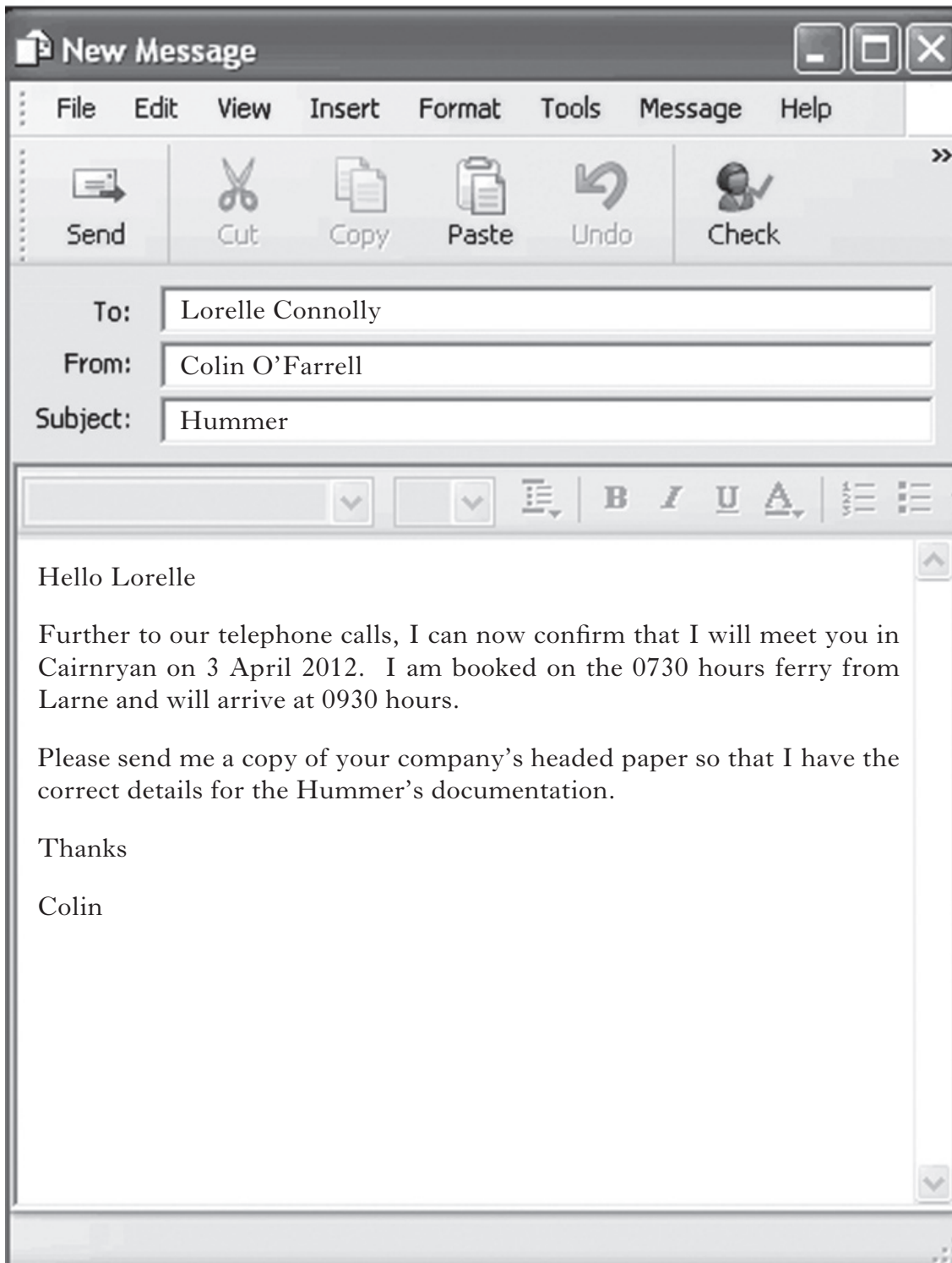
### **Task 13**

Teachers should ensure that candidates have access to an electronic diary for use in **Task 13**.

## PRACTICAL ABILITIES PROJECT—GENERAL

### Task 6

Teachers should send the following e-mail to each candidate for Task 6.



## **PRACTICAL ABILITIES PROJECT—GENERAL**

### **Task 7**

Teachers should check that the website addresses given for **Task 7** are still current.

### **Task 8**

Teachers should ensure that candidates have access to an electronic diary for use in **Task 8**.



## **PRACTICAL ABILITIES PROJECT—CREDIT**

### **Task 6A and 6B**

Teachers should ensure that candidates have access to an electronic diary for use in Task 6A and Task 6B.

**PRACTICAL ABILITIES PROJECT—CREDIT**

**Task 14**

The following form—filename **EXCURSION FUEL EXPENSE FORM**—should be made available to candidates. Use shading as shown. Add no further formatting.

**Engage Community Centre  
Excursion Fuel Expense Form**

**SECTION 1**

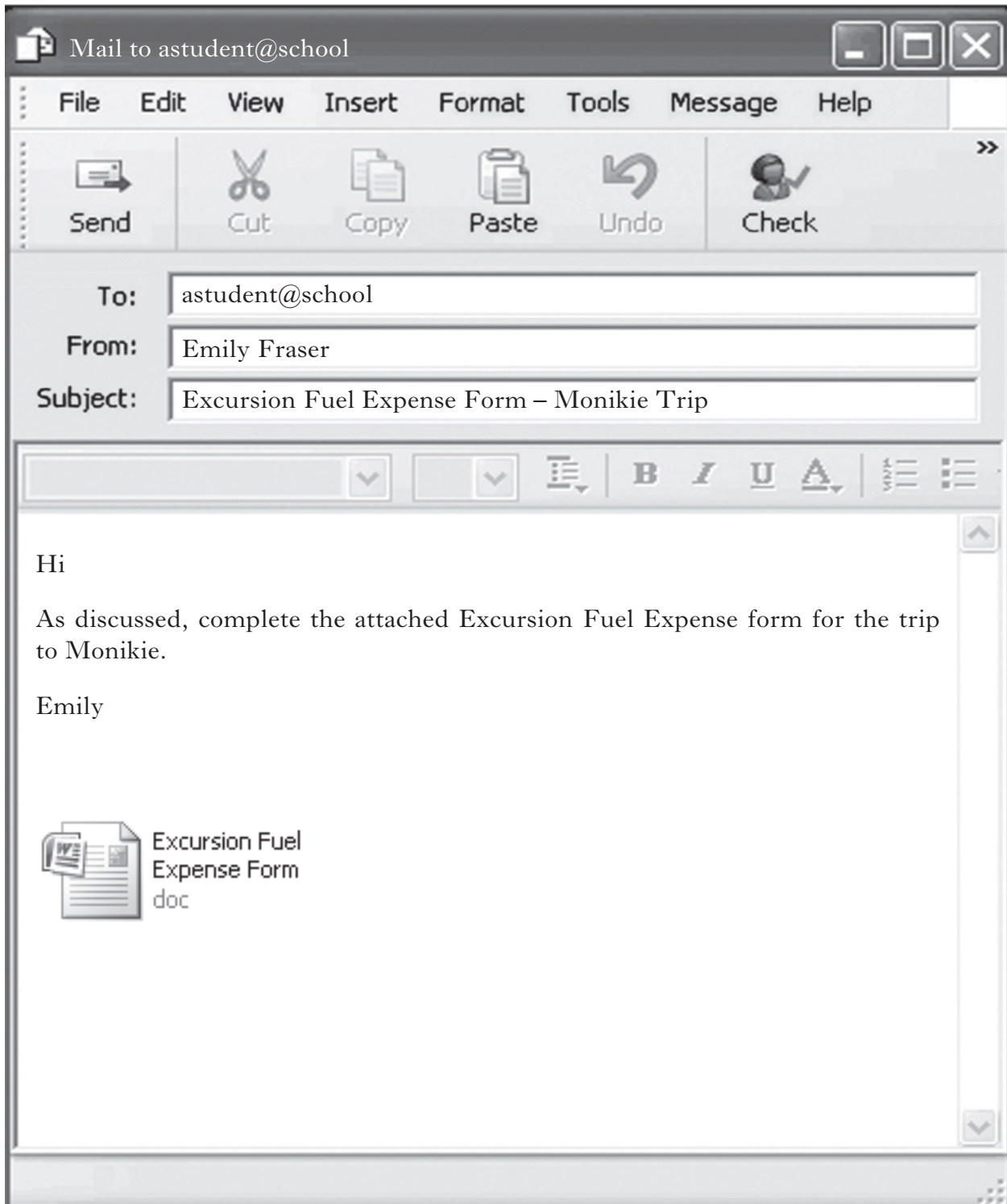
|   |  |   |  |
|---|--|---|--|
| Excursion (please outline nature of trip)   |  |   |  |
| Date(s) of Excursion                        |  |   |  |
|   |  |   |  |
| No of Staff Attending                       |  | No of Members Attending                     |  |
| Group Leader Name                           |  | Minibus Driver                              |  |
|   |  |   |  |
| Departure Location                          |  | Destination                                 |  |
| Single Journey<br>(please ✓ as appropriate) |  | Return Journey<br>(please ✓ as appropriate) |  |
|   |  |   |  |
| Total Miles Travelled                       |  |   |  |

**SECTION 2 – OFFICE USE ONLY:**

|                       |  |
|-----------------------|--|
| Total Miles Travelled |  |
| Fuel Cost per Mile    |  |
| Total Fuel Cost       |  |

### Task 14 (continued)

Teachers should send the following e-mail with Excursion Fuel Expense Form attached to **each** candidate for Task 14.



[END OF INSTRUCTIONS TO TEACHERS]