



National
Qualifications

Administration and IT Assignment
Instructions to teachers and lecturers
Assessment Task:
Elysium Spa and Health Club

Valid for session 2017-18

Information and Instructions for teachers and lecturers

Prior to candidates starting the assignment, teachers and lecturers should ensure that the following e-files are downloaded and available for candidates to use. The files **must** be kept secure and must not be accessed by candidates prior to the Assignment being undertaken.

- **Admin Assistant** – this is a word-processing file
- **Corporate Image** – this is a word-processing file
- **Elysium** – this is a database file containing 1 table (also provided as a file exported to Excel format to be used if required – Members).
- **Elysium Logo** – this is a jpeg file
- **Health Club Membership** – this is a spreadsheet file
- **Launch Evening** – this is a presentation file
- **Launch Evening Newsletter** – this is a desktop publishing file
- **Launch Evening Newsletter** – this is a word-processing file
- **Studio Timetable** – this is a word-processing file
- **To-do list** – this is a word-processing file which may be useful for candidates to complete as they do the tasks. It is not compulsory and does not need to be handed in.

A zipped folder, **Trainers**, which contains the following files:

- **Carla Hunter** – this is a jpeg file
- **Carla Hunter** – this is a word-processing file
- **Jennifer Lowe** – this is a jpeg file
- **Jennifer Lowe** – this is a word-processing file
- **Sarah Macdonald** – this is a jpeg file

This folder should be unzipped and the files extracted for candidate use.

Task 9b - email

Candidates should be supplied with a functioning email address so that they are able to send an email for this task. It is acceptable for this to be the teacher's/lecturer's email. Candidates will need to provide proof of the sent email only.

[END OF INFORMATION AND INSTRUCTIONS FOR TEACHERS AND LECTURERS]