



National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment

Instructions for teachers and lecturers

This document provides information for teachers and lecturers about the coursework component of this course in terms of the skills, knowledge and understanding that are assessed. It **must** be read in conjunction with the course specification.

Valid for session 2018-19 only.

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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available for candidates to use.

- **Demonstration Schedule** – this is a word-processing file
- **Exhibitors** – this is a spreadsheet file
- **Flavours of Scotland** – this is a word-processing file
- **Flavours of Scotland logo** – this is a jpeg file
- **Food Festival** – this is a word-processing file
- **Information Leaflet** – this is a word-processing file
- **Location Sheet** – this is a word-processing file
- **Press Release** – this is a word-processing file
- **Site Plan** – 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.

E-mail

You must supply candidates with 2 functioning e-mail addresses.

Candidates must be able to access www.tripadvisor.co.uk

Administrative information

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History of changes

Version	Description of change	Date
1.0	Wording under “E-mail” on page 1 amended	11/07/19

Security and confidentiality

This document can be used by practitioners in SQA approved centres for the assessment of National Courses and not for any other purpose.