



Higher Administration and IT Assignment

Assessment task – Taste the Best

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 2019-20 only.

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Instructions for candidates

This assessment applies to the assignment for Higher Administration and IT.

This assignment is worth 70 marks. The marks contribute 58% of the overall marks for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using advanced functions in word processing, spreadsheets, databases and presentation software to produce, process and manage information, and solve problems in unfamiliar contexts
- ◆ electronic research skills to source complex information
- ◆ effective communication skills, taking account of context, purpose and audience

Your teacher or lecturer will let you know if there are any specific conditions for doing this assessment.

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

- ◆ in the order presented
- ◆ which assess the skills, knowledge and understanding listed above
- ◆ in one 2-hour block (excluding printing time) – all printing must be completed on the same day as the assignment

You must carry out the assessment under a high degree of supervision and control, although you can access the Internet.

Make sure your name and Scottish Candidate Number are clearly identified on each printout submitted.

Assessment task

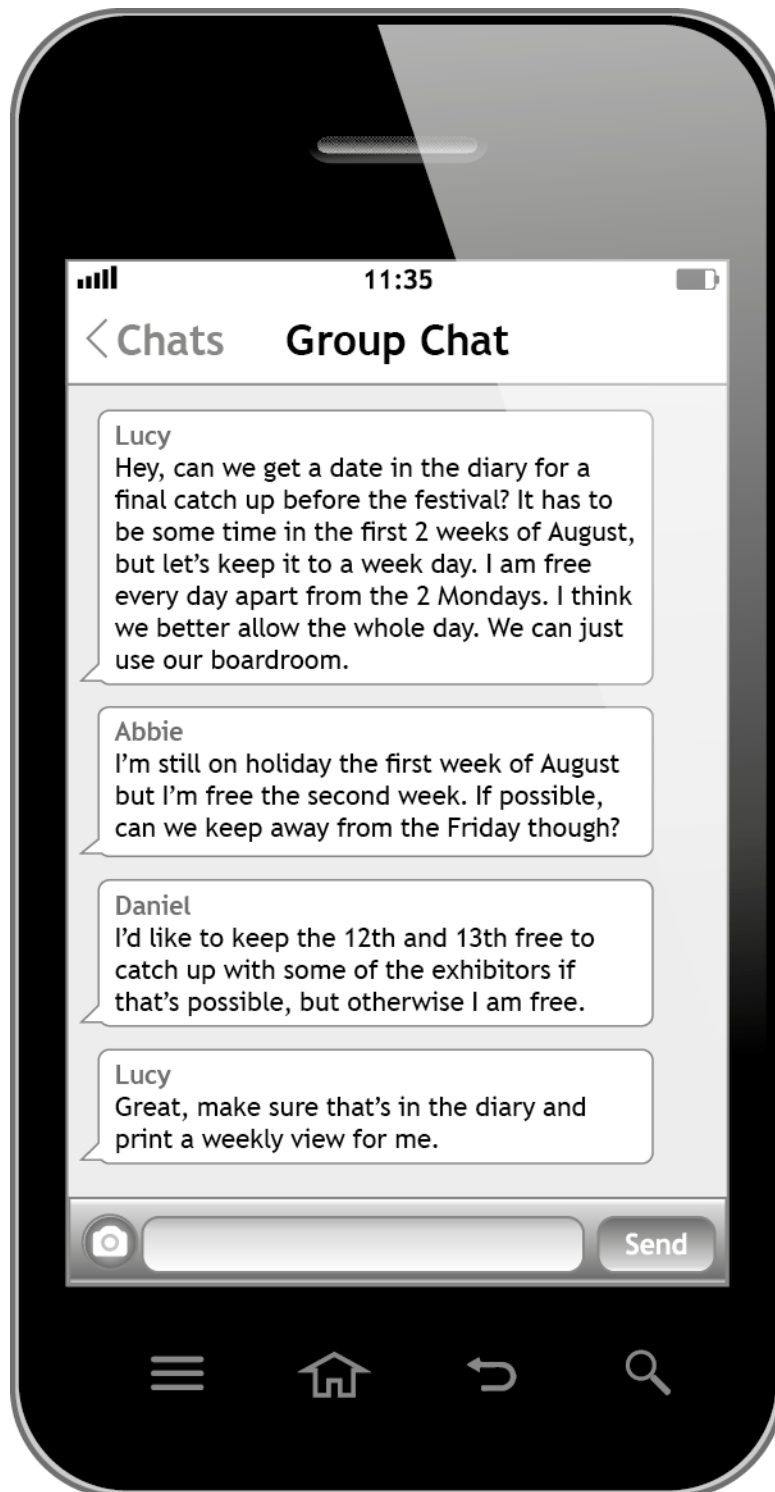
Taste the Best Food Festival is a new event being organised for Scottish producers to showcase their food and drinks, and will be held during the last weekend in August.

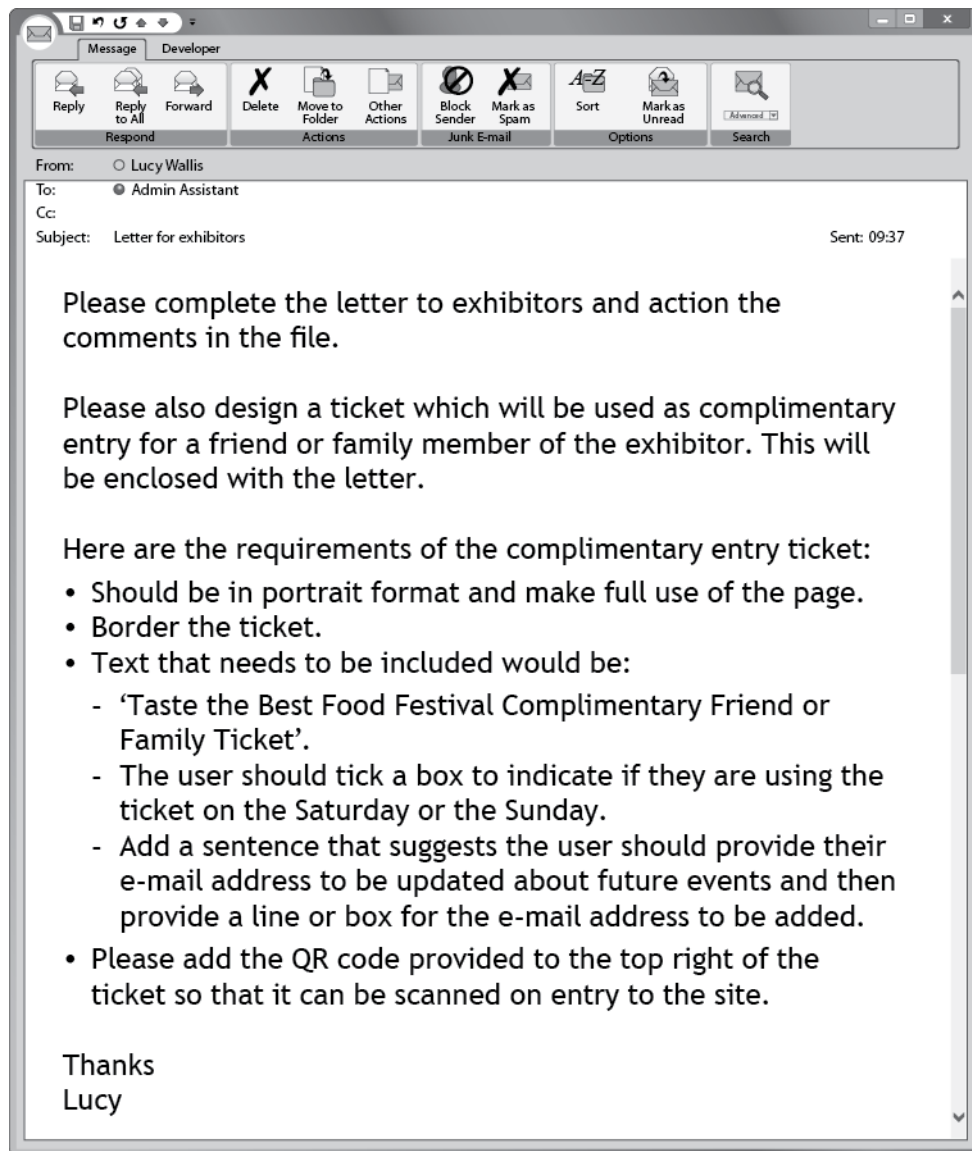
You work as an Administrative Assistant for Lucy Wallis, Events Planning Manager. You need to carry out a number of tasks to prepare for the Food Festival.

Lucy has produced the following to-do list. You can tick off the tasks as you complete them.

TO-DO LIST

Tasks ...
<input type="radio"/> Set up meeting in diary
<input type="radio"/> Letter to exhibitors with site map and complimentary ticket form
<input type="radio"/> Identify suitable plots for enquiry
<input type="radio"/> Plots per area and potential area income
<input type="radio"/> Staffing costs
<input type="radio"/> Exhibitor refunds
<input type="radio"/> Sponsorship and summary
<input type="radio"/> Ticket sales pivot table
<input type="radio"/> Staff briefing presentation





Please add the following after the last paragraph in the letter:

Please find enclosed the site plan, including emergency exits and key amenities.

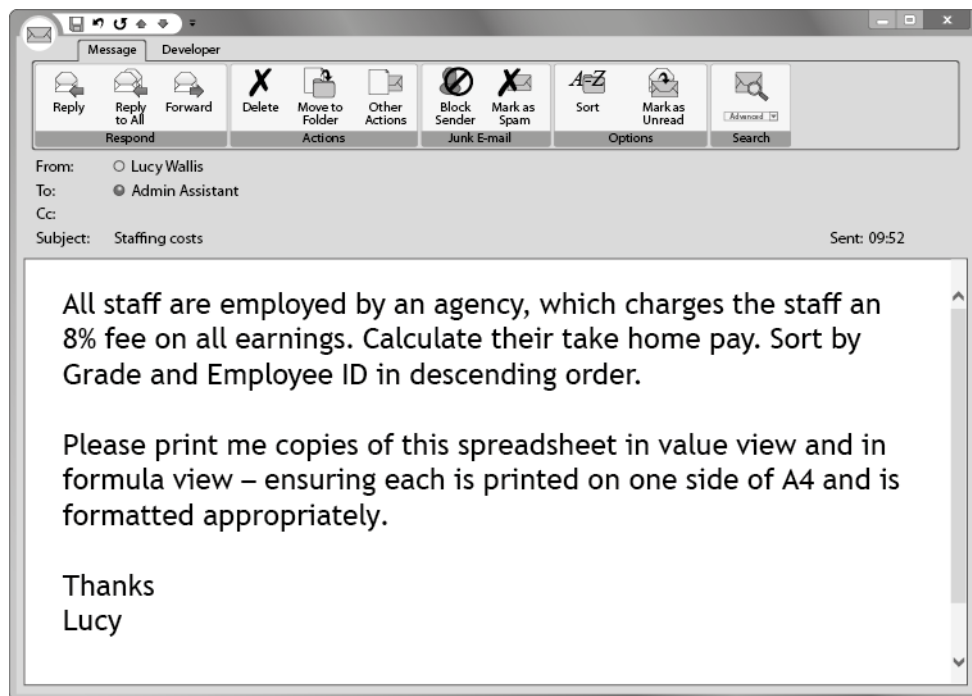
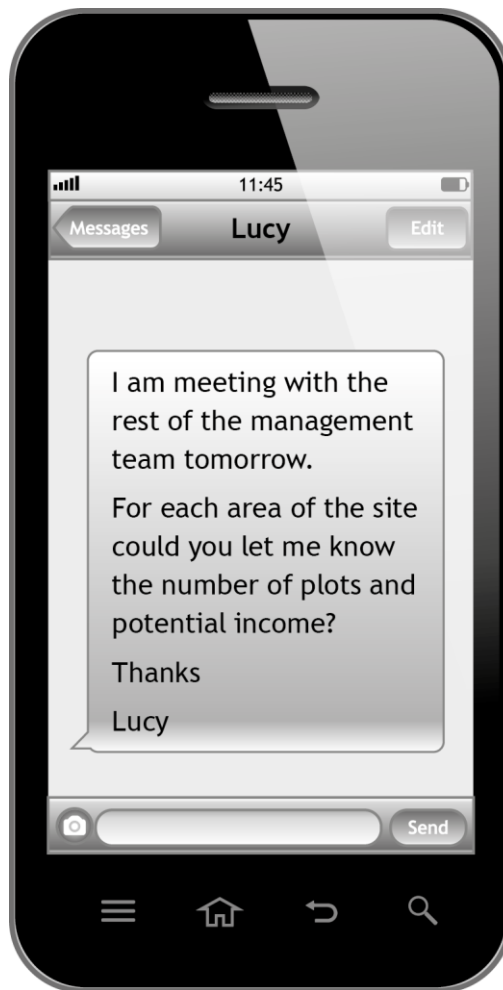
We would ask that a representative of your business attends an emergency procedures briefing at 9am – this is compulsory.

In addition you will find enclosed a ticket that can be completed by a friend or family member for complimentary entry to the event.

Western Isles Cheese Company have been in contact to find out if there are any suitable plots available at our food festival, as they would like to exhibit their produce. They require a site which is under cover and they have said their maximum budget is £400. They don't have their own on site refrigeration so would need access to ours. In addition, they would like a site with an extra-wide display, as they have a wide range of products.

Print me a list of available plots, with the area they are located within, the cost of the plot and the amenities included.

Lucy



Hi

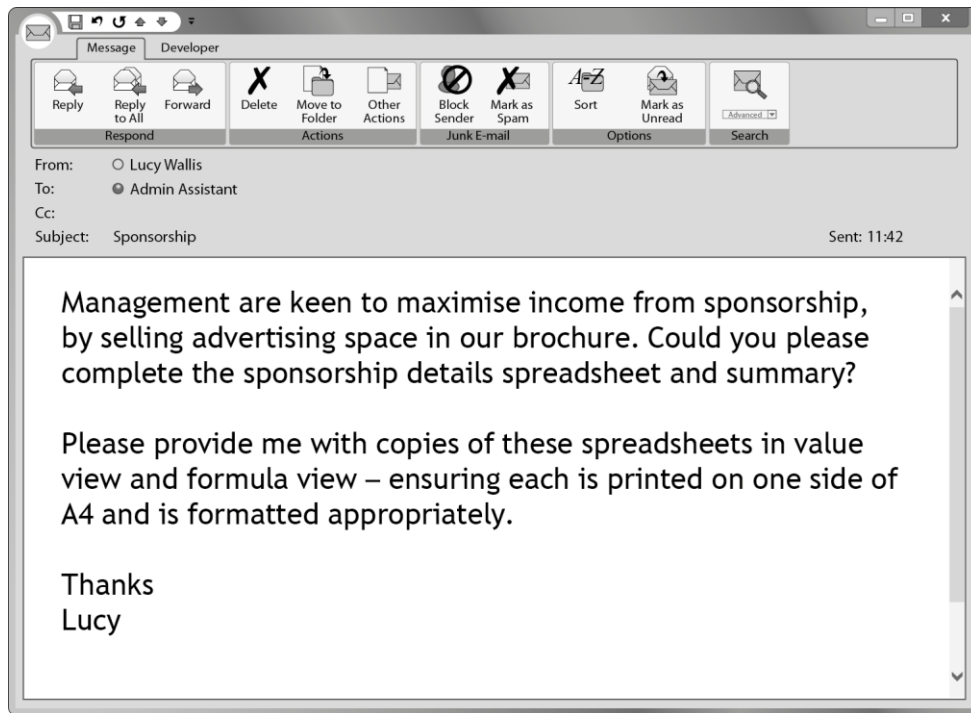
The company who are supplying facilities for the Festival have been in contact to say that they are unable to provide the full range of facilities that we originally asked for. This will affect only those exhibitors who are in the marquee or outdoors. As a goodwill gesture it has been decided to offer a refund to those exhibitors who have already booked and paid. This refund will be 15% of the plot cost.

Prepare a report showing area, the company name and refund. Group by area and sort by company name. Show the total amount to be refunded for each area and the overall total.

Add a suitable heading and our logo in the report header.

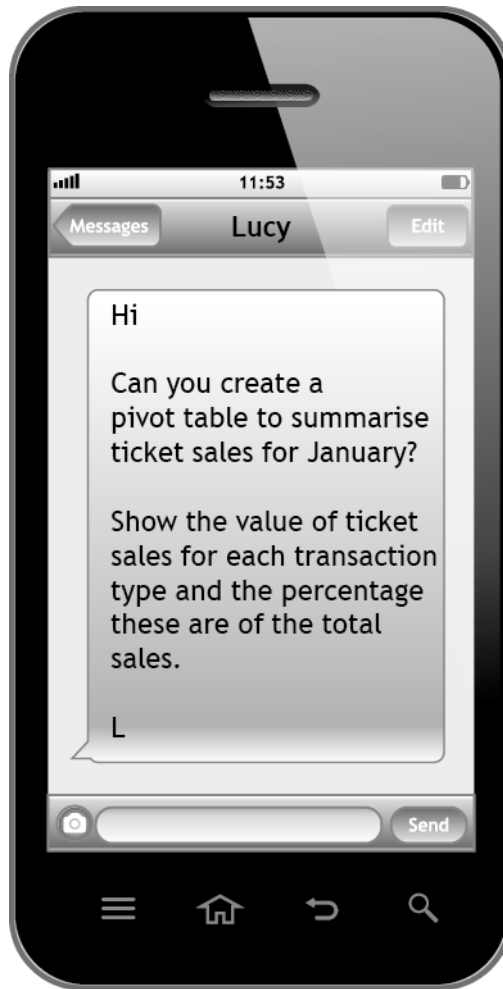
Thanks

L



The sticky note features a table with the following data:

<u>Advert Price</u>	
Quarter	£50.00
Half	£80.00
Full	£100.00



I have started preparing a presentation that can be used at the staff briefing in July. Can you please complete the presentation for me?

When complete please print as handouts, 3 per page with note-taking space, so that the staff can add their own notes during the briefing.

Thanks

Lucy

Copyright acknowledgements

Pages 3,6 and 10: Mobile phone - Hemanta Kumar Raval/shutterstock.com

Administrative information

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History of changes

Version	Description of change	Date

Note: you are advised to check SQA's website to ensure you are using the most up-to-date version of this document.

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