
NATIONAL
QUALIFICATIONS
2012

ADMINISTRATION
STANDARD GRADE
PRACTICAL ABILITIES PROJECT
Credit Level

ENGAGE

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.

ENGAGE



You are employed as an Administrative Assistant at Engage—a youth community centre based in Dundee. Engage is run by a team of 4 permanent employees (yourself included) and a team of volunteers. The Centre Manager is Emily Fraser—your Line Manager.

Task 1

Engage's headed paper is currently very plain and needs to be updated.

Display the following details effectively using a variety of fonts, styles and an appropriate graphic to enhance the document.

Engage

23 Murraygate

Dundee

DD1 2EE

Tel: 01382256300

Fax: 01382256301

E-mail: engage@infoservice.co.uk

Include these contact details in the footer on 2 separate lines. The e-mail details should be shown centred on line 1. The telephone number should be right-aligned and the fax number left-aligned on line 2.

- Complete the task.
- Save the file as **HEADowninitials**.
- Print one copy of **HEADowninitials**.

9 marks

Task 2

Emily requires you to create a Membership Application Form which can be printed, faxed or e-mailed to new members to collect their personal details.

Using our headed paper, display the following details effectively using a variety of fonts and styles. Ensure the document fits on one page.

MEMBER DETAILS

Name, Date of Birth, Gender, Address, Home TEL No,
TEL Mobile/No and E-mail

MEDICAL DETAILS

Medical Information - Please list any specific
medical conditions/allergies, etc, Doctor Name,
Surgery, Address and TEL NO

GUARDIAN DETAILS

Name, Relationship to Member, Address,
Home TEL No, Mobile TEL No and E-mail

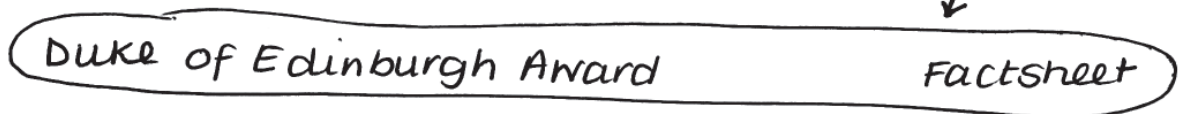
- Complete the task.
- Save the file as **MEMBowninitials**.
- Print one copy of **MEMBowninitials**.

7 marks

Task 3

Emily requires you to key in the Duke of Edinburgh fact sheet, which will be distributed to eligible centre members to raise awareness of the programme and encourage participation.

Place info in header, left and right aligned as shown.



Larger size + different font

What is the Duke of Edinburgh (DofE) Award?

The DofE Award is a registered charity and was established in 1956 by His Royal Highness, The Duke of Edinburgh.

To participate in the DofE programme you have to be between 24 and 14 years of age. The award programmes are progressive, participants can complete 3 awards - Bronze, Silver and Gold. The table below shows the different age restrictions and time requirements for each level - although the awards are progressive you do not have to complete them all, as long as you meet the age requirements you can begin with Silver or go straight for Gold.

| Embolden Headings | <u>Level</u> | <u>Minimum Starting Age (Years)</u> | <u>Completion Time (Months)</u> |
|-------------------|--------------|-------------------------------------|---------------------------------|
| | Bronze | 14 | n/a |
| | Silver | 15 | 6* |
| | Gold | 16 | 12* |

Task 3 (continued)

* Please note that times shown are for participants who have progressed from the previous level. ~~If~~ ~~UC~~ ~~you~~ ~~are~~ ~~a~~ direct entrants to either the Silver or Gold Award ~~will~~ need to complete additional activities which will increase completion time.

To achieve an award, participants ~~you~~ need to register at ~~your~~ ^{their} local DofE centre and pay a small enrolment fee before ~~you~~ ^{they} complete a personal programme. In order to achieve either a Bronze or Silver award the following 4 sections must be completed:

- Volunteering: undertaking service to individuals, your community or the environment
- Physical: improving in an area of sport, dance or fitness activities
- Skills: developing existing talents/interests or trying something new
- Expedition: planning, training for and completion of an adventurous journey in the UK or abroad

} 2LS
between
bulleted
points

Task 3 (continued)

Gold award participants also have to complete a 5th section:

- **Residential**: a shared activity in a residential setting - staying and working away from home as part of a team

Why complete (DofE) Award Programme?

There are many reasons why you should complete any or all of the awards programmes. Completion of the balanced programme of activities will help you to develop many new skills and talents, make new friends, and develop confidence and leadership skills.

Want to know more?

Log on to: www.dofe.org to find out more information.

Shoulder headings should be underlined

- Complete the task.
- Save the file as **Dukeowninitials**.
- Print one copy of **Dukeowninitials**.

20 marks

Task 4

I would like to store personal/training data on a database to ensure that records are stored in a central location and can be found easily when required.

Team leaders have provided the relevant details. Use the information on the following pages to construct a staff database. Ensure that any training renewal dates are shown—**not** the dates on which the training was undertaken. The Basic and Practical First Aid courses require renewal every 2 years (not all staff require first aid training). Please issue each staff member with a unique reference number—all reference numbers should follow the sequence E1, E2, E3, etc.

On completion, sort the records alphabetically by Town and Surname.

Emily

Hi Emily, please find details listed below as requested:

my date of birth is the 24th may 1969 and my address is 28 Mains Road, Dundee, DD3 7RE. My phone number is 07861289656 and e-mail address is fgraham@altovisto.com. I am a trained minibus driver.

I have a basic first aid certificate which is due for renewal on 25th may 2012 and a practical first aid certificate which is due for renewal on 20th July 2012.

I organise 2 volunteers - Susan Wilson and Josh Anderson. Susan's address is 119 Robertson Terrace, Forfar, DD8 3JN. Her e-mail is susiew@talkmail.com - I'm not sure of her contact telephone no- I'll get in touch with her and then pass on the information to you. Her D.O.B is 25/6/82.

Task 4 (continued)

Josh Lives in Dundee - his address is 22f
Constitution Crescent, DD3 0TT. His e-mail is
janderson22@yahoo.co.uk, tel no -
01382568112. His date of birth is 27th April 1972
and he's completed both the basic and the
practical first aid courses - both are due for
renewal on 18th July 2012.

Mrs Frances Graham

Task 4 (continued)

MEMORANDUM

To: Emily Fraser

From: Ravinder Kaur

Date: Today's

subject: Staff Information

Please find information listed below as requested:

| | | |
|------------------------------|--|-------------------------------------|
| Name | Aneta Johnstone (Miss) | David Davison |
| Date of Birth | 18/12/73 | 5/9/85 |
| Address | 3 Meadowview Place Inchtute PH14 9TG | 1 Fintry Mains Dundee DD4 9HG |
| Training (Date completed on) | Basic first aid (14/4/11) | Basic first aid (14/4/11) |
| Contact Details | aj23@talkmail.com 07850983271 | ando@altovisto.com 01382789055 |
| Minibus Driver | | |

| | | |
|------------------------------|--|--|
| Name | Patrick McIntyre | Ravinder Kaur (Miss) |
| Date of Birth | 3/11/87 | 21/4/08 |
| Address | 106 Coupar Angus Road Birkhill DD2 5PG | 16 Broomwell Gardens Monikie DD5 3QP |
| Training (Date completed on) | | |
| Contact Details | patmc@yahoo.co.uk 07720159743 | rkaur@talkmail.com 01382370339 |
| Minibus Driver | | Yes |

Task 4 (continued)

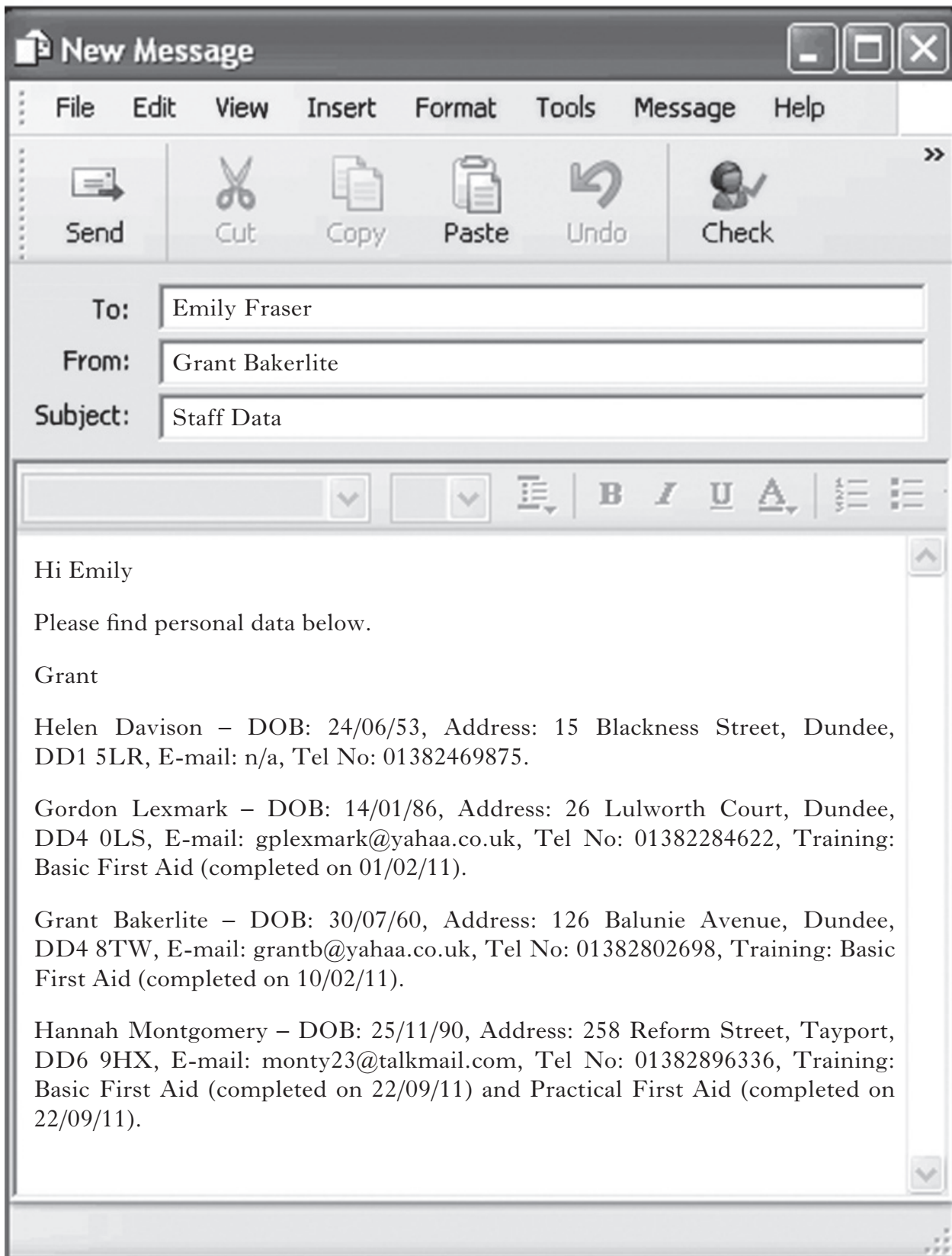
Hi Emily,

Susan Wilson's contact
tel no is -

01382786628

Frances

Task 4 (continued)



Task 4 (continued)

- Complete the task.
- Save the file as **STAFFowninitials**.
- Print one copy (landscape) of the entire database in list/table format.
- Print a list/table showing the full staff names and reference numbers only.

23 marks

Task 5

We've secured funding from The Langsdale Youth Trust which will allow us to take a group on a residential outdoor adventure weekend (accompanying staff member costs will be paid for from our own funds).

The residential weekend will take place during the first weekend of next month. It will be held at the Green Acres Outdoor Education Centre which is located 5 miles from Glasgow.

Meals and accommodation are provided by Green Acres. All we have to do is organise return transport between Dundee and Glasgow City Centre - Green Acres will transport us to and from their centre by minibus.

Please get me details of public transport from Dundee - Glasgow. We must arrive in Glasgow no later than 9 pm on the Friday and must return to Dundee no later than 9 pm on the Sunday.

Could you also e-mail Claire Brantwood, Green Acres Administration Manager (you should have a note of her e-mail address) with the travel details and times that you've arranged - this will allow her to arrange appropriate pick-up times.

Thanks

Emily

Task 5 (continued)

- Complete the task.
- Print out relevant Internet pages clearly indicating times selected.
- Print one copy of the e-mail.
- Print evidence to confirm that the e-mail has been sent.

10 marks

Task 6A

Enter the following appointments and meetings in the Centre's electronic diary for week beginning 2 April 2012.

Next week is Personal Safety Awareness Week - a team meeting will take place in the Conference Room every evening (mon-sun) from 5.00-5.30pm to discuss the focus of the week.

On Friday you are attending the annual Dundee City Council Volunteer Awards Ceremony in the Caird Hall - the event will begin at 1pm and run for 2½ hours.

Grant Bakerlite will meet with Bruce Alison for an hour on Thursday evening at 7.15pm in the Interview Room to discuss volunteering opportunities currently available.

- Complete the task.
- Print a copy of the diary in 7-day week format.

7 marks

Task 6B

Update the centre's electronic diary for week beginning 2 April 2012.

A representative from The Langsdale Youth Trust will meet with Emily to discuss the Terms and Conditions of the grant application - the meeting will take place on Tuesday evening at 6 in our Interview Room. The meeting is expected to last 45 minutes.

Bruce Alison has just phoned to rearrange his meeting with Grant Bakerite. They will now meet on Tuesday - location and time unchanged.

- Complete the task.
- Print a copy of the revised diary for Tuesday 3 April 2012 in day format.

5 marks

Task 7

A spreadsheet is required to calculate staff costs for the residential weekend to Green Acres Outdoor Education Centre. Staff will be staying for 2 nights and will have meals on both days.

I've started work on the costings—could you please prepare a spreadsheet using **only** the following column headings and the information given below.

| Staff Reference No | Staff Name | Meals | Accommodation | Total Cost (inc VAT) |
|--------------------|---------------|-------|---------------|----------------------|
| | Helen Davison | | | |
| | Ravinder Kaur | | | |
| | Josh Anderson | | | |

Claire has provided the following cost information:

Meals – £17.50 per day

Accommodation – Twin Room – £20.00 per person per night

Green Acres charge a single room supplement of £10.00 per room per night. Helen and Ravinder will share a twin room.

Use absolute references for meal, accommodation, supplement and VAT. Calculate VAT at 20%.

- Complete the task.
- Save the spreadsheet as **RESCOSTowninitials**.
- Print one copy of **RESCOSTowninitials** in landscape showing formulae (show gridlines, row and column headings).
- Print one copy of **RESCOSTowninitials** in landscape showing figures (excluding gridlines, row and column headings).

24 marks

Task 8A

A staff review has highlighted that we currently only have 2 staff who are trained minibus drivers. Our insurance company will not allow anyone under 30 to drive our minibus. Search the database to identify all staff members who were born in/before the year 1982 and are not already minibus drivers.

- Complete the task.
- Print out one copy of the search results.

3 marks

Task 8B

Send a letter to the staff members you have identified as suitable candidates for completing the minibus training.

The letter should offer them the chance to undertake a minibus training course during June 2012 or January 2013. Interested volunteers should contact me no later than 4 May 2012.

Use mail merge to complete this task.

Thanks

Emily

- Complete the task.
- Save the master letter as **MINIowninitials**.
- Print one copy of **MINIowninitials** showing the merge fields.
- Print a copy of **one** merged letter.

10 marks

Task 9

Additional data concerning staff members' costs for the residential weekend is now available—please update the costing spreadsheet as necessary.

- Josh Anderson cannot attend—Patrick McIntyre will now accompany the group.
- Green Acres have notified us of the following changes to meal and accommodation costs:
 - The single room supplement is now £12.50 per night
 - Accommodation – Twin Room – £22.50 per person per night
 - Meals – £20.65

Make the following changes:

- The spreadsheet should be sorted in ascending order of staff reference number.
- Increase the size of all headings.
- Calculate the Total Cost of the weekend. Label this cell as “Sub Total”.
- A row should be added below this to calculate incidental expenses—each staff member is entitled to £10 for each full day of the visit. Use an absolute reference for this calculation. Label this cell.
- A further row should be added to calculate the overall total cost of the visit. Label, embolden and border this cell.
- Insert “Residential Weekend—Updated Figures” in the footer.

- Complete the task.
- Save the spreadsheet as **RESCOST2owninitials**.
- Print one copy of **RESCOST2owninitials** in landscape showing figures (without gridlines, row and column headings).
- Print one copy of **RESCOST2owninitials** in landscape showing formulae (with gridlines, row and column headings).

14 marks

Task 10

Claire has sent through information outlining the activities that the group could choose to take part in during their residential weekend. I have met with staff members and we've selected 8 activities that are suitable for our group.

Prepare a leaflet to give to participants. Use varied formats to enhance this 4-page document, which should be produced on one sheet of A4.

The front page should contain the name of our community centre, an appropriate heading, the dates of the residential visit and a suitable graphic. Number pages 2-4 only.

The text for pages 2 and 3 is given on the following pages and should be laid out as shown.

The back page should show the following information:

To ensure a very safe environment every activity run at Green Acres Outdoor Education Centre is closely supervised by staff members who are fully qualified in their specialist areas - all qualifications are recognised by the relevant governing bodies.

trs Green Acres is registered with the Outdoor Adventure Activities Authority and is insured and licensed for all outdoor activities offered at the centre.

Participants will receive full safety briefings before commencing any activity and will be supplied with all the required safety equipment.

Furthermore, every staff member has an enhanced disclosure check and is trained in both basic and emergency first aid procedures.

The following staff will accompany participants on the residential experience:

Please insert staff names from the spreadsheet.

Task 10 (continued)

Climbing Wall

Climbing is a great way to keep both the mind and body active and is suitable for all age ranges and ability levels.

stet There are ~~2~~³ custom-built fixed climbing walls at Green Acres - both have been designed by experienced climbers to ensure an exciting climbing experience for all.

Wall climbing is a fun and challenging activity which will help participants to develop co-ordination, team building skills and confidence.

Target Archery

Target Archery is an Olympic sport suitable for all age ranges and ability levels. Participation in this sport will help to develop dexterity, self-control and precision.

Participants will compete in a number of competitions during their residential stay, shooting arrows from a range of 30 m.

Orienteering

Orienteering involves the use of a map and a compass to navigate across unfamiliar terrain.

This is a sport enjoyed by many thousands of people worldwide as it allows you to keep fit whilst experiencing the great outdoors! Our course is made up of 18-acre maze of paths which will develop map-reading, team working and decision-making skills.

NP
han

Task 10 (continued)

Kayaking

stet With our ~~fleet~~^{range} of modern river running and play boats you can learn basic paddling skills quickly and safely.

Paddling is great exercise, providing fantastic cardiovascular and aerobic effects. Participants will naturally enhance their upper body strength without even realising!

Biking

uc The grounds of the centre are excellent for a wide range of biking activities. There are routes that are suitable for all fitness levels. You can join our instructors on a gentle cycle along the local road, track and path networks, or if you're feeling adventurous you can join them on daring off-road routes which will definitely get your adrenaline levels pumping!

Caving

runon This activity is not for the faint-hearted!

Our network of caves is dark, damp and spooky.

You'll have to work together to overcome your fears and make it through the caves whilst fulfilling all the challenges our instructors set you - could you tie an overhand knot in the dark?

Raft Building

Who wouldn't want to build a raft?

Participants will use their initiative and work together in teams of 4-8 persons to

Task 10 (continued)

build a raft which will transport them safely across the loch.

Teams will be provided with a selection of materials to build their rafts - this activity fosters many skills such as team working, communication and decision-making.

Ropes Course

[^] provides This spectacular new facility built high in the treetops ~~will provide~~ an exciting challenge for young and old alike.

The facility includes a 45ft climbing tower with 3 climbing walls, 2 abseil points, parachute jump, 100m zip wire, jacob's ladder, leap of faith, balance beams and crate stack.

NOTE: The finished document should be laid out as follows -

| | | | |
|----------|----------|----------|----------|
| ACTIVITY | _____ | ACTIVITY | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| _____ | ACTIVITY | _____ | ACTIVITY |
| _____ | | _____ | |
| _____ | | _____ | |
| ACTIVITY | _____ | ACTIVITY | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| _____ | ACTIVITY | _____ | ACTIVITY |
| _____ | | _____ | |
| _____ | | _____ | |

Task 10 (continued)

- Complete the task.
- Save the file as **ACTIVITYowninitials**.
- Print one copy of **ACTIVITYowninitials**.

28 marks

Task 11

Use the information given below to produce a pie chart showing the number of hours each staff member worked in Week 16. Display the legend to the left of the pie chart and ensure that figures are clearly shown on the chart.

Frances Graham – 14

Susan Wilson – 14

Bruce Alison – 7

Ravinder Kaur – 8

Aneta Johnstone – 10

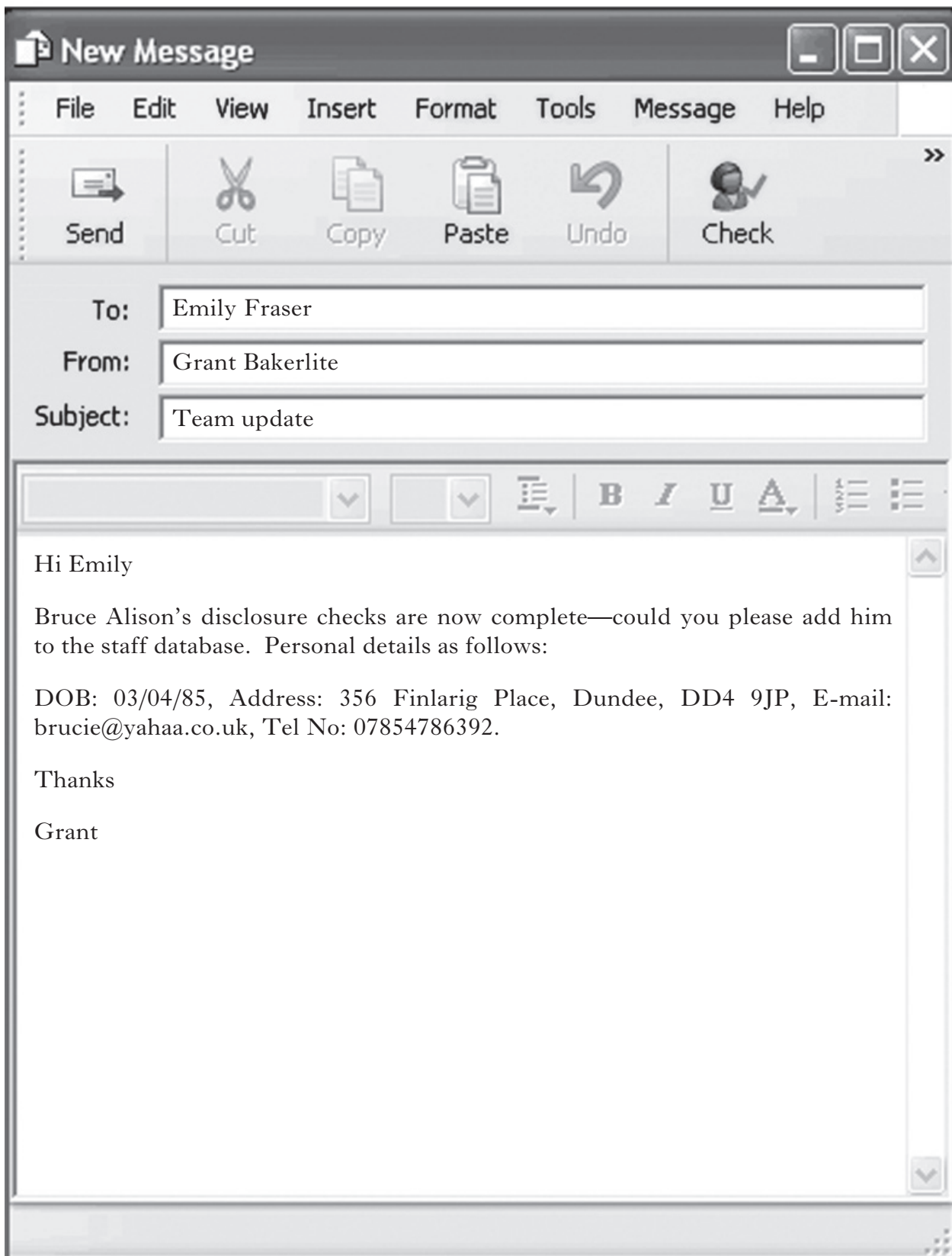
Patrick McIntyre – 10

- Complete the task.
- Save the pie chart as **HOURSowninitials**.
- Print one copy of **HOURSowninitials**.

7 marks

Task 12

Update the staff database as necessary.



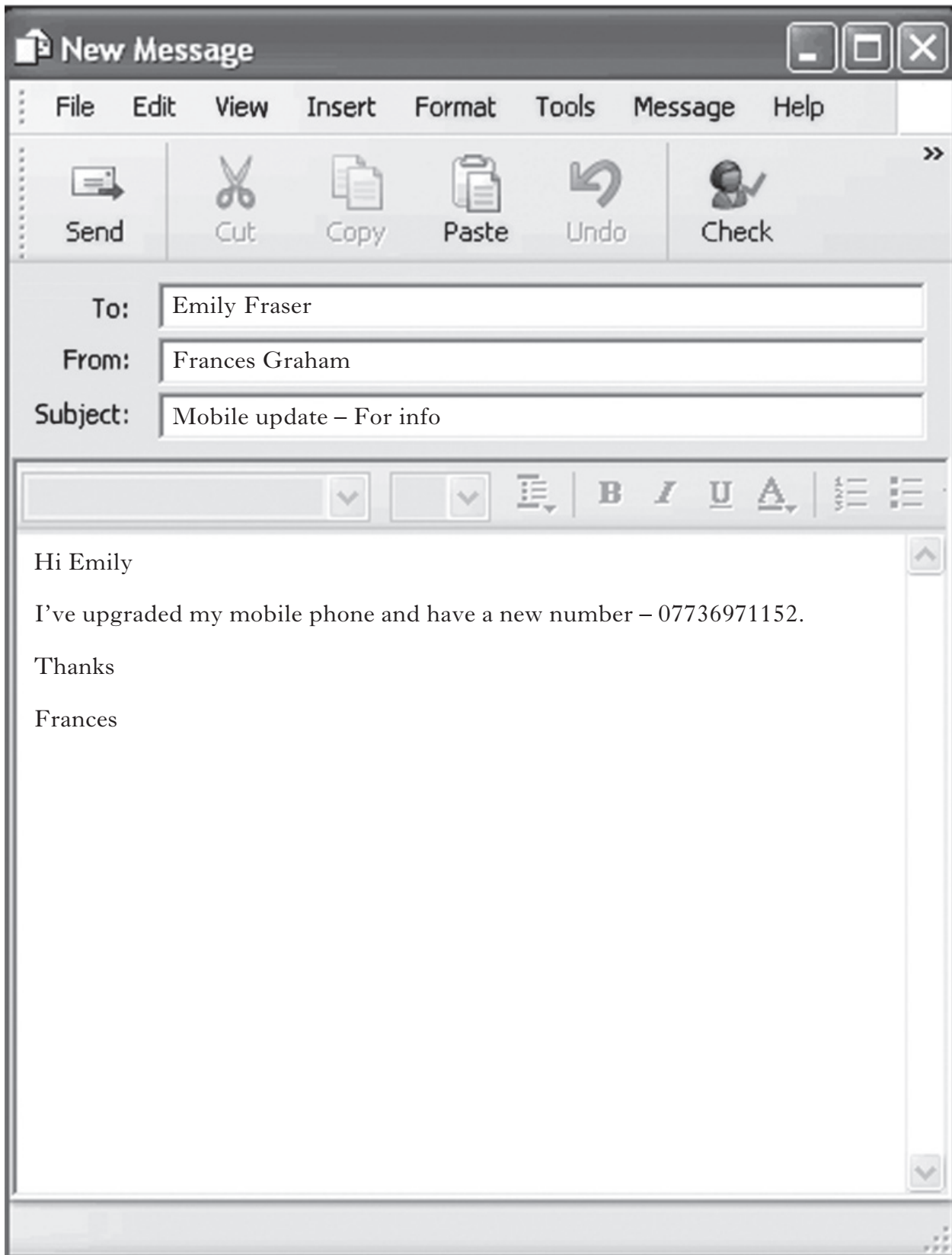
Task 12 (continued)

Josh Anderson has moved to
Aberdeen and is no longer able
to volunteer - please delete
his record.

Thanks

Frances

Task 12 (continued)



Task 12 (continued)

- Complete the task.
- Sort the details in alphabetical order of surname and date of birth (oldest first).
- Save the database as **STAFF2owninitials**.
- Print one copy in list/table format of the amended database.

6 marks

Task 13

Following our recent spending review we have identified key areas where we can save costs. Prepare the memorandum below which should be sent to all staff members.

Emily

As you are all aware I have recently conducted a major spending review to identify ways in which we can make the provision of our services more efficient.

The review highlighted that we could make significant energy savings - this is in line with research from the Carbon Trust which shows that organisations like ours could cut energy costs significantly from making simple energy saving changes.

It is estimated that we could save around £250 per year by employing the following measures:

- Energy Efficient Lighting - energy saving light bulbs use different technology that enable them to produce a highly efficient and compact light using a fraction of the energy ~~replacement~~ of our current light bulbs. By making this simple change we could make cost savings of up to £9 per year.

Task 13 (continued)

- Equipment - we need to ensure that all equipment is turned off when not in use.)

run on

Notices have been posted next to all of our electrical equipment (PCs, game consoles, etc) to remind staff and users to turn off monitors and shut down items of equipment when not in use. Did you know that a monitor left on for 24 hours a day will cost over £50 a year?

- Temperature Control - room thermostats have been fitted. Heating will switch on automatically when the air temperature in a room falls below the set temperature. Over the next year we will monitor air temperature in rooms across the centre - this will allow us to identify a comfortable setting for all.
- Printing Costs - printers have been set to print in 'draft' output. This will reduce the number of ink cartridges required. Please think before you print - the recycle bin is always full of discarded printouts. We will make significant cost savings on paper and printing costs if users only print essential ~~items~~ information.

Task 13 (continued)

The review also highlighted that we could make cost savings by changing both our stationery and vending machines supplier. As a result, I have already made stationery cost savings through 'shopping around' for the best deals.

Our vending machines contract expires in June of this year. Instead of automatically renewing with the existing suppliers, as we have done in previous years, I will research a number of suppliers to secure cost savings for the Centre.

I hope that you will support us fully.

NOTE: CHANGE BULLETED SECTIONS TO SHOULDER HEADINGS+EMBOLDEN

- Complete the task.
- Save the document as **COSTSowninitials**.
- Print one copy of **COSTSowninitials**.

16 marks

Task 14

Helen Davison is intending to take a group of 10 members to Monikie Country Park, Angus, DD5 3QN on 5 May 2012 to take part in some outdoor activities. Ravinder Kaur is accompanying her on the trip - they will leave from and return to the Community Centre. I've e-mailed you our Excursion Fuel Expense Form. Complete Section 1 of the form with the relevant details and e-mail it back to me for completion.

Emily

- Complete the task.
- Save the file as **MONIKIEowninitials**.
- Print one copy of **MONIKIEowninitials**.
- Print out relevant Internet pages clearly indicating mileage.
- Print one copy of the e-mail.
- Print evidence to confirm that the e-mail with attachment has been sent.

11 marks

[END OF PROJECT]

[BLANK PAGE]

STANDARD GRADE ADMINISTRATION

CREDIT PRACTICAL ABILITIES—2012

Candidate Name _____

Scottish Candidate Number _____

Centre _____

| TASK | KEYBOARDING/ ACCURACY | | FUNCTIONS/OTHER SKILLS | | TOTAL | |
|---------------|--------------------------|-----------|---------------------------|------------|---------|------------|
| | Awarded | Available | Awarded | Available | Awarded | Available |
| 1 | | 2 | | 7 | | 9 |
| 2 | | 2 | | 5 | | 7 |
| 3 | | 9 | | 11 | | 20 |
| 4 | | 10 | | 13 | | 23 |
| 5 | | 2 | | 8 | | 10 |
| 6A | | 2 | | 5 | | 7 |
| 6B | | 2 | | 3 | | 5 |
| 7 | | 4 | | 20 | | 24 |
| 8A | | 0 | | 3 | | 3 |
| 8B | | 4 | | 6 | | 10 |
| 9 | | 3 | | 11 | | 14 |
| 10 | | 19 | | 9 | | 28 |
| 11 | | 2 | | 5 | | 7 |
| 12 | | 2 | | 4 | | 6 |
| 13 | | 13 | | 3 | | 16 |
| 14 | | 4 | | 7 | | 11 |
| TOTALS | | 80 | | 120 | | 200 |

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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**.

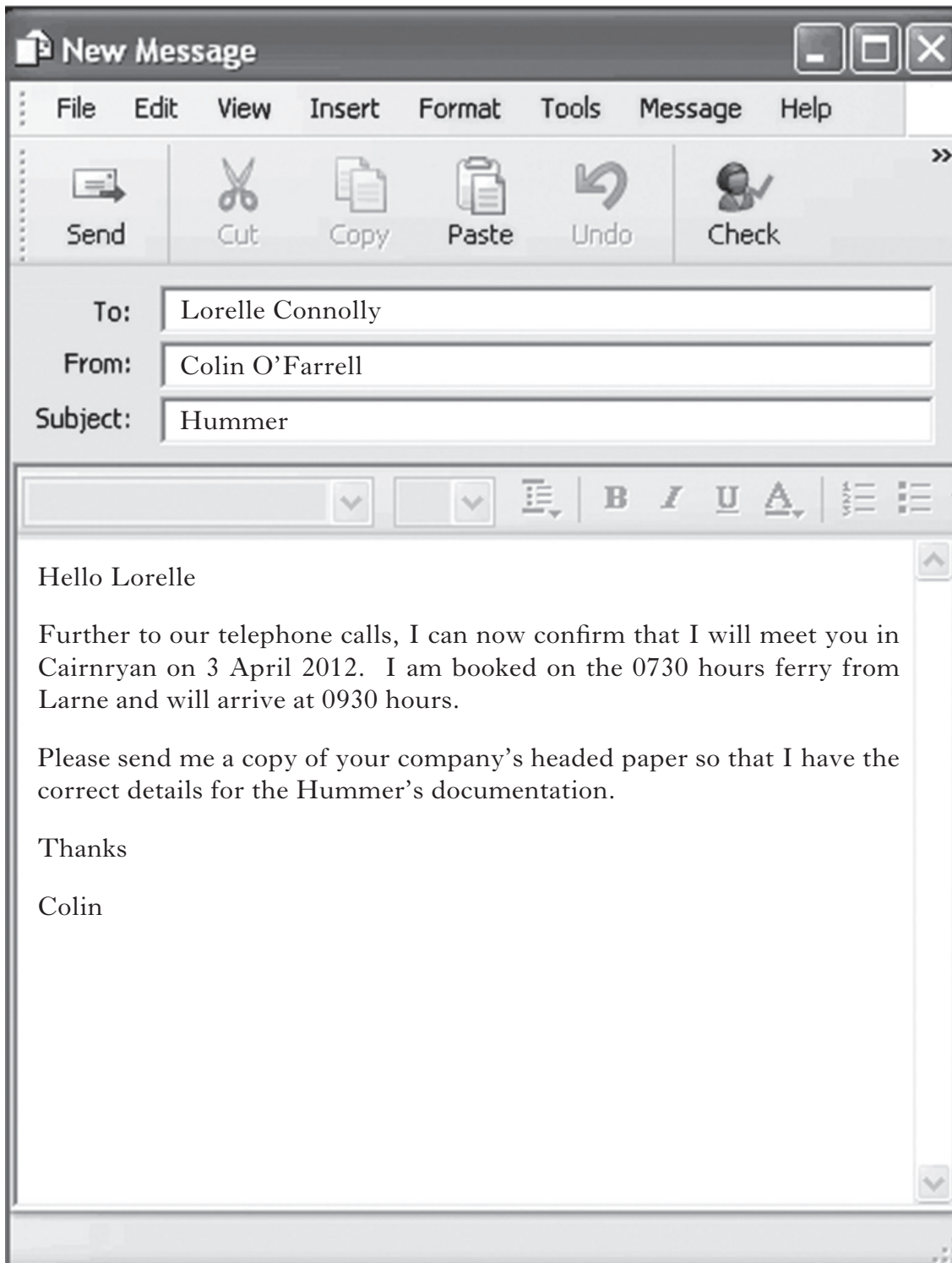
Task 13

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

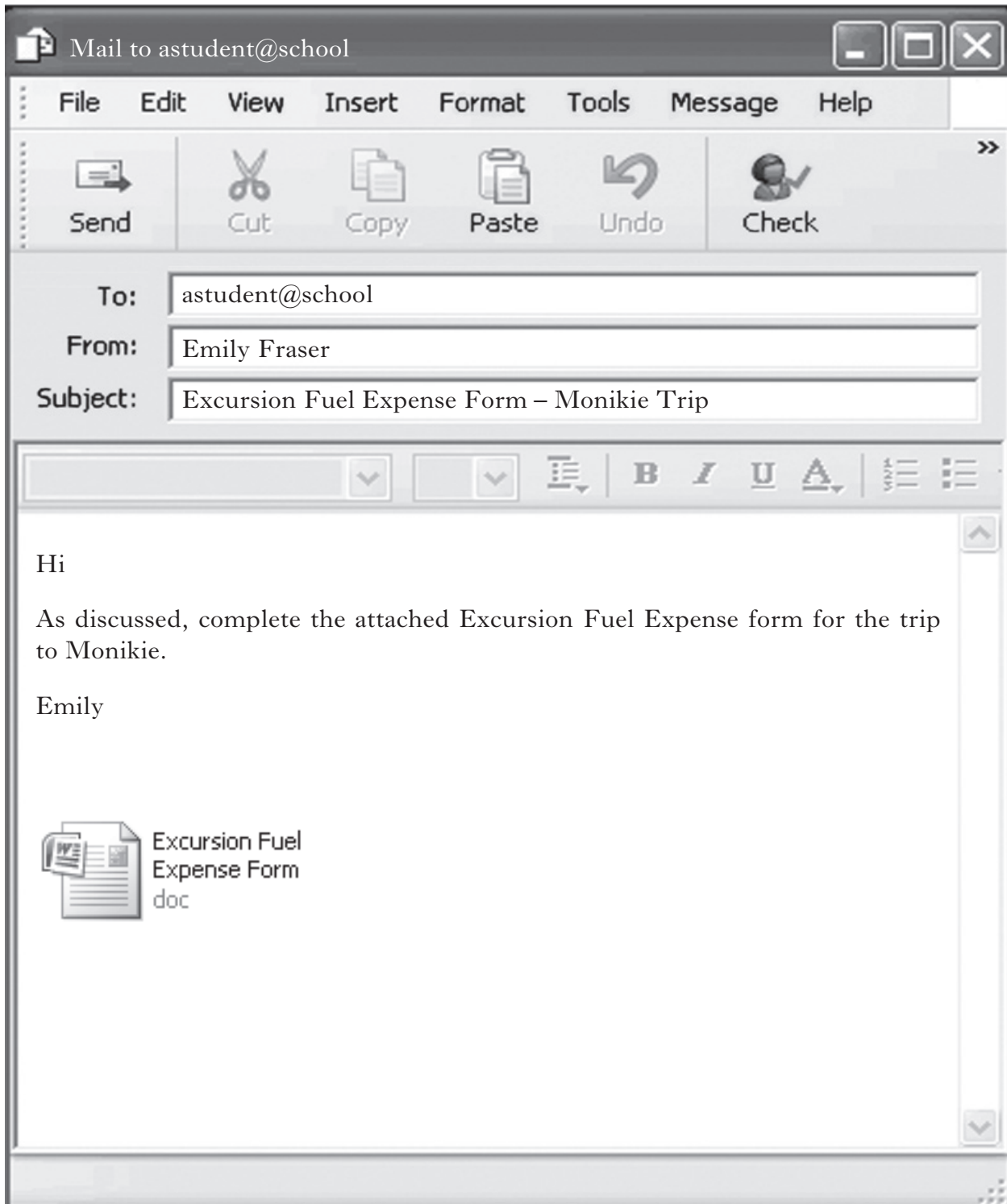
| | | | |
|---|--|---|--|
| Excursion (please outline nature of trip) | | | |
| Date(s) of Excursion | | | |
| | | | |
| No of Staff Attending | | No of Members Attending | |
| Group Leader Name | | Minibus Driver | |
| | | | |
| Departure Location | | Destination | |
| Single Journey (please ✓ as appropriate)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