
NATIONAL
QUALIFICATIONS
2013

ADMINISTRATION
STANDARD GRADE
PRACTICAL ABILITIES PROJECT
Credit Level

PAMPERED POOCHES BOARDING KENNELS

Instructions to Candidates

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

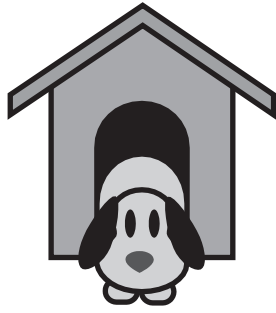
The solution to the project **must** be your own work. You are allowed to look at books and at work you have done before. You may ask your teacher questions, however your teacher is not permitted to help you with the project, but may provide you with clarification.

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.



PAMPERED POOCHES BOARDING KENNELS

You are employed as a part-time Administrative Assistant at Pampered Pooches Boarding Kennels, which is based in Bridge of Earn, Perthshire.

The business has been operating since 2011 and has accommodation for a maximum of 14 dogs.

Task 1

Create headed paper. Display the details shown below effectively and use a variety of fonts, styles and an appropriate graphic to enhance the document.

Pampered Pooches Boarding Kennels

Hillend Farm

Bridge of Earn

Pentth

PH2 9FJ

Tel: 01738812450

Fax: 01738812457

Enter the slogan "A home from home for your best friend" in the header. This should be centred.

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

8 marks

Task 2

The owner, Joyce Matthews, has left you the following note.

Hi,

I've booked tickets for the 'Amazing Dogs Show 2013' which will be held in the O2 Arena, London from 4-5 May.

Find details of travel from Perth to London and 3/4 star hotel accommodation in Greenwich, London. I will travel on Friday after 8am and travel back to Perth on Monday - arriving no later than 3pm.

Joyce

- Complete the task.
- Print out relevant Internet page(s) clearly indicating travel times selected.
- Print out relevant Internet page(s) clearly indicating accommodation selected.

8 marks

Task 3

Joyce has now set up a business e-mail account and employed a website designer to create a business website. Insert the following as a footer, on a single line, in the headed paper.

E-mail: pamperedpoochesperth@yahaa.co.uk – right aligned

Website: www.pamperedpoochesperth.co.uk – left aligned

- Complete the task.
- Save the file as **HEAD2owninitials**.
- Print one copy of **HEAD2owninitials**.

4 marks

Task 4

Create a database of relevant information to ensure that client records are stored in a central location and can be found easily when required. All clients should be assigned their own unique numerical reference number, eg 1.

Joyce instructs you **not to** enter booking information into this database as booking records will be stored in the electronic booking system.

On completion, sort the records alphabetically by Client Surname and Dog Breed.

| | |
|--|--|
| George Henderson 23 Coronation Road Dunfermline KY14 9PT Tel: 01383879236 | |
| 9 August 2012 | |
| Dear Joyce | |
| I would like to book Harvey, my German Shepherd, into your kennels from the 13 May 2013 until the 26 May 2013. | |
| Yours sincerely | |
| <i>George Henderson</i> | |
| George Henderson | <p style="background-color: #cccccc; margin: 0; padding: 2px;">Post It Note</p> <p style="margin: 0;"><i>Add the following information to George Henderson's record -</i></p> <p style="margin: 0;"><i>Harvey's date of birth is 12/12/2006.</i></p> <p style="margin: 0;"><i>His exercise level is active.</i></p> |

| |
|---|
| Telephone Message Pad |
| <ul style="list-style-type: none">❖ <i>Booking for Bolt - an 8 year old Greyhound (Date of Birth : 9/7/2004)</i>❖ <i>Bolt has a Low exercise level .</i>❖ <i>Owner : Amanda Gordon, 450 Main Street, Bridge of Earn, PH2 9PN, 07756912231</i>❖ <i>Booking for 8-19 Sept 2013</i> |

Task 4 (continued)

Telephone Message Pad

Hamish McLeod called today; he would like to book his pet Pomeranian 'Itsy' into the kennels.

Itsy's date of birth is 14/09/2008 and her exercise level is moderate.

Hamish's contact telephone no is 07851239090 - he will e-mail full contact details by the end of this week.

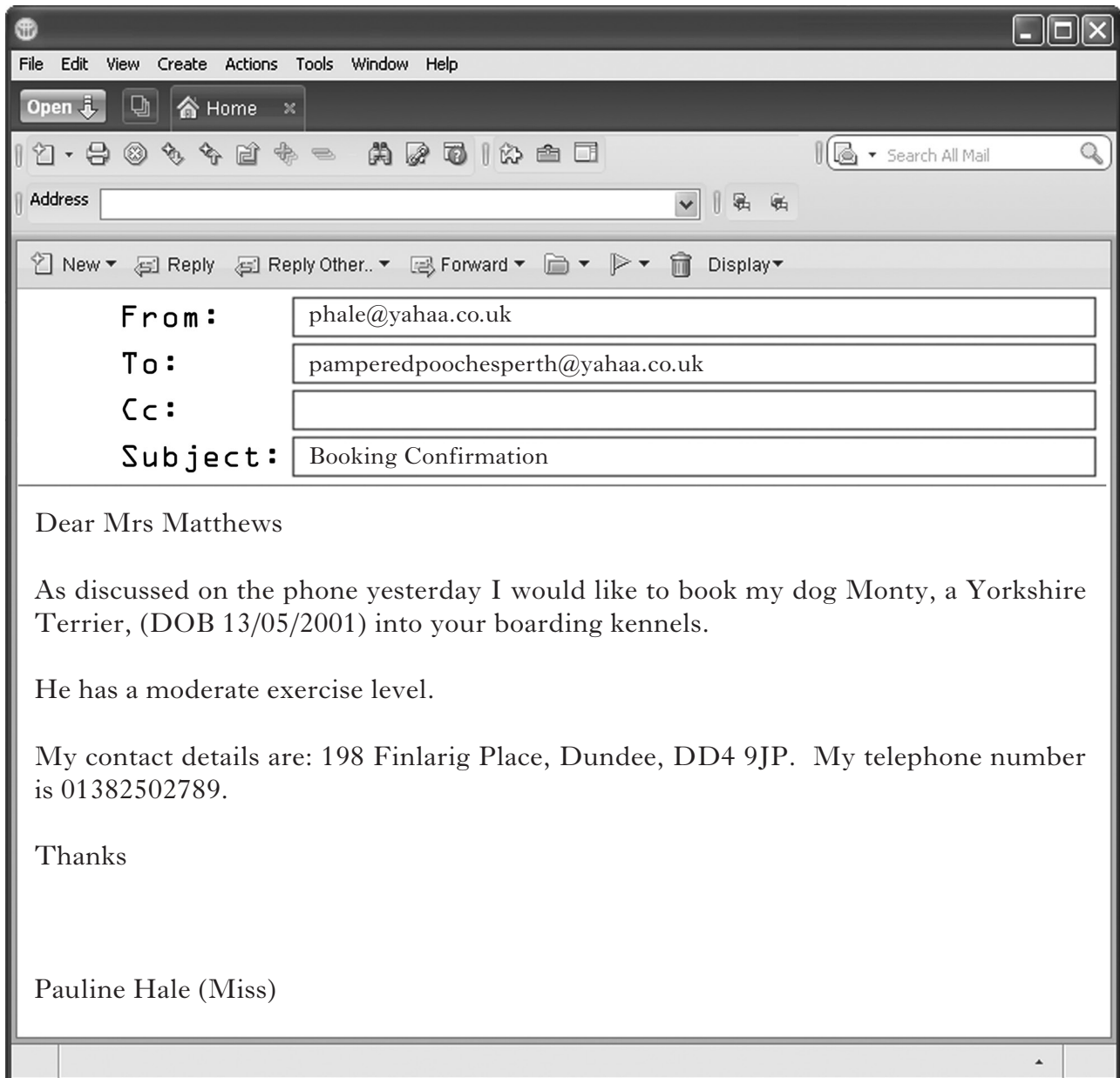
Joyce .

Post It Note

Mrs Joan Summers
190 High Street
Auchterarder
PH3 1AF
Tel: 01764662235

Booking for Scooby
(Basset Hound)
Scooby (DOB 21/4/2008) -
exercise level - active

Task 4 (continued)



Task 4 (continued)

| Post It Note | Post It Note |
|--|---|
| <p>Miss Nicole Dolan 23 South Street Perth PH2 8PD Contact: 01738679122</p> <p>Booking for Hamish D.O.B 13/05/2007 West Highland Terrier Active exercise Level</p> | <p>Mrs Hazel Henderson 452 Queens Lane Bridge of Allan FK9 4NY Phone: 01786836978</p> <p>Booking for Lola D.O.B 28/01/2004 Poodle Moderate exercise Level</p> |

| | <p>Leah Smith 63 Norval Place Inverkeithing KY11 2RJ</p> <p>Tel: 01383413079</p> <p>5 September 2012</p> <p>Dear Mrs Matthews</p> <p>I would like to book my Labradoodle Jack into your kennels.</p> <p>Jack's date of birth is 23/01/09 and his exercise level is active.</p> <p>Yours sincerely</p> <p><i>Leah Smith</i></p> <p>Leah Smith</p> |
|--|--|

Task 4 (continued)

| Post It Note | |
|--|---|
| David Tweedie 201 Crieff Road Perth PH1 3JT Tel: 01738548332 | Booking for Fluffy Date of Birth - 13/11/2008 Poodle Daily exercise - moderate |

| Telephone Message Pad |
|---|
| Mr Shazad Ali called and booked his Dalmatian, Spot, into the kennels. Spot's date of birth is 4/3/2011. His exercise level is active. Mr Ali's contact telephone number is 01789012340 and his address is 12 Stormount Road, Scone, PH2 0RH. |

| Post It Note | |
|--|--|
| Eli Wood 235 Perth Road Scone PH2 6JL Tel: 01738523712 | Booking for Satchel - a Newfoundland Active exercise level D.O.B 24/03/2011 |

Task 4 (continued)

- Complete the task.
- Save the database as **CLIENTowninitials**.
- Print one copy of the entire database in table/list format (landscape).
- Print a list/table showing only the Client Name, Dog Name and Breed.

23 marks

Task 5

Create a booking form which can be completed both manually and electronically.

Use our headed paper to display the details shown below. Use a variety of fonts and styles to enhance the booking form. Ensure it fits on one page.

- Client Name, Address, Telephone Number, Client Reference Number
- Breed of Dog, Name of Dog, Date of Birth, Medical Conditions (please detail), Exercise Level, Food Type
- Arrival Date/Time, Departure Date/Time
- Client Signature, Date

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

7 marks

Task 6A

Joyce requires you to complete a booking form for Justine Kaminska's dog with details taken from the answering machine. E-mail the completed form to Justine for her to check and sign. You should have a note of her e-mail address.

Mrs Justine Kaminska requires kennelling for 'Tiny'
(a Miniature Yorkshire Terrier) from 3-16th October 2013.

Tiny will be dropped off at 2pm on the 3rd and picked
up at 5pm on the 16th.

Tiny (Date of Birth : 09/03/2003) has arthritis and
requires an anti-inflammatory drug - to be
administered once a day with breakfast. Her
exercise level is moderate and she eats dry food
only.

Address : 19 Westbank Road, Longforgan, DD2 5FB.
TEL : 01738309458

Remember to allocate
a client number to
Justine.

- Complete the task.
- Save the file as **KAMOCTowninitials**.
- Print one copy of **KAMOCTowninitials**.
- Print one copy of the e-mail.
- Print evidence to confirm that the e-mail with attachment has been sent.

6 marks

Task 6B

Add Justine Kaminska's details to our clients' database.

- Complete the task.
- Save the database as **CLIENT2owninitials**.
- Print one copy of **CLIENT2owninitials** in list/table format.

2 marks

Task 7

Joyce instructs you to key in the following information sheet which will be uploaded to the website.

Pampered Pooches Boarding Kennels Information Sheet

} Larger
size

About Us - Set in 5 acres of beautiful countryside on the outskirts of Bridge of Earn, a small village situated only a few miles from Perth, we are a small family-run business that has been providing a first class kennelling service to dogs of all breeds since we opened in September 2011.

As dog lovers, we appreciate how precious your pet is to you and make every effort to ensure that their stay at Pampered Pooches Boarding Kennels is a happy one - after all a happy dog makes for a happy owner! Don't take our word for it, ~~if you haven't boarded with us before~~ come along and inspect our boarding facilities and speak to our staff.

Kennels - We have 8 individual kennels and 2 family kennels that can accommodate a maximum of 3 dogs if you do not wish your animals to be separated.

Our modern kennels are light and spacious. Every kennel has access to its own outdoor run and is ^{close up} thermo statically controlled to ensure that a comfortable temperature is maintained throughout all seasons.

Fresh bedding is provided daily.

Task 7 (continued)

Grooming Services - Emma Vickers, who operates a mobile dog grooming service, visits the kennels every Monday and Friday morning. Emma provides all kinds of dog grooming and styling services including:

- Bathing
- Styling
- Nail Clipping
- De-matting

Appointments should be booked with Emma. To make a booking or to enquire about her full range of services Emma can be contacted between the hours of 8am and 7pm on 07854 781 236.

Exercise - Dogs are exercised individually (unless part of a family) twice daily in our secure dog run. Our team of dog walkers also ensure that each animal is taken for a 3-mile walk over the Ochil hills once a day. Individual exercise patterns can be catered for - please let us know at time of booking if you wish a specific exercise pattern to be followed. This may incur a small surcharge.

Animal Feed - If your dog is following a special diet or is a fussy eater please supply us with full details of required food type in the Food Type section of our booking form. This will allow us to ensure that we have adequate supplies of your dog's special or preferred food while they are staying with us.

Task 7 (continued)

Medicine - To ensure the wellbeing of your dog while they are boarding with us it is essential that we are aware of all minor ailments/health problems they may have.

Please supply us with full details of any minor ailments/regular medication etc at time of booking by completing the Medical Conditions section of our booking form.

Change all paragraph headings to
shoulder headings and embolden
Insert page numbers

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

18 marks

Task 8

Update the client database with the following:

| | |
|---|--|
| E-mail hamish23@yahaa.co.uk | Post It Note: <i>Enter Hamish's contact details in the database!</i> |
| Dear Joyce Subject: Contact Details As promised, here are my contact details: 62 Duchess Street Scone PH2 6RH I look forward to meeting you in June when I book Itsy into your kennels. Hamish | |

| |
|---|
| Post It Note |
| <i>Mrs Joan Summers called to cancel the booking for her Basset Hound as she is moving - she will no longer require kennelling - delete her record from the database.</i> |

| |
|---|
| Telephone Message Pad |
| <i>George Henderson called today - he has a new telephone number - 07861277898.</i> |

Task 8 (continued)

Note Pad

Freya Henderson visited the kennels today. She has just bought a Miniature Yorkshire Terrier - Betsy (DOB: 19/07/2012) from an animal shelter.

Address: 8 Spittal Street, Stirling, FK8 1DU

Contact: 01786274572

Exercise: Moderate

- Complete the task.
- Sort the database in alphabetical order of Dog Breed and Dog Name.
- Save the database as **CLIENT3owninitials**.
- Print one copy of **CLIENT3owninitials** in list/table format.

6 marks

Task 9

Joyce wishes to analyse her weekly running costs.

Load the file which has been prepared for you called **RUNNINGCOSTS**. Complete it using the following information.

Working Hours:

- Joyce - 35 hours + 5 hours overtime
- Parveen - 20 hours + 1 hour overtime
- Mike - 10 hours + 3 hours overtime

Grade A staff members are paid £12.50 an hour
Grade B staff members are paid £9.75 an hour

Overtime is paid at double time

Wage rates and overtime should be shown as absolute references!

Calculate the estimated weekly utilities costs based on last year's totals:

Electricity £7,500
Telephone £1,356

Daily feed cost:

£3.50 for a small dog
£5.00 for a medium dog
£6.50 for a large dog

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

19 marks

Task 10

As an animal lover Joyce is keen to promote animal welfare. Key in the following information as a back-to-back leaflet. The leaflet will be available in the reception area for customers.

ANIMAL WELFARE

Did you know that :

- stat ²⁰⁸ the Kennel Club currently recognises 209 breeds of dog? }
there are around 8 million pet dogs in the UK? } 2LS
every pet owner has a duty to ensure the welfare of their animals? }

underline The Animal Health and Welfare (Scotland) Act 2006 states that an individual commits an offence if they don't take steps to ensure that the needs of any animal which they are responsible for are met to the extent required by good practice. The Act identifies that all animals need:

- a suitable environment
- a suitable diet
- to be able to exhibit normal behaviour patterns
- to be protected from suffering, injury and disease
- the right to be housed with, or apart from, other animals as appropriate

Insert a suitable graphic in this area

Insert a page break below the graphic

UC
+
Embolden

Top tips to keep your dog healthy and happy!

Provide clean drinking water

Just like their human owners dogs need to keep hydrated in order to keep fit and active. Always provide your dog with clean drinking water.

Provide a well-balanced diet

Ensure that you feed your dog a balanced diet that is suitable for their age, lifestyle and general health in order to stay fit and healthy.

Do not overfeed your dog. Obesity can cause many serious health issues such as arthritis and diabetes.

To ensure your dog stays fit and healthy follow the feeding advice given on food packaging and avoid human treats such as chocolate - which can be poisonous for dogs!

Regular Grooming

Ensure your dog's coat is kept in good condition by grooming it regularly.

If you are unsure how to groom your dog's coat properly, seek advice from a pet care specialist.

Task 10 (continued)

Ensure they take regular exercise

The average dog requires around 2½ hours exercise a day. However, the amount of exercise your dog requires will depend greatly on its age, breed and general health.

Ensure they are fully vaccinated

Dog vaccines protect against a whole range of different infectious canine diseases, some of which can lead to serious illnesses.

Vaccination can protect your dog from :

- canine parvovirus
- infectious canine hepatitis
- leptospirosis
- canine distemper virus

Make sure you protect your pets and keep them safe by keeping them up-to-date with their vaccinations!

Dental Care

Dental problems are one of the most common ailments in dogs over the age of 3 and can

Task 10 (continued)

be a cause of major health problems - remember prevention is better than cure!

Your dog should visit a vet for a dental health check every 6-12 months and in between check-ups you should provide your dog with a healthy diet, plenty of chew toys and brush their teeth regularly.

Change all side headings to paragraph headings
Insert - Pampered Pooches Advice Sheet 1 -
centred in the footer

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

25 marks

Task 11A

Joyce would like a list of all our clients who have dogs with an active exercise level who live in Scone.

Search the database for clients who match this criteria.

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

2 marks

Task 11B

Using mail merge, prepare a letter for Joyce's signature to those clients whose dogs have an active exercise level who live in Scone.

The following letter has been drafted for you. Use an appropriate reference, today's date and the subject heading **Dog Walking Service**.

Dear *

Are you a busy dog owner?

Does your work, family or personal commitments mean that your dog does not receive as much exercise as they require?

Did you know that dog walking mentally stimulates your dog and helps to ensure that they gain the correct amount of exercise to keep them healthy and happy?

Regular walks also help to keep your dog occupied during the day while you are out which can reduce destructive or attention-seeking behaviour.

Task 11B (continued)

Our records show that *, your *, has an *
your exercise level. We would like to inform that as
a customer of Pampered Pooches you are entitled
to a discount of 10% from Sally's Dog
Walking Services - a dog walking business
which operates in your local area.

Sally's services are tailored to meet you and your
pets needs, so you can have complete peace of
mind in the knowledge your pet is receiving the
highest and safest level of care. Sally is an
experienced dog groomer and is fully trained
in basic, animal handling, animal care and
animal behaviour.

Price List

Larger size and Italics

trs Walk per dog (price includes walk, visit and
refreshing water)

| | |
|---|-----|
| 1 hour walk | £8 |
| 30 mins | £5 |
| Group walk (1 hour no more than 2 dogs) | £12 |
| Group walk (30mins no more than 2 dogs) | £7 |

Pet Sitting (price includes day sitting, walks and
feeding if required)

| | |
|-----------------------------|-----|
| Overnight pet sit (per day) | £24 |
| Full day (up to 10 hours) | £18 |
| Puppy visit (30-45 mins) | £8 |

These are basic prices. Visits will be tailored to
meet your needs.

Task 11B (continued)

Grooming

| | |
|---------------------------|----|
| Basic brush | £5 |
| Long haired breed | £8 |
| Nail clipping | £5 |
| Teeth brushing | £5 |
| Basic brush and nail clip | £8 |

Training

| | |
|--|----|
| Basic puppy training session (30 mins) | £6 |
|--|----|

On-Leash training and training for problem areas also provided during walks if required.

Task 11B (continued)

Medication

If you require medication to be administered to your dog there may be a small extra charge.

Please contact Sally direct on 07707912348 to book her services or to receive further information.

Yours etc

Embolden all
section headings

Insert an appropriate
page break

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

27 marks

Task 12

Update the weekly running costs spreadsheet as necessary.

- Animal feed costs have increased by £1 for all breeds.
- Joyce has had to cut overtime rates due to the current economic climate – overtime will now be paid at time and a half.
- Our electricity supplier is offering us a 5% discount for paying by direct debit.
 - Move the utilities Yearly Cost information to column D.
 - Insert the column heading “Discounted Yearly Cost” into cell E10.
 - Calculate the discounted yearly electricity cost. Use an absolute reference for this calculation.

To make the spreadsheet clearer to read, can you make the following changes:

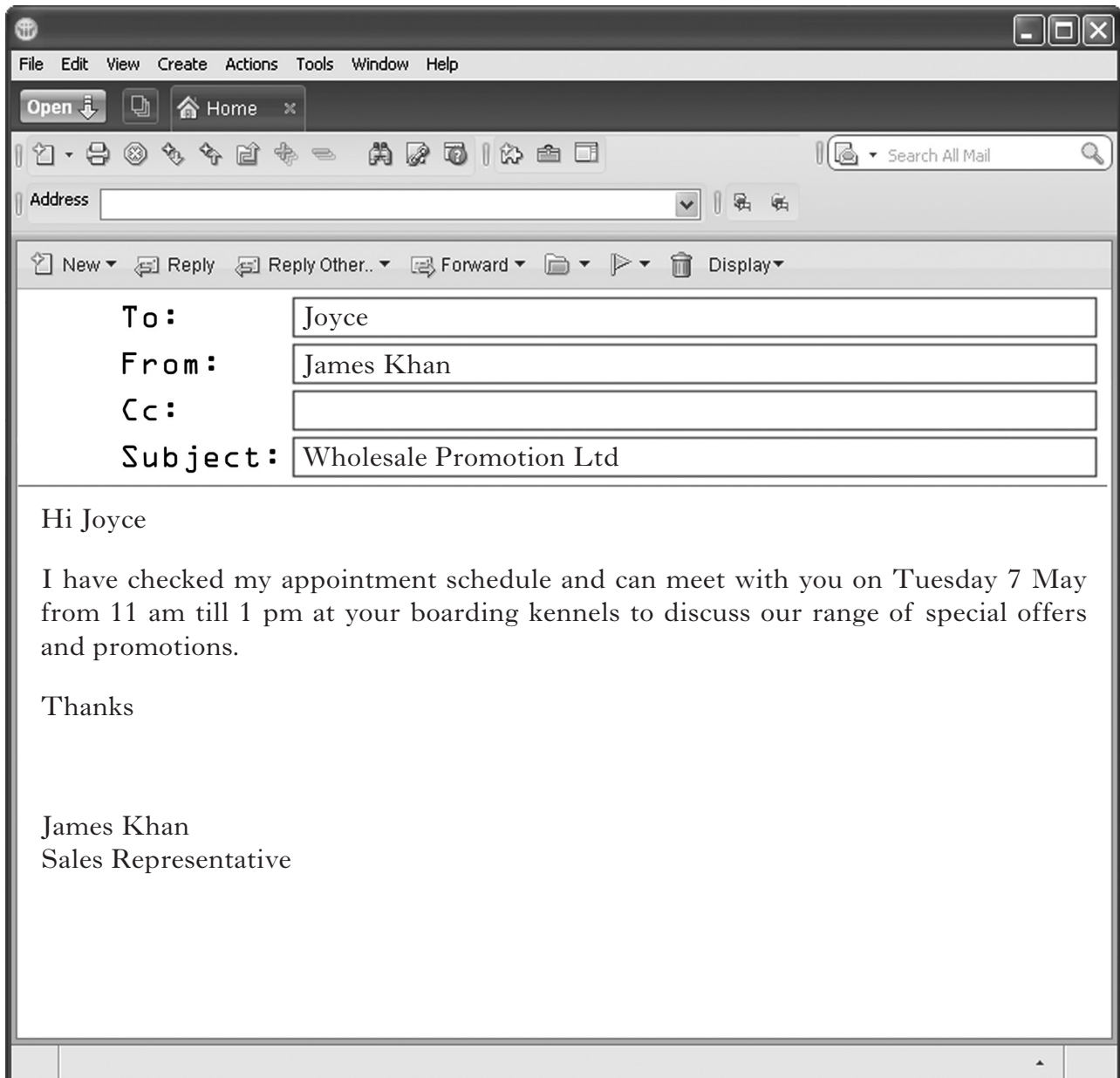
- Highlight the Staff Wages, Utilities, Animal Feed and Total Weekly Costs headings.
- Shade the rows between the Staff Wages, Utilities, Animal Feed and Total Weekly Cost sections.
- Border and italicise the cell which shows Total Weekly Cost.

- Complete the task.
- Save the spreadsheet as **WEEKCOST2owninitials**.
- Print one copy of **WEEKCOST2owninitials** in landscape showing formulae (with gridlines and row and column headings).
- Print one copy of **WEEKCOST2owninitials** showing figures (excluding gridlines and row and column headings).

14 marks

Task 13

Joyce has provided you with a list of both business and personal meetings/appointments for next week. Enter the details of all meetings and appointments in Pampered Pooches Boarding Kennel's electronic diary for week beginning 6 May 2013.



Task 13 (continued)

Mum, the Local Authority Inspector called to let you know that the kennels annual inspection will take place on Friday 10 May. The inspection will begin at 1 pm and should take around 1.5 hours to complete.

Task 13 (continued)

Telephone Message Pad

Mrs Irene Williams, potential customer, will visit the Kennels on Tuesday 7 May at 3pm to discuss the kennelling of her pet Pomeranian, Tiddles. This should last no longer than 30 minutes.

Post It Note

Routine dental appointment booked 9 May at 9.15 am - allocate 1 hour for this appointment.

Post It Note

Staff briefing from 10-11am Monday-Wednesday to discuss any paperwork required for the Local Authority Inspection.

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

8 marks

Task 14A

Joyce would like information on the obesity figures for dogs in the UK.

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

1 mark

| Area | % Obese Dogs | |
|------------------|--------------|------|
| | 2010 | 2011 |
| Scotland | 32 | 33 |
| England | 32 | 39 |
| Northern Ireland | 36 | 39 |
| Wales | 29 | 30 |

Task 14B

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

- Recall the spreadsheet **OBESITYowninitials**.
- Create a bar chart.
- Save the bar chart as **CHARTowninitials**.
- Print one copy of **CHARTowninitials**.
- Place the printout in your work folder.

7 marks

Task 15

Make the following changes to our animal welfare leaflet.

- Page 1 - remove graphic and insert the % Obese Dogs bar chart
- Move the paragraph headed "Ensure they take regular exercise" to become the 2nd top tip
- Enter the following as the last 2 tips

Fleas. Banish fleas! These pesky critters can make your dog miserable. Dog fleas are external parasites that appear on or just beneath a dog's fur and are one of the most common parasites caught by dogs.

The fleas that target dogs can jump surprisingly high, move at lightning speed and their saliva is considered to be one of the most allergenic substances on earth. Ask your veterinarian for treatment recommendations.

Bathing. Whilst your dog will not need to bathe as often as you do, it's important to bathe them regularly (around once a month is suitable for most dogs) using a dog shampoo formulated to meet their special skin needs. Not only will this make them more pleasant to be around, it will help keep them clean and free of both dirt and parasites.

Task 15 (continued)

The section headed “Regular Grooming” should now read:

- *Ensure your dog's coat is kept in good condition by grooming it regularly. The frequency of a grooming schedule varies from breed to breed. If you are unsure how to groom your dog's coat properly, seek advice from a pet care specialist.*
- Ensure the “TOP TIPS TO KEEP YOUR DOGS HEALTHY AND HAPPY!” section remains on one page.

- Complete the task.
- Save the file as **ADVICE2owninitials**.
- Print one copy of **ADVICE2owninitials**.

12 marks

Task 16

Post It Note

Dental Surgery called to reschedule appointment due to staff absence - routine dental appointment has been changed - now booked for 9.45 am on Friday 10 May.

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

3 marks

[END OF PROJECT]

[BLANK PAGE]

STANDARD GRADE ADMINISTRATION

CREDIT PRACTICAL ABILITIES—2013

Candidate Name _____

Scottish Candidate Number _____

Centre _____

| TASK | KEYBOARDING/ ACCURACY | | FUNCTIONS/OTHER SKILLS | | TOTAL | |
|---------------|--------------------------|-----------|---------------------------|------------|---------|------------|
| | Awarded | Available | Awarded | Available | Awarded | Available |
| 1 | | 2 | | 6 | | 8 |
| 2 | | 0 | | 8 | | 8 |
| 3 | | 1 | | 3 | | 4 |
| 4 | | 11 | | 12 | | 23 |
| 5 | | 2 | | 5 | | 7 |
| 6A | | 2 | | 4 | | 6 |
| 6B | | 1 | | 1 | | 2 |
| 7 | | 14 | | 4 | | 18 |
| 8 | | 2 | | 4 | | 6 |
| 9 | | 2 | | 17 | | 19 |
| 10 | | 15 | | 10 | | 25 |
| 11A | | 0 | | 2 | | 2 |
| 11B | | 12 | | 15 | | 27 |
| 12 | | 1 | | 13 | | 14 |
| 13 | | 3 | | 5 | | 8 |
| 14A | | 1 | | 0 | | 1 |
| 14B | | 1 | | 6 | | 7 |
| 15 | | 9 | | 3 | | 12 |
| 16 | | 1 | | 2 | | 3 |
| TOTALS | | 80 | | 120 | | 200 |

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NATIONAL
QUALIFICATIONS
2013

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 5

Teachers should provide candidates with an e-mail address for use in **Task 5**.

Task 7

Teachers should ensure that candidates have access to an electronic diary for use in **Task 7**.

Task 12

Teachers should check that the website addresses given for **Task 12** are still current.

PRACTICAL ABILITIES PROJECT—GENERAL

Task 4

Teachers should check that the website addresses given for **Task 4** are still current.

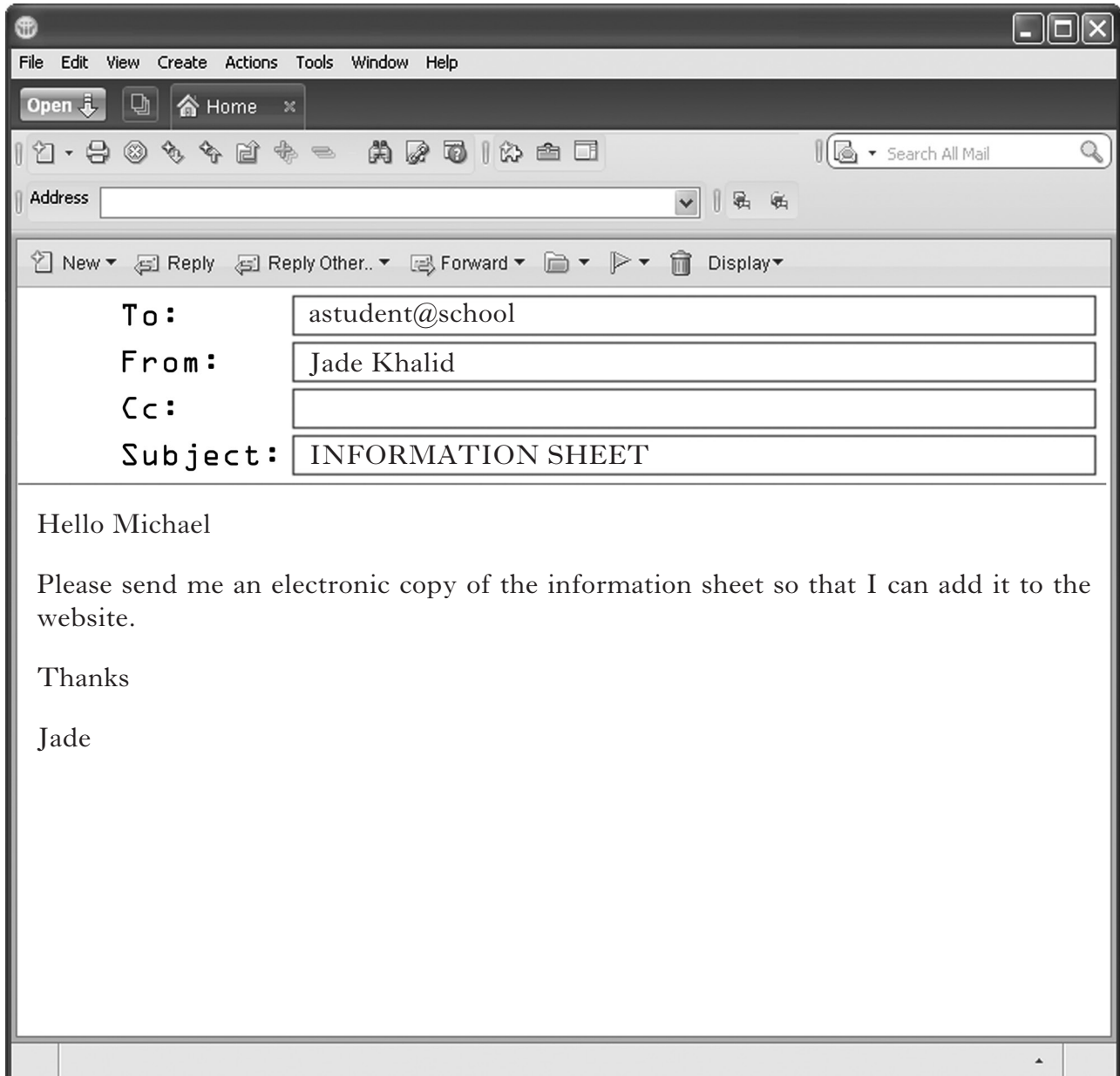
Task 8

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

PRACTICAL ABILITIES PROJECT—GENERAL

Task 11

Teachers should send the following e-mail to **each** candidate for **Task 11**.



PRACTICAL ABILITIES PROJECT—CREDIT

Task 6A

Teachers should provide candidates with an e-mail address for use in **Task 6A**.

PRACTICAL ABILITIES PROJECT—CREDIT

Task 9

The following spreadsheet—filename **RUNNING COSTS**—should be made available to candidates. Enter data in cells as shown below. The following cells should be formatted to currency (2 decimal places): F6–F8, G8, E12–E13, F12–F13, G13, E17–E19, F17–F19, G19, G21, C24–C25. Add no further formatting.

| | A | B | C | D | E | F | G |
|----|--|----------------|--------------|---------------------------|------------------------------------|----------------------------|-------------------|
| 1 | Pampered Pooches Boarding Kennels | | | | | | |
| 2 | Weekly Running Costs | | | | | | |
| 3 | | | | | | | |
| 4 | STAFF WAGES | | | | | | |
| 5 | First Name | Surname | Grade | No of Hours Worked | No of Overtime Hours Worked | Total Wages | Total Cost |
| 6 | Parveen | Bhatar | A | ? | ? | ? | |
| 7 | Joyce | Matthews | A | ? | ? | ? | |
| 8 | Mike | Summers | B | ? | ? | ? | ? |
| 9 | | | | | | | |
| 10 | UTILITIES | | | | | | |
| 11 | | | | | Yearly Cost | Average Weekly Cost | |
| 12 | Electricity | | | | ? | ? | |
| 13 | Telephone | | | | ? | ? | ? |
| 14 | | | | | | | |
| 15 | ANIMAL FEED | | | | | | |
| 16 | | | | | Daily Cost | Average Weekly Cost | |
| 17 | Small Breed | | | | ? | ? | |
| 18 | Medium Breed | | | | ? | ? | |
| 19 | Large Breed | | | | ? | ? | ? |
| 20 | | | | | | | |
| 21 | TOTAL WEEKLY COST | | | | | | ? |
| 22 | | | | | | | |
| 23 | WAGE RATES | | | | | | |
| 24 | A | | ? | | | | |
| 25 | B | | ? | | | | |
| 26 | | | | | | | |
| 27 | OVERTIME | | | ? | | | |

Task 13

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

Task 16

Teachers should ensure that candidates have access to an electronic diary for use in **Task 16**.

[END OF INSTRUCTIONS TO TEACHERS]