
NATIONAL
QUALIFICATIONS
2013

ADMINISTRATION
STANDARD GRADE
PRACTICAL ABILITIES PROJECT
Foundation Level

NORTHGATE COMMUNITY CENTRE

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.

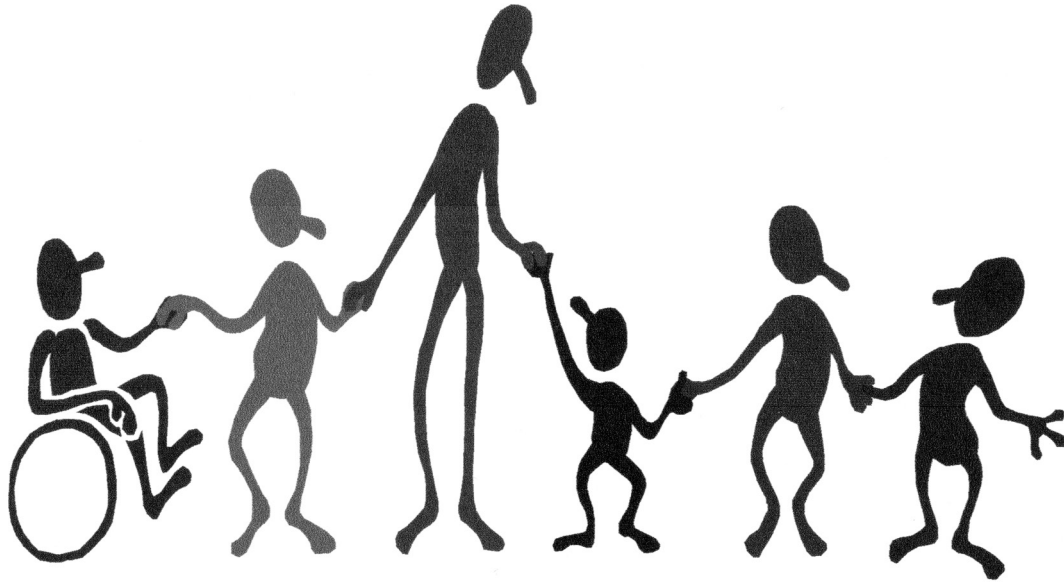
2. You **must not** take any of the project work or material out of school. Before you begin work on your project, please check that the project is at the level—Foundation, General or Credit—that you wish to undertake.
3. You should complete the tasks in the order presented in the paper.
4. The project 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.

NORTHGATE COMMUNITY CENTRE



The Northgate Community Centre has recently opened in Dundee. It is run by a group of volunteers.

You have offered to help the group with any administrative work they may require.

Task 1

A notice has to be prepared.

- Create the notice below, making good use of the page.
- All text should be centred.
- Add graphic(s) to enhance the notice.
- Save the file as **NOTICEowninitials**.
- Print one copy of **NOTICEowninitials**.
- Place the printout in your work folder.

12 marks

NORTHGATE COMMUNITY CENTRE
Northgate Drive
Dundee

OPEN DAY

Saturday 20 April 2013

11 am to 3 pm

} *Bold*

Come and have a look around our fabulous new Centre and the facilities it has to offer.

If you have a hobby/interest which you would like to share with the community, then please give your name to a member of the Committee.

Richard Cameron
Alicia Sutherland
Davinder Khani
Peter Allardice
Sunita Khavari
Michelle Paterson

} *Italics*

Task 2

The Committee has asked you to prepare headed paper. All the relevant information is shown below.

- Create the headed paper shown below.
- Save the file as **HEADowninitials**.
- Print one copy of **HEADowninitials**.
- Place the printout in your work folder.

3 marks

NORTHGATE COMMUNITY CENTRE

underline

18 Northgate Drive
Dundee
DD4 5EN

Tel: 01382662498
E-mail: northgate@oneworld.co.uk

Task 3

Create a database of evening class information. The information you need is listed below.

- Use the field names and field types given.
- Key in the details.
- Save the database as **INFOowninitials**.
- Print one copy of **INFOowninitials**.
- Place the printout in your work folder.

14 marks

Field Name Field Type

First Name	Text
Surname	Text
Tel No	Text
Interest	Text
Max Class Size	Number
Evening	Text

First Name	Surname	Tel No	Interest	Max Class Size	Evening
Sylvia	Main	892344	Jewellery Making	24	Tuesday
Josh	Ingram	668921	Beat Boxing	8	Thursday
Peter	Fletcher	668321	Zumba (Adults)	25	Tuesday
Sanjib	Arana	638513	Power Walking	12	Monday
Emily	Goddard	641892	Photography	8	Wednesday
Kevin	Bridges	638215	Painting	12	Thursday
Claire	Cooper	892155	Keep Fit	24	Monday
Davinder	Khani	892648	Reading Club	12	Tuesday
Andy	Clark	641277	Golf	8	Thursday
Keira	Lamont	641489	Card Making	12	Monday
Rose	Romero	668184	Zumba (Children)	20	Friday
Gayle	Phillips	641298	Embroidery	20	Thursday

Task 4

Prepare the following letter to Mrs Sylvia Main.

- Recall the file **HEADowninitials**.
- Key in the letter shown below.
- Save the file as **MAINowninitials**.
- Print one copy of **MAINowninitials**.
- Place the printout in your work folder.

11 marks

RC/own initials

Today's date

Mrs Sylvia Main
14 Limetree Lane
Dundee
DD7 4ER

Dear Sylvia

Bold JEWELLERY MAKING

NP I am pleased to say that 22 people have shown an interest in joining your jewellery making group at the Centre. The Committee is, at the moment, finalising the timetable of classes. Please contact me to confirm that Tuesday evenings are still suitable for you.

The programme will start week commencing Monday 13 May. If you have any questions before then please do not hesitate to get in touch.

Yours sincerely

Richard Cameron
Chairperson

Task 5

The date for a committee meeting has to be changed.

- Access your e-mail facility.
- Address the e-mail – you should already have a note of the e-mail address.
- Key in the message given below. You must decide on an appropriate subject for the e-mail and include it in the space provided by your e-mail facility.
- Send the e-mail.
- Print one copy of the e-mail.
- Print evidence to confirm that the e-mail has been sent.
- Place the printout(s) in your work folder.

8 marks

Hi Richard

I've just had a call from Peter asking if we can change the date for the Fund Raising Committee meeting. Are you available to meet with them next Tuesday at 3 pm?

Please let me know by Friday of this week.

Many thanks.

(insert your name here)

Task 6

Some changes need to be made to the database.

- Recall the database **INFOowninitials**.
- Make the changes listed below.
- Sort the database in **alphabetical order of Surname**.
- Save the database as **INFO2owninitials**.
- Print one copy of **INFO2owninitials** in list/table format.
- Place the printout in your work folder.

6 marks

- 1 A friend of Claire's has volunteered to run another Keep Fit Class. Her details are as follows:

First Name	Alison
Surname	Cumming
Tel No	892747
Max Class Size	20
Evening	Wednesday

- 2 Davinder would like his class to be called the Book Group – not the Reading Club. Update the record.
- 3 Only 3 people have shown an interest in the Beat Boxing class, so it is being cancelled. Delete this record.

Task 7

The Centre uses an electronic diary to record meetings, training courses, etc.

- Access your electronic diary.
- Find the diary page for next Tuesday.
- Enter the details as shown below.
- Print one copy of the page in day format.
- Place the printout in your work folder.

3 marks

3 pm – 5 pm Fund Raising Committee meeting – Room 2

Task 8

You require a spreadsheet to show the number of people using rooms in the Centre.

- Create a spreadsheet.
- Key in the text and data as shown below.
- Key in the formulae required to calculate row and column totals in those cells marked with a question mark (?).
- Save the spreadsheet as **USAGEowninitials**.
- Print one copy of **USAGEowninitials** showing figures.
- Print one copy of **USAGEowninitials** showing formulae.
- Place the printouts in your work folder.

10 marks

	A	B	C	D	E	F	G
1	NORTHGATE COMMUNITY CENTRE						
2	ROOM USAGE						
3		Mon	Tues	Wed	Thurs	Fri	Total
4	Gym	36	44	32	40	38	?
5	Room 1	0	24	8	32	12	?
6	Room 2	16	12	20	0	20	?
7	Room 3	12	12	22	12	0	?
8	Room 4	16	0	20	14	18	?
9	Total	?	?	?	?	?	?

Task 9

Richard would like you to prepare the following memo.

- Key in the memo shown below.
- Save the file as **MEMOowninitials**.
- Print one copy of **MEMOowninitials**.
- Place the printout in your work folder.

15 marks

MEMORANDUM

To: All Committee Members

From: Richard Cameron

Date: Today's date

Bold Subject: MEETING

Would you be available to come to a meeting in the Centre on Thursday 4 April at 7.30 pm? I would like to discuss the following:

BARBECUE

We would like a group of members to help organise a summer barbecue with family entertainment on the first Saturday in July. *underline*

MOTHER AND TODDLER GROUP

The group uses Room 3 on Monday and Tuesday afternoons. They want to book the room for another afternoon – preferably a Thursday. ↩

Run on They have also requested that the Committee consider purchasing some more equipment/toys for the toddlers.

If there is anything else you would like us to discuss please let me know and I will add it to our agenda.

Please let me know if you are unable to come along.

Italics

Task 10

Richard wants to know what classes are held on a Thursday evening.

- Recall the database **INFO2owninitials**.
- Use the search facility to find a list of the class(es) currently being held on a Thursday evening.
- Print one copy of any record(s) you find.
- Place the printout(s) in your work folder.

1 mark

Task 11A

The Committee would like to know the income received from the use of the rooms and gym on weekday evenings.

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

1 mark

	A	B	C	D	E
1	WEEKLY INCOME FROM EVENING CLASSES (£)				
2	Gym	Room 1	Room 2	Room 3	Room 4
3	570	326	204	174	104

Task 11B

Richard would like the information in the spreadsheet to be shown as a pie chart.

- Recall the spreadsheet **INCOMEowninitials**.
- Create a pie chart.
- The pie chart should have a suitable title.
- Save the pie chart as **CHARTowninitials**.
- Print one copy of **CHARTowninitials**.
- Place the printout in your work folder.

5 marks

Task 12

The garden area is to be improved and you have been asked to price a selection of garden plants and shrubs.

- Use the Internet to access one of the websites shown below.
- Print one copy of the website homepage.
- Place the printout in your work folder.

2 marks

www.diy.com
www.homebase.co.uk
www.dobbies.com

Task 13

You have been asked to prepare the following Information Sheet.

- Key in the following information.
- Save the file as **MEMBERSowninitials**.
- Print one copy of **MEMBERSowninitials**.
- Place the printout in your work folder.

9 marks

INFORMATION FOR MEMBERS Centre

uc A caretaker will begin employment at the Centre on 6 May. Until that time the following people will be “on call”. Any problems should be brought to the attention of the receptionist who will then contact the appropriate person. } *justify*

Monday	Richard Cameron
Tuesday	Davinder Khani
Wednesday	Alicia Sutherland
Thursday	Sunita Khavari
Friday	Peter Allardice

[END OF PROJECT]

STANDARD GRADE ADMINISTRATION
FOUNDATION PRACTICAL ABILITIES—2013

Candidate Name _____

Scottish Candidate Number _____

Centre _____

TASK	KEYBOARDING/ ACCURACY		FUNCTIONS/OTHER SKILLS		TOTAL	
	Awarded	Available	Awarded	Available	Awarded	Available
1		7		5		12
2		2		1		3
3		9		5		14
4		9		2		11
5		5		3		8
6		2		4		6
7		1		2		3
8		5		5		10
9		12		3		15
10		0		1		1
11a		1		0		1
11b		1		4		5
12		0		2		2
13		6		3		9
TOTALS		60		40		100

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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.

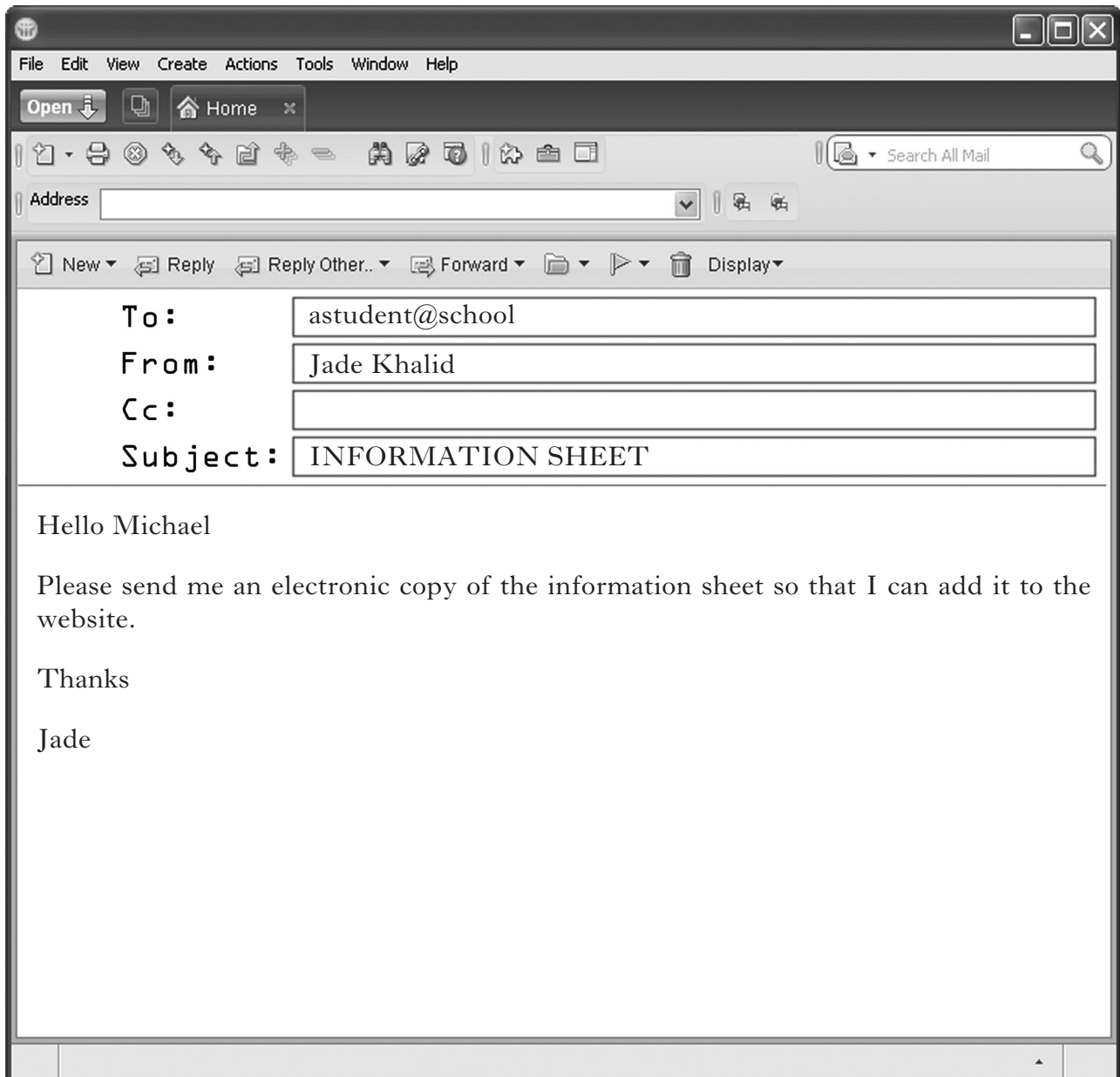
Task 8

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]