
NATIONAL
QUALIFICATIONS
2010

ADMINISTRATION
STANDARD GRADE
PRACTICAL ABILITIES PROJECT
General Level

DINGWALL RAMBLING CLUB

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.



DINGWALL RAMBLING CLUB

You are the Secretary of Dingwall Rambling Club. You use a home computer for most of your work.

The Club organises walks in and around the Cairngorms and Highlands.

Task 1

- Create headed paper using the details below.
- Make use of bold, italics and an appropriate graphic to make the headed paper more attractive.
- Save the document as **HEADowninitials**.
- Print one copy of **HEADowninitials**.

6 marks

Dingwall Rambling Club

Wyvis Avenue

Dingwall

IV15 9TR

Tel No: 01349700500

E-mail: enquiries@drc.org.uk

Task 2

Create a database of walks that have been completed. The information you need is listed below.

- All fields should be TEXT, except *Date of Walk* which should be DATE, and *Distance (miles)* and *Climb (feet)* which should be NUMBER.
- Key in the details.
- Sort the database in order of *Difficulty* **and** *Climb (feet)* – lowest first.
- Save the document as **WALKowninitials**.
- Print one copy of **WALKowninitials** in list format.

22 marks

| | |
|-------------------|-----------|
| Walk Name | Glenernie |
| Leader First Name | Christine |
| Leader Surname | Hoy |
| Route | Inverness |
| Difficulty | Easy |
| Distance (miles) | 9 |
| Nearest Town | Forres |
| Climb (feet) | 883 |
| Date of Walk | 28/12/08 |

| | |
|-------------------|----------------|
| Walk Name | Ailnack Canyon |
| Leader First Name | Bradley |
| Leader Surname | Higgins |
| Route | Inverness |
| Difficulty | Strenuous |
| Distance (miles) | 12 |
| Nearest Town | Tomintoul |
| Climb (feet) | 1552 |
| Date of Walk | 26/7/09 |

Task 2 (continued)

| | |
|-------------------|-----------|
| Walk Name | Dava Way |
| Leader First Name | Pippa |
| Leader Surname | Wilson |
| Route | Inverness |
| Difficulty | Moderate |
| Distance (miles) | 14 |
| Nearest Town | Fornes |
| Climb (feet) | 1742 |
| Date of Walk | 25/1/09 |

| | |
|-------------------|-------------|
| Walk Name | Loch Affric |
| Leader First Name | Christine |
| Leader Surname | Hoy |
| Route | Inverness |
| Difficulty | Moderate |
| Distance (miles) | 11 |
| Nearest Town | Tomich |
| Climb (feet) | 1407 |
| Date of Walk | 26/4/09 |

| | |
|-------------------|------------|
| Walk Name | Ben Rinnes |
| Leader First Name | Andy |
| Leader Surname | Hodge |
| Route | Inverness |
| Difficulty | Moderate |
| Distance (miles) | 6 |
| Nearest Town | Dufftown |
| Climb (feet) | 1732 |
| Date of Walk | 22/2/09 |

| | |
|-------------------|----------------|
| Walk Name | Brown Cow Hill |
| Leader First Name | Jason |
| Leader Surname | Kenny |
| Route | Inverness |
| Difficulty | Moderate |
| Distance (miles) | 11 |
| Nearest Town | Cockbridge |
| Climb (feet) | 1716 |
| Date of Walk | 29/3/09 |

Task 2 (continued)

| | |
|-------------------|------------|
| Walk Name | Ben Macdui |
| Leader First Name | Christine |
| Leader Surname | Hoy |
| Route | Inverness |
| Difficulty | Strenuous |
| Distance (miles) | 10 |
| Nearest Town | Aviemore |
| Climb (feet) | 3018 |
| Date of Walk | 30/8/09 |

| | |
|-------------------|------------|
| Walk Name | Loch Muick |
| Leader First Name | Andrew |
| Leader Surname | Simpson |
| Route | Inverness |
| Difficulty | Moderate |
| Distance (miles) | 9 |
| Nearest Town | Ballater |
| Climb (feet) | 1899 |
| Date of Walk | 31/5/09 |

| | |
|-------------------|---------------|
| Walk Name | Ellon to Maud |
| Leader First Name | Bradley |
| Leader Surname | Higgins |
| Route | Inverness |
| Difficulty | Moderate |
| Distance (miles) | 12 |
| Nearest Town | Maud |
| Climb (feet) | 584 |
| Date of Walk | 30/11/08 |

| | |
|-------------------|---------------|
| Walk Name | Stac Pollaidh |
| Leader First Name | Andy |
| Leader Surname | Hodge |
| Route | Strathpeffer |
| Difficulty | Moderate |
| Distance (miles) | 3 |
| Nearest Town | Ullapool |
| Climb (feet) | 2020 |
| Date of Walk | 28/9/08 |

Task 3

The Club needs a new Programme. Andrew Simpson, one of the leaders, has written a draft for you to key in.

- Key in the information shown below, following all instructions.
- Save the file as **PROGowninitials**.
- Print one copy of **PROGowninitials**.

29 marks

Dingwall Rambling Club
Programme: July to December 2010 } larger size
and bold

Underline all
headings marked
*

* Sunday 25 July 2010 - Struie

STRUIE

Rating: Moderate (5 miles)

Leader: Christine Hoy

Route: Evanton - bus leaves Community Centre at 8 am

This is an old regular walk, one of our most popular, which takes in some lovely views so remember to take your camera!

* Sunday 29 August 2010 - Beinn Alligin, Torridon

Rating: Strenuous (6 miles)

Leader: Geraint Thomas

Route: Strathpeffer - bus leaves Community Centre at 7 am

A challenging walk to the summit of one of the Torridon giants. It is probably the easiest ascent to the Torridon Munros. It occupies a solitary position to the west of Liathach and, in good weather, provides a grandstand view of the surrounding mountains, lochs and coast.

* Sunday 26 September 2010 - Tomintoul to Ballindalloch
along the Speyside Way

Task 3 (continued)

Rating: Strenuous (14 miles)

Leader: Steve Williams

Route: Inverness - bus leaves Community Centre at 7am

This is a magnificent walk along a spur of the Speyside Way taking it at its highest point, Carn Daimph. It is ~~fairly~~ ^{quite} strenuous but the path is well maintained and clearly marked.

* Sunday 31 Oct 2010 - Yellow Bog to Gedloch

Rating: Easy (9 miles)

Leader: Andy Hodge

Route: Inverness - bus leaves Community Centre at 7am

The route from Yellow Bog near Dallas follows good tracks ^{gradual} with ^{gradual} ascents and descents, passing close to the wind farm at Carn Uish.

* Sunday 5 December 2010 - Mulben to Craigellachie

Rating: Moderate (15 miles)

Leader: Sarah Webb

Route: Inverness - bus leaves Community Centre at 7am

Mainly on good tracks with a few muddy sections. There is a short bit of hard road walking but the walk offers excellent views over the surrounding countryside.

* Notes

Trs Bookings - Telephone Christine Hoy (01349334567) between 7 and 9 pm prior to the walk on the Wednesday evening.

Task 3 (continued)

The bus will leave Dingwall by one of the following routes unless otherwise stated - Inverness, Evanton, Strathpeffer.

uc Dogs - we regret that dogs are not allowed on our outings.

Clothing - Be prepared for rapid changes in the weather regardless of the time of year! Stout footwear, wind and waterproof clothing are essential for all walks.

description

Walk Grading - Each walk / includes an approx distance and a measure of difficulty. 'Easy', 'moderate' and 'strenuous' are used to describe the level of ~~difficulty~~ effort required.

in full

Task 4

The next weekend away is to be based at Dufftown, Banffshire. The Club Chairman, Terry Logan, needs to travel there to check out the local area. He also plans to meet with a friend in nearby Elgin. He intends to stay in Elgin overnight in a 3-star hotel.

- Access www.theaa.co.uk or www.rac.co.uk to find the distance of the journey from Dingwall to Dufftown and a route map. Print one copy of the relevant page(s).
- Access www.theaa.co.uk or www.rac.co.uk to find a 3-star hotel in Elgin. Print one copy of the relevant page(s).

6 marks

Task 5

You require a spreadsheet to show the Membership Fees collected in August.

- Create a spreadsheet.
- Key in the text and data as shown below.
- Format the cells for **CURRENCY**, **NUMBER** and **PERCENTAGE** as appropriate. These cells should be formatted as whole numbers.
- Insert formulae to calculate:

Total membership fees collected for each category

Total membership fees collected for the month

Junior as a % of Total Collected

- Save the spreadsheet as **AUGowninitials**.
- Print one copy of **AUGowninitials** showing figures.
- Print one copy of **AUGowninitials** showing formulae.

11 marks

| | A | B | C | D |
|----|----------------------------------|---------------|------------|--------------|
| 1 | Membership Fees Collected | | | |
| 2 | | | | |
| 3 | August | | | |
| 4 | | | | |
| 5 | Type of Member | Number | Fee | Total |
| 6 | Junior | 34 | £5 | ? |
| 7 | Adult | 90 | £15 | ? |
| 8 | Concession | 36 | £5 | ? |
| 9 | Total | | | ? |
| 10 | Junior as a % of Total Collected | | | ? |

Task 6

We want to have more leaders with basic leadership and first aid skills. Sebastian Wainwright, Club President, has given you some information on a proposed Training Evening.

- Create the notice below.
- Make use of different fonts, sizes and any other suitable text format.
- Add an appropriate graphic to enhance the notice.
- Save the file as **NOTICEowninitials**.
- Print one copy of **NOTICEowninitials**.

9 marks

Dingwall Rambling Club

Leadership Skills – First Aid Training Evening

on

Thursday 20 May 2010

from 7 pm until 9 pm

at Dingwall Community Centre

It does not take much to be a reliable walk leader!

Basic leadership skills you need:

Map reading

Pre-walk organisation and planning a walk

Basic first aid

Come along and learn from experienced leaders how to:

Recognise a heart attack and apply CPR

Deal with hypothermia and heat exposure

Treat other common injuries such as sprains, fractures and insect bites

Task 7 – Part A

Some changes need to be made to the database.

- Recall the database **WALKowninitials**.
- Make the changes detailed below.
- Save the database as **WALK2owninitials**.
- Print one copy of **WALK2owninitials** in list format.

12 marks

- 1 It has come to light that the Dava Way walk was not completed, this was a data entry error. Delete the record.
- 2 The leader for the Ben Rinnes walk was Paul Manning. Update the record.
- 3 Delete the field for Nearest Town.
- 4 A walk was omitted from the list you were given. Details of the walk are given below:

| | |
|------------------|------------------|
| Walk Name | Liathach |
| Leader Name | Rex Ohuruogu |
| Route | Strathpeffer |
| Difficulty | Strenuous |
| Distance (miles) | 9 |
| Climb (feet) | 3674 |
| Date of Walk | 9 September 2008 |

- 5 Add a new field *OS Map*. The field should be NUMBER. Add the details for the new field from the information in the table shown below:

| | | | |
|----------------|----|----------------|----|
| Glenernie | 27 | Ailnack Canyon | 36 |
| Loch Affric | 25 | Ben Rinnes | 28 |
| Brown Cow Hill | 36 | Ben Macdui | 36 |
| Loch Muick | 44 | Ellon to Maud | 38 |
| Stac Pollaidh | 15 | Liathach | 25 |

- 6 Sort the database in order of *Leader Surname* and *Date of Walk* (most recent first).

Task 7 – Part B

- Search the database for walks which take the Strathpeffer route.
- Print one copy of any record(s) found.

1 mark

Task 8

You have received an e-mail from Andrew Bledsoe, Club Treasurer.

- Access your e-mail facility.
- Open the message **FIRST AID TRAINING EVENING**.
- Prepare a reply and attach the appropriate file.
- Send the e-mail and attachment.
- Print one copy of the e-mail.
- Print evidence to confirm that the e-mail and attachment have been sent.

6 marks

Task 9

You have been asked to make some changes to the Programme.

- Recall the leaflet **PROGowninitials**.
- Make the amendments shown below.
- Save the file as **PROG2owninitials**.
- Print one copy of **PROG2owninitials**.

9 marks

- Add another walk. Ensure that walks are in date order.

Sunday 28 November 2010 - Ben Braggie traverse from Golspie

Rating: Moderate (5 miles)

Leader: Bradley Higgins

Route: Evanton - bus leaves Community Centre at 8am

The primary objective of the walk is Ben Bhraggie. Time permitting, we can visit Dunrobin Castle. This remarkable building was last rebuilt in 1845 and, apart from being the largest, it is also the most northerly stately home on the British mainland.

- Add the following paragraph to the end of the Notes section:

Training - We are offering training courses to members who would like to become walk leaders. More details will be issued at a later date.

- Centre the main heading.
- Add a footer - the website address (left aligned) www.dingwallramblers.org.uk and the page number (right aligned).
- Move the paragraph on Walk Grading to become the second paragraph of the Notes section.

Task 10

Terry has asked you to update the electronic diary for Monday 24 May 2010.

- Add the bookings and tasks shown below.
- Print one copy of the diary and **TO-DO** list in day format.

7 marks

Meetings

First Aid Training (2pm - 5pm)

Committee Meeting (7pm - 9pm)

Tasks

Book bus for next walk

Phone Oban Youth Hostel

Task 11

You now need to update the spreadsheet with the changes for September.

The Club has introduced a Family membership category. The cost will be £25.

- Recall the spreadsheet **AUGowninitials**.
- Make the changes shown below.
- Save the document as **SEPTowninitials**.
- Print one copy of **SEPTowninitials** showing figures.
- Print one copy of **SEPTowninitials** showing formulae.

6 marks

- Insert a row between “Adult” and “Concession” for “Family”.

- Update the figures for this month:

| | |
|------------|----|
| Junior | 7 |
| Adult | 28 |
| Family | 24 |
| Concession | 12 |

- Change “Junior as a % of Total Collected” to “Family as a % of Total Collected” and update the formula.
- Increase the size of the main heading.

Task 12

Sebastian has asked you to create a chart showing the results of a survey to find out where Club members would like to go for the 2011 Annual Walking Trip.

- Key in the information shown below.
- Save the spreadsheet as **SURVEYowninitials**.
- Print one copy of **SURVEYowninitials**.
- Create a bar chart.
- Save the chart as **CHARTowninitials**.
- Print one copy of **CHARTowninitials**.

8 marks

| | A | B |
|---|--|---------------|
| 1 | Survey – Annual Walking Trip 2011 | |
| 2 | Destination | Number |
| 3 | Pitlochry | 30 |
| 4 | Oban | 5 |
| 5 | Fort William | 12 |
| 6 | Skye | 5 |
| 7 | Lake District | 8 |

Task 13

Terry has asked you to prepare a document which can be included in an Information Pack to be given to the local newspapers as part of a Health Promotion Campaign.

- Load the file **HEADowninitials**.
- Key in the information shown below.
- Save the file as **TIPSowninitials**.
- Print one copy of **TIPSowninitials**

18 marks

WALKING CAN BE FUN! — Increase size

Walking is free, fun and can be a great way of meeting new people. Walking regularly can help you keep fit, reduce stress and control your weight. It's also the ^{ideal} ~~best~~ way of exploring your local area.

You don't have to travel to the countryside to walk – even in cities you'll find lots of good places to walk within easy reach. Walking is much more convenient and flexible than going to the gym and you can even walk on short, everyday trips – a cheap and pollution-free alternative to the car.

Walking is the most natural, simple form of movement and an excellent way to exercise. As a nation, we are walking less and less but walking can help you to:

- improve your general health
- get fit and stay fit
- control your weight
- live longer!

Task 13 (continued)

high/ Walking helps ~~to~~ protect the body from many illnesses such as heart disease, stroke, ^h blood pressure, some types of diabetes and colon cancer.

Try these tips:

- 2LS
between
bullets
- Get into the walking frame of mind by using stairs instead of lifts, or by walking up escalators.
 - Every bit counts — even leisurely strolls ^{around} in the garden!
 - Think of a walk as "your time" — the opportunity to get away from it all and enjoy some valuable, clear-headed thinking time.
 - Prevent dehydration by drinking a glass of water 10 minutes before you walk and a couple of glasses after you finish.
 - If you have children, you could try walking them to school. They probably need the exercise too!

[END OF PROJECT]

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