Administration and IT

Assignment

Assessment Task: Scotland Cares

This is the assessment task for the assignment Component of National 5 Administration and IT Course assessment.

It must be read in conjunction with the general assessment information for this Component of Course assessment.

Valid for session 2016/17 only

This assessment is given to centres in strictest confidence. You must keep it in a secure place until it is used.

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Scotland Cares

Instructions for Candidates

This assignment applies to the assessment for National 5 Administration and IT.

This assessment is worth 100 marks. The marks contribute 100% of the overall marks for the Course assessment. The course will be graded A-D.

This is a closed book assessment.

It assesses the following skills and theory:

♦ use of advanced IT functions in word processing, spreadsheets, databases, presentations and desktop publishing to produce and process information in familiar contexts
♦ skills in using technology for investigation
♦ skills in using technology for electronic communication, taking account of the context, audience and purpose of communication
♦ administrative skills relating to organising and supporting an event
♦ skills in problem solving

Your assessor will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you will:

♦ work through a series of tasks, which will test the skills and theory listed above
♦ complete the tasks in the order presented
♦ be allowed four hours to complete the assignment
♦ make sure your name and task number are entered on each printout submitted

Assignment Task

You work as an Admin Assistant at **Scotland Cares**, a charity raising funds for the young people of Scotland. You will be working with Mr George Sullivan, the Head Office Manager.

CONTACT DETAILS:
Scotland Cares
56 St Andrew Square
Edinburgh
EH2 2AD

PHONE: 07241669798
WEB: www.scotlandcares.org
TWITTER: @scotlandcares

As well as fundraising, the charity receives donations from other sources. You are responsible for planning and supporting all fundraising activities.

You have been asked to complete the following planning, support and follow-up tasks.

- **The Assignment should be completed in task order.**

- **Ensure your name and task number are displayed on each printout.**

- **Ensure all comments within files are actioned and deleted.**

- **Your teacher/lecturer will provide you with an e-mail address.**

- **Printout of the e-mail must show evidence of sending.**
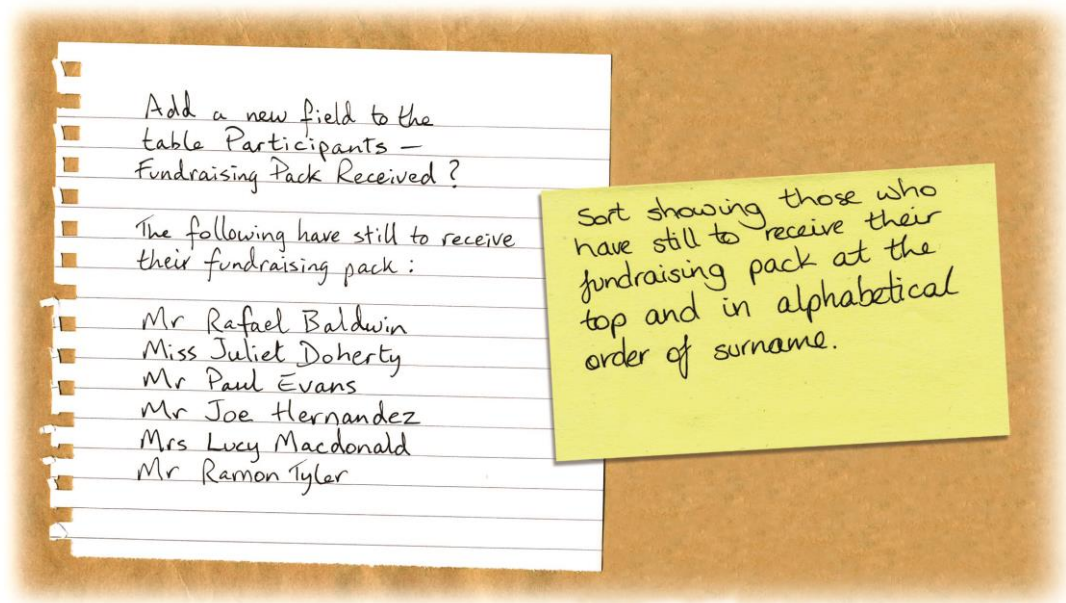
- **Each spreadsheet or database must be printed on one page.**

2017 TO-DO-LIST

Task	Printouts	Marks Available	Completed √
1a	Database Table	5	
1b	Database Form	4	
1c	Database - Address Labels	4	
2	E-file	6	
3	E-diary	4	
4	Internet	4	
5a	Spreadsheet – Fundraising (i) Value view (ii) Formulae view	3 5	
5b	Spreadsheet – Summary (i) Value view (ii) Formulae view	1 6	
5c	Spreadsheet – Graph	3	
6	Presentation	9	
7	Database Report	5	
8	Compliments Slip/Card	5	
9	Poster	7	
10	E-file	8	
11	Newsletter	7	
12a	Sponsor Form	5	
12b	E-mail	4	
13	Certificate	5	

Task 1a

The database file **Fundraisers** contains the names of organisations and individual fundraisers for the charity. Update the database using the following information.

Print the table showing participant name and fundraising pack received.

Add a new field to the table Participants — Fundraising Pack Received?

The following have still to receive their fundraising pack:

Mr Rafael Baldwin
Miss Juliet Doherty
Mr Paul Evans
Mr Joe Hernandez
Mrs Lucy Macdonald
Mr Ramon Tyler

Sort showing those who have still to receive their fundraising pack at the top and in alphabetical order of surname.

Task 1b

Create a form showing **all** fields except the area office address. Insert a form header Scotland Cares. Use the information below to update the database.

Print a copy of Dana's form.

The following participant needs to be added using a form.

Mrs Dana McKenzie
101 Rosemount Place
Aberdeen
AB25 2YG
07711356215

Area ID: N101
Area: North
dana@live.co.uk

PACK SENT

Telephone Message

Time Received .... Date ....

From ....

Message ....

Mrs Lucy Macdonald is unable to participate this year, remove her details from the database.

Received by .... Annie

Task 1c

Fundraising packs need to be sent by post to participants who have not yet received them. Search the database to find the participants still to receive their pack. Create and print address labels in alphabetical order of surname.

Task 2

Open the file **Communication** and complete. Print a copy.
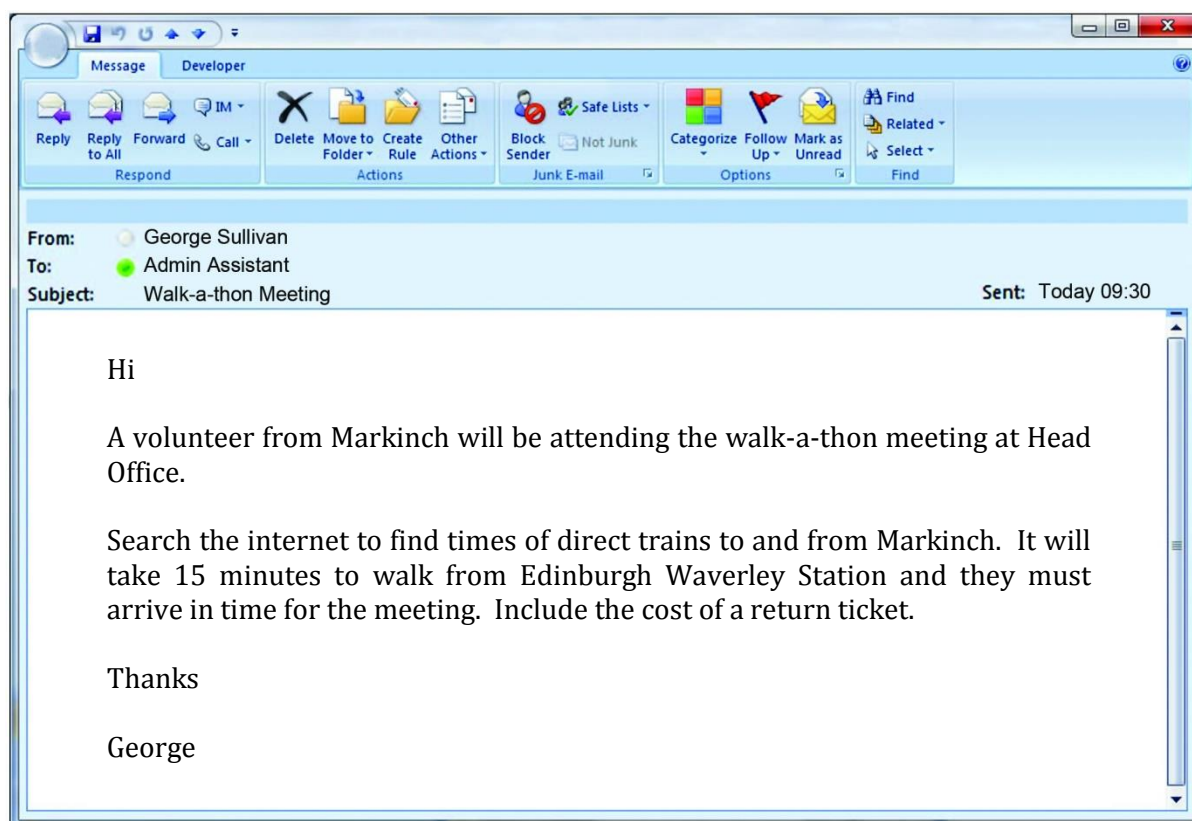
Task 3

Enter the following meetings and task in next week's electronic diary. Print a copy of the diary in weekly view and details of the task.

Task 4

You have received the following e-mail. Print a copy of the results.

Task 5a

The amount of money raised from fundraising events has to be calculated. Open the spreadsheet file **Funds** and complete the worksheet Fundraising 2016.

- Print one copy of the Fundraising worksheet showing Participants, Total Raised per Participant and Number of Events in value view with gridlines
- Print one copy in formula view with gridlines and row and column headings.

Task 5b

The cash statement has been recorded in the worksheet Summary. Open the file **Funds** and use the information provided to complete this worksheet.

- Print one copy of the Summary worksheet in value view with gridlines
- Print one in formula view with gridlines and row and column headings.

Task 5c

Use the spreadsheet file **Funds** and the information in the worksheet Fundraising 2016.   Create a bar chart showing the amount raised from each fundraising event in 2016.   Insert an appropriate heading. Print the chart on a separate sheet.

Task 6

George is planning to give a presentation to area managers to update them on the funds raised in 2016 and the target set for 2017. Update the file **Presentation** using the information below. Print one copy in handout format showing 6 slides per page.
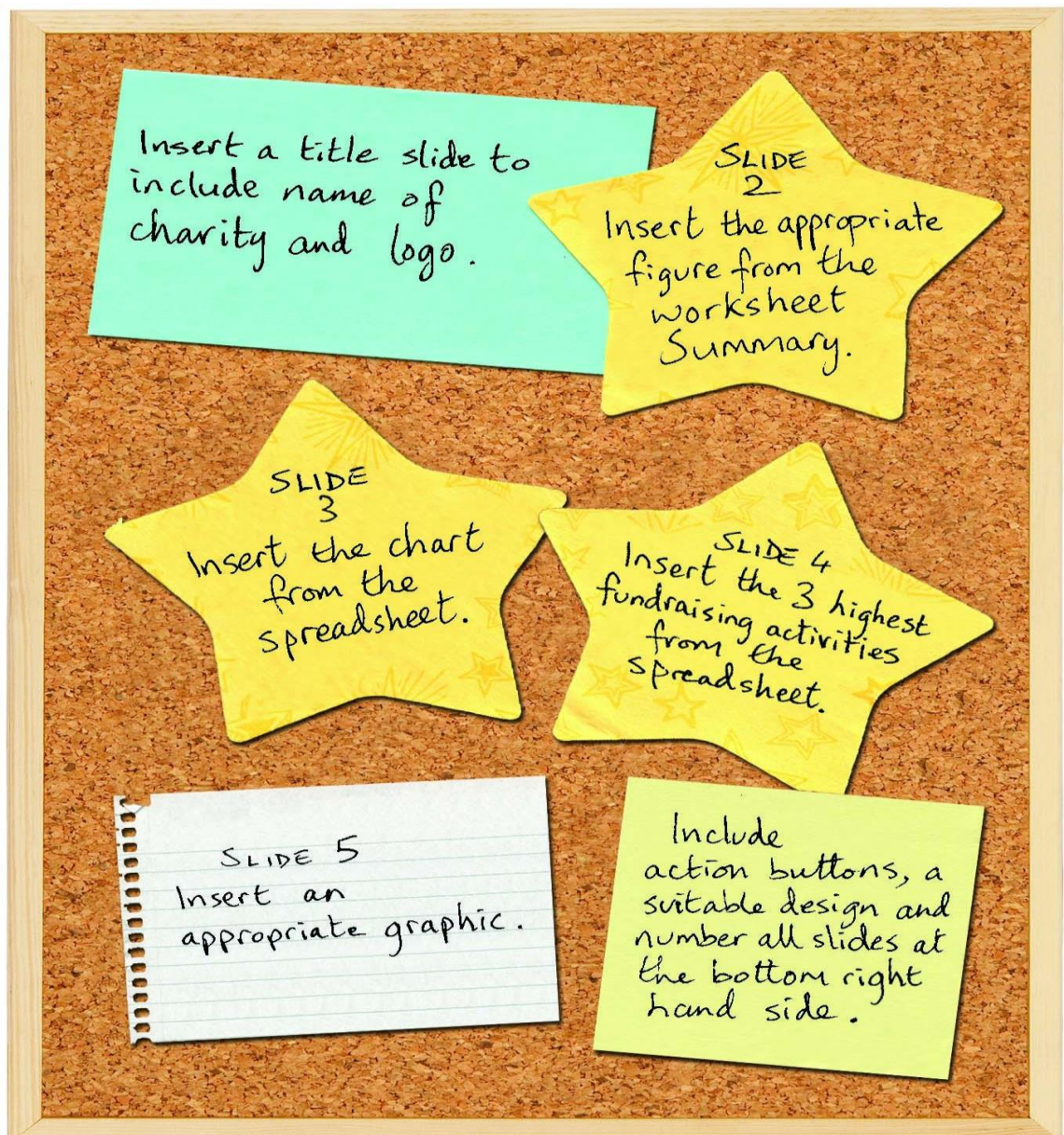
Task 7

Some areas are raising less funds than others. We need to encourage these areas to try other fundraising ideas and we will contact them by text.

Search the database file **Fundraisers** for all participants in the south and west. Sort in ascending order of area and participant's surname.

Print the results as a report showing first name and mobile no fields only, insert a suitable heading and our logo at the top right hand side.
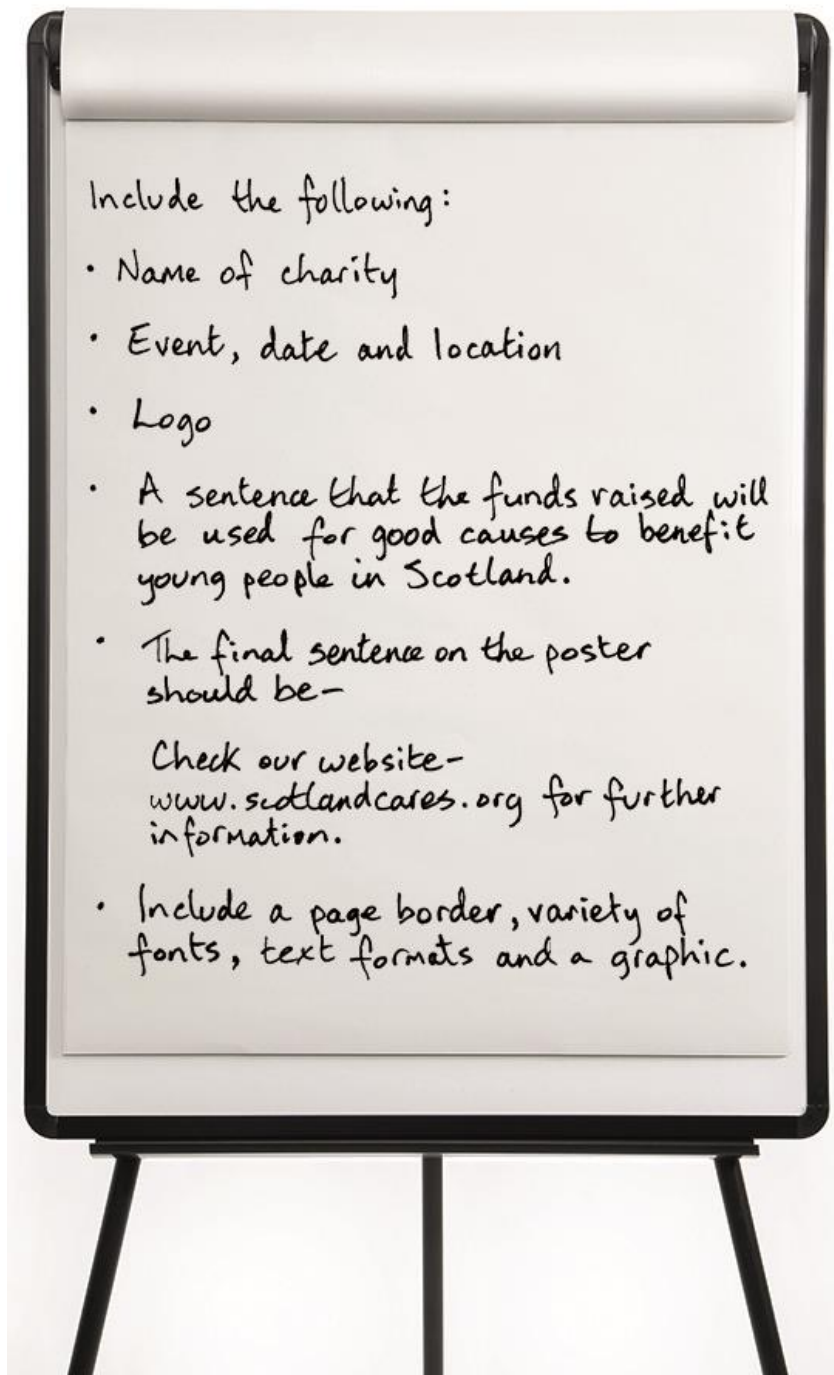
Task 8

Design and print a compliments slip/card to be included with the fundraising packs. Use a variety of fonts and text formats.

Include our contact details and logo.

Task 9

Create a poster to encourage participation in the Walk-a-thon which is taking place in Kelso on Saturday 22 July 2017. Print one copy of the poster.

Include the following:

- Name of charity

- Event, date and location

- Logo

- A sentence that the funds raised will be used for good causes to benefit young people in Scotland.

- The final sentence on the poster should be—

  Check our website—www.scotlandcares.org for further information.

- Include a page border, variety of fonts, text formats and a graphic.

Task 10

Open the file **Corporate Image** and complete. Print a copy.

Task 11

You have received the following emessage.

George Sullivan
Head Office Manager
07241669798
■ Available

Using the file **Information**, create and print a newsletter for May 2017. Use suitable text formats and insert an appropriate graphic. The newsletter must fit on one page.

Task 12a

George has started designing a sponsor form for the Walk-a-thon. Using the file **Sponsor Form**, action the comments and print one copy. The form will be completed manually by participants and must fit on one page.

Task 12b

Send a copy of the updated sponsor form file as an urgent e-mail to George for his approval.

Task 13

Print one copy of the certificate showing the merge fields and one copy of a merged certificate.

Appendix 1: Copyright

Administrative information

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History of changes

Version	Description of change	Authorised by	Date

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