



Higher Administration and IT Assignment

Instructions for teachers and lecturers

This document provides information for teachers and lecturers about the coursework component of this course in terms of the skills, knowledge and understanding that are assessed. It **must** be read in conjunction with the course specification.

Valid for session 2019-20 only.

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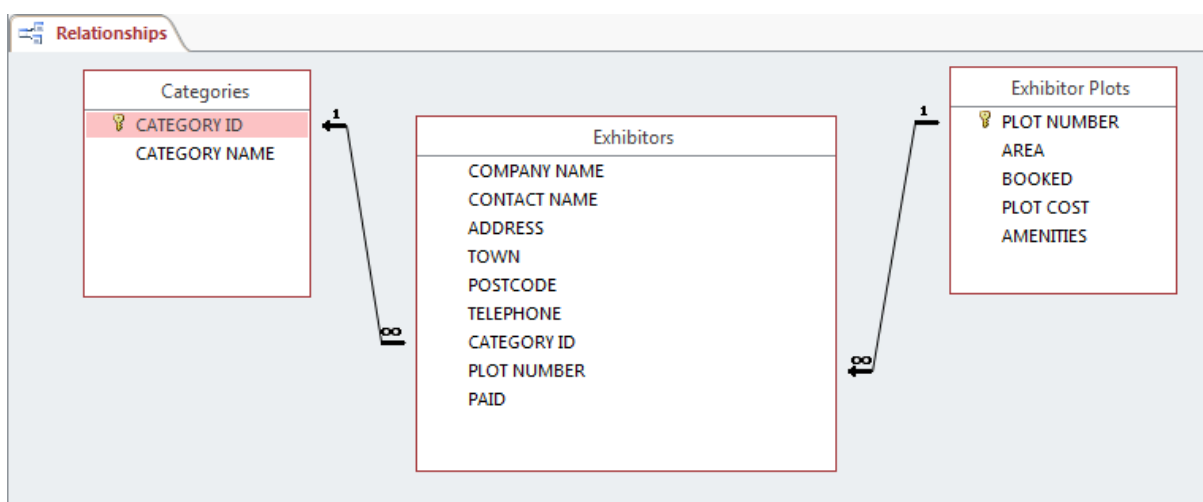
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Instructions for teachers and lecturers

Before candidates start the assignment, you must download the following e-files and make them available for candidates to use. You must keep the files secure and candidates must not access them in advance of the assessment.

- ◆ **Events Staff Briefing** – this is a PowerPoint file
- ◆ **Food Festival Exhibitors** – this is a database file, which contains 3 tables. The tables are also available as Excel files, if required – Categories, Exhibitor Plots and Exhibitors. See the diagram below for primary keys and relationships.
- ◆ **Letter to Exhibitors** – this is a word-processing file
- ◆ **Letterhead** – this is a word-processing file
- ◆ **Site Plan** – this is a PNG file but can be saved as a word file, if required
- ◆ **Sponsorship** – this is a spreadsheet file
- ◆ **Staffing Costs** – this is a spreadsheet file
- ◆ **Taste the Best Logo** – this is a PNG file but can be saved as a Word file, if required
- ◆ **Taste the Best QR code** – this is a PNG file but can be saved as a Word file, if required
- ◆ **Ticket Sales** – this is a spreadsheet file

Primary keys and relationships



New for 2020

Candidates must include their Scottish Candidate Number on all printouts submitted. This can either be keyed-in or handwritten.

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by practitioners in SQA approved centres for the assessment of National Courses and not for any other purpose.