



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment

Assessment task – Central College Scotland

Valid for session 2021-22 only.

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

This edition: March 2022 (version 1.0)

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Instructions for candidates

This assessment applies to the assignment for Higher Administration and IT.

This assignment is worth 60 marks. This is 55% of the overall marks for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using advanced functions in word processing, spreadsheets, databases and presentation software to produce, process and manage information, and solve problems in unfamiliar contexts
- ◆ electronic research skills to source complex information
- ◆ effective communication skills, taking account of context, purpose and audience

Your teacher or lecturer will let you know if there are any specific conditions for doing this assessment.

In this assessment, you have to work through a series of tasks:

- ◆ in the order presented
- ◆ which assess the skills, knowledge and understanding listed above
- ◆ in a single 1 hour and 45 minute-block (excluding printing time) – all printing must be completed on the same day as the assignment

You must carry out the assessment under a high degree of supervision and control, although you can access the internet.

Make sure your name and Scottish Candidate Number are clearly identified on each printout submitted.

Assessment Task

Central College Scotland is a Further Education College that offers a range of courses from SCQF level 4 to SCQF level 8. The college also offers support sessions for local schools.

You work as an Administrative Assistant for Simone Collins, Finance and Marketing Manager at the College.

Simone is planning for the new academic session and the college Open Day. There are a number of tasks that she needs you to complete.

The tasks are shown below. You can use this as a to-do list and tick off each task as you complete it.

Tasks ...

- ☐ Salary Increase Report

- ☐ Open Day Costs

- ☐ Open Day Actual versus Budgeted Costs

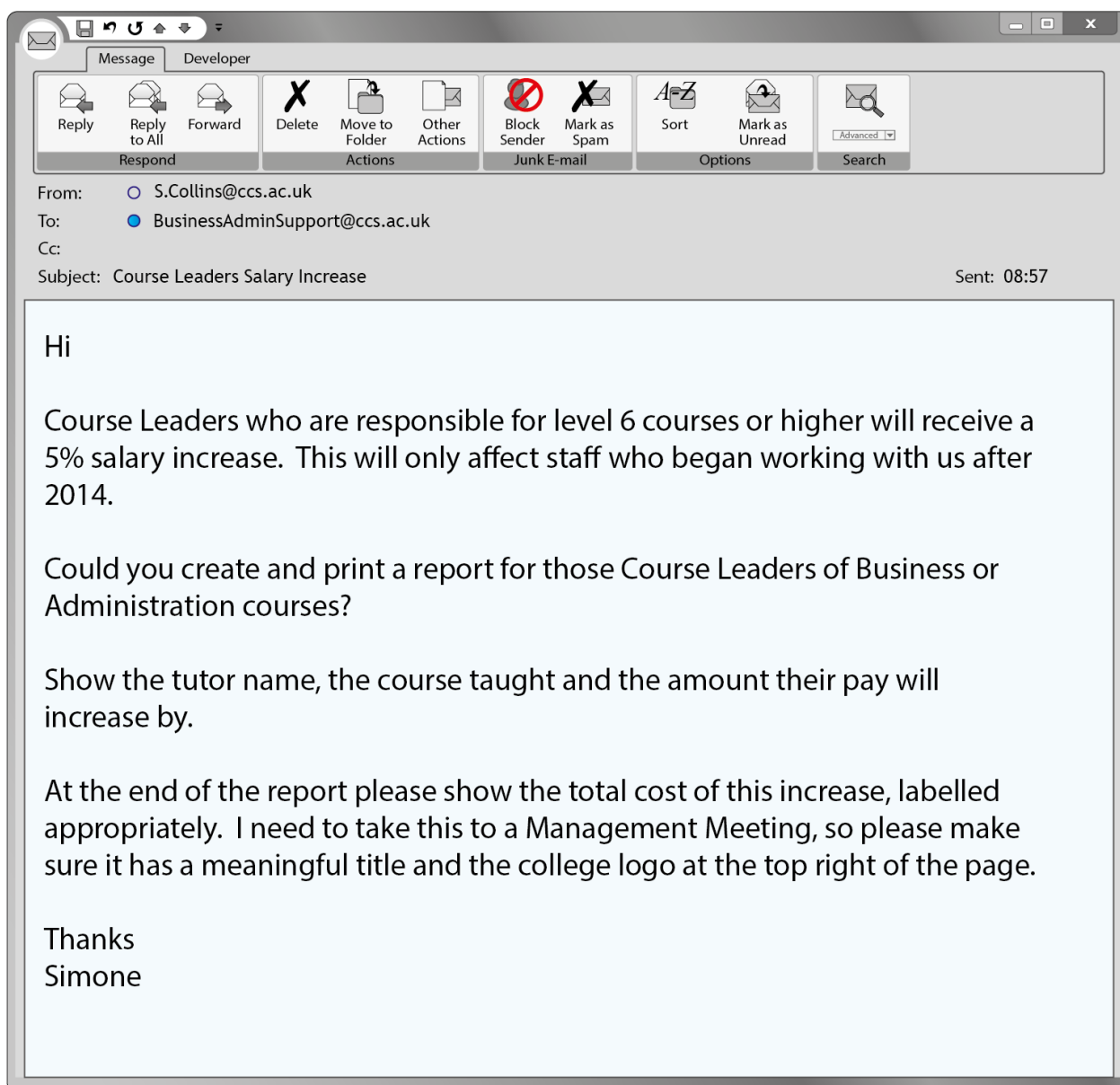
- ☐ Open Day Presentation

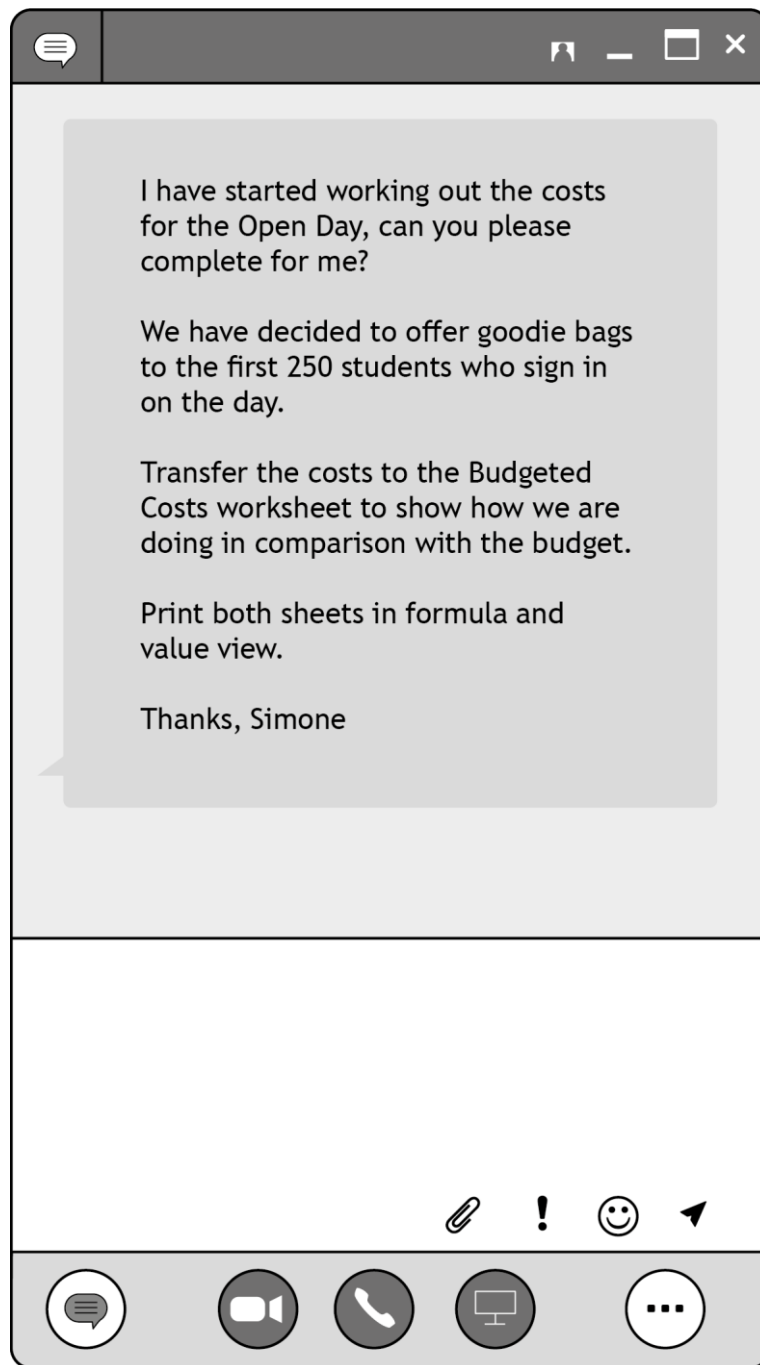
- ☐ Remote Sessions for Schools

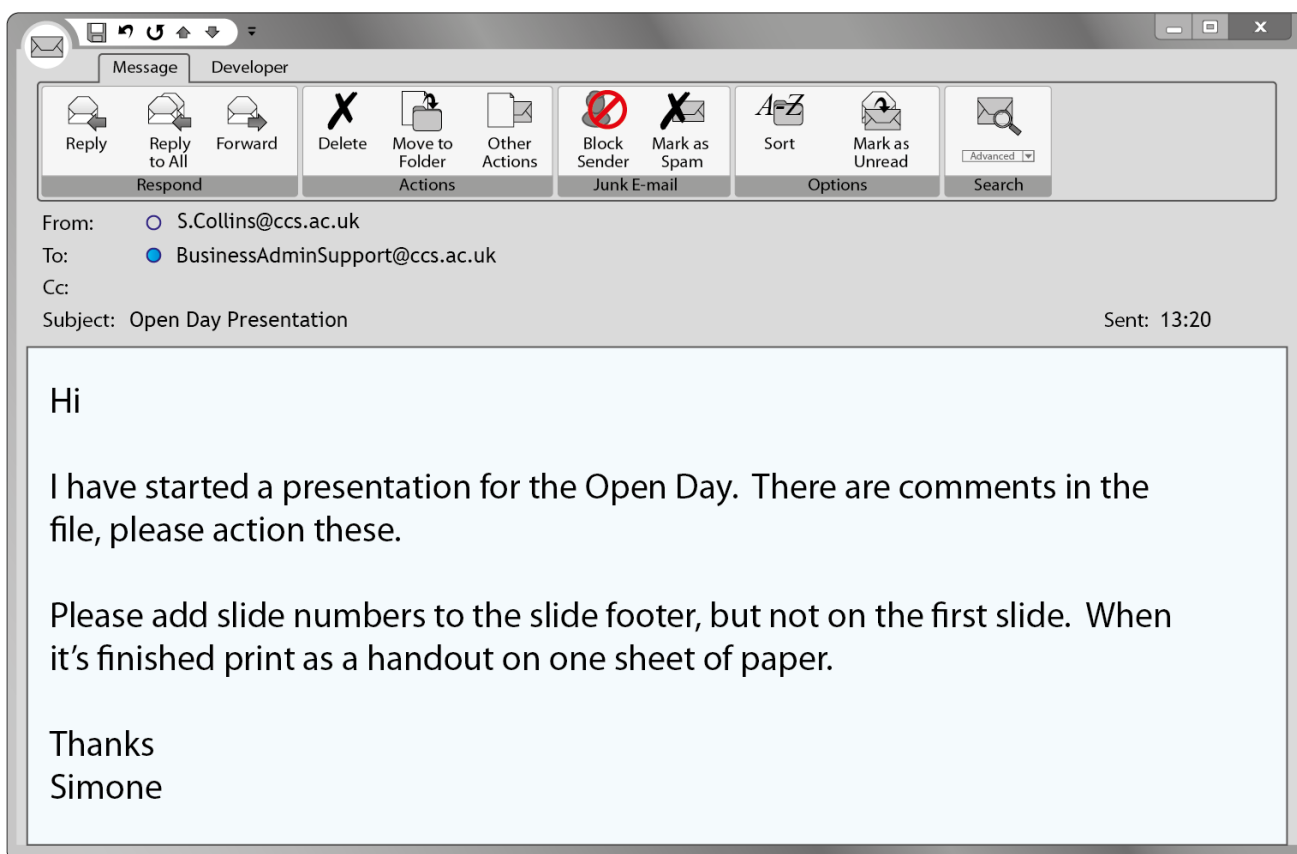
- ☐ Advertising Income

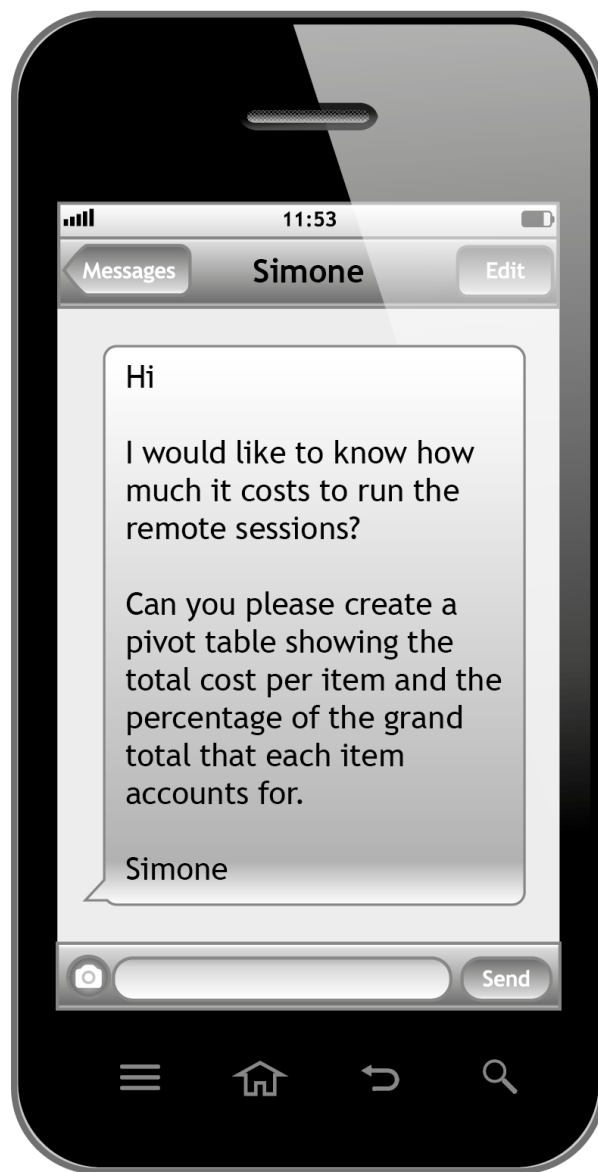
- ☐ Advertising Income Summary

- ☐ New Student Guide









Local businesses will pay £100 to advertise at the Open Day. If a business offers placements, they will get a discount based on the number of students.

Placements with up to 10 students will get a 10% discount, more than 10 students will get a 15% discount.

Management have asked how much we will make from advertising. Complete the spreadsheet showing the income from each business and complete the summary sheet. Print a value and formula view of each sheet.

S

I have made a start to the New Student Guide. Please action the comments I have made.

Add a contents page after the front cover as a page on its own. Those items underlined should be main headings and those in bold should be sub-headings.

Convert the costs in Student Finance section into a table. Add a row at the bottom to calculate a total cost per week.

I would like a footer added to the document, apart from the front cover:

- page number in the centre of all pages
- college name on left-hand side of even pages
- college name on right-hand side of odd pages

Please add the following text about Course Fees.

You can apply to SAAS based on residency. To meet their general residence conditions, you must:

- be ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately before the relevant date, and
- have 'settled status' in the UK (as set out in the Immigration Act 1971) on the relevant date, and
- be ordinarily resident in Scotland on the relevant date.

Add the quotes given as Advice for New Students. I would like these to be presented in speech bubbles.

Please print when complete, ensuring all comments have been removed once actioned.

Thanks

Simone

Administrative information

Published: March 2022 (version 1.0)

History of changes

Version	Description of change	Date

Note: you are advised to check SQA's website to ensure you are using the most up-to-date version of this document.

Security and confidentiality

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