



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment

Assessment task – Gadot Amateur Athletics Club

Valid for session 2020-21 only.

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

This edition: January 2021 (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. The marks contribute 55% of the overall marks for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using advanced functions in word-processing, spreadsheets 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.

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

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

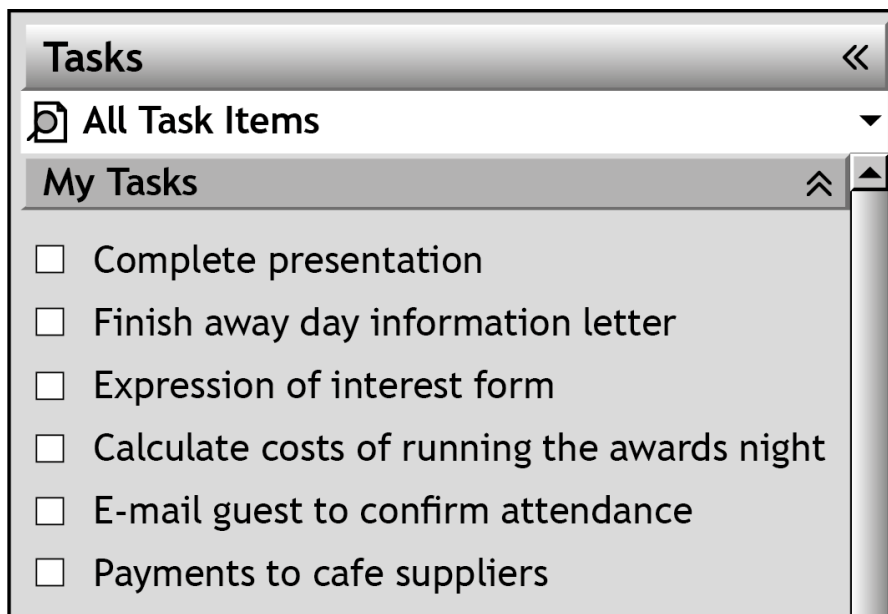
You work as an Administrative Assistant for Gadot Amateur Athletics Club.

The Club recently held its annual championship and is in the process of organising an Awards Night to recognise and reward those athletes who successfully took part in this competition. The Awards Night will take place on 2 October 2021.

Peter MacDonald, the Competitions Manager, has asked you to complete several tasks to help prepare for the Awards Night, the away day and the running of the cafe.

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

TO-DO LIST



The image shows a screenshot of a software window titled "Tasks". The window has a header bar with the title "Tasks" and a double-left arrow icon. Below the header, there are two sub-sections: "All Task Items" with a folder icon and a downward arrow, and "My Tasks" with an upward arrow and a scroll bar on the right. The "My Tasks" section contains a list of six tasks, each with an unchecked checkbox:

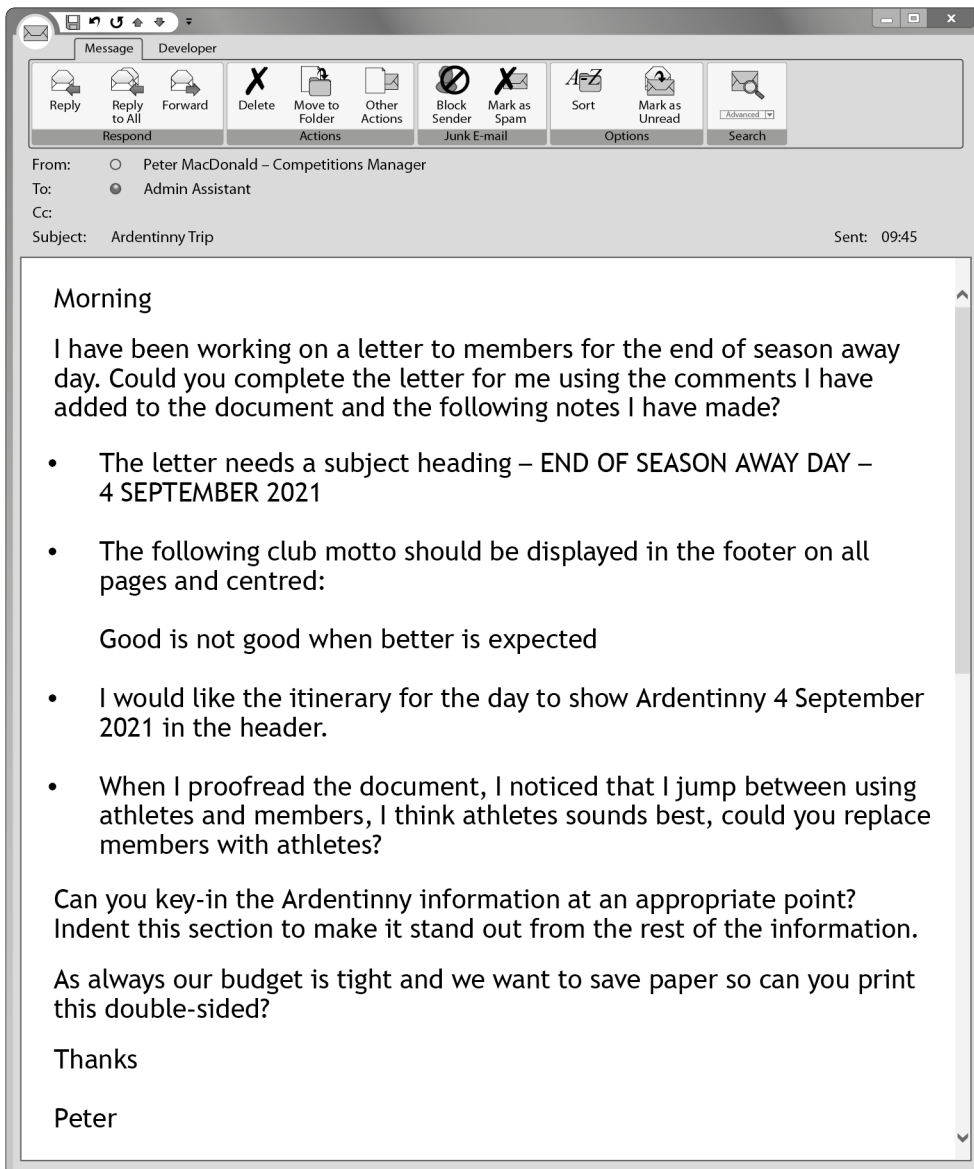
- Complete presentation
- Finish away day information letter
- Expression of interest form
- Calculate costs of running the awards night
- E-mail guest to confirm attendance
- Payments to cafe suppliers

I have started a presentation which will be used to introduce Laura Muir, our guest for the Club Championships Awards Night. Complete the presentation using the comments within the document.

Include the following as a note on the Train like a pro slide:

Laura trains 6 days a week. She runs 50/60 miles per week and spends one day in the gym.

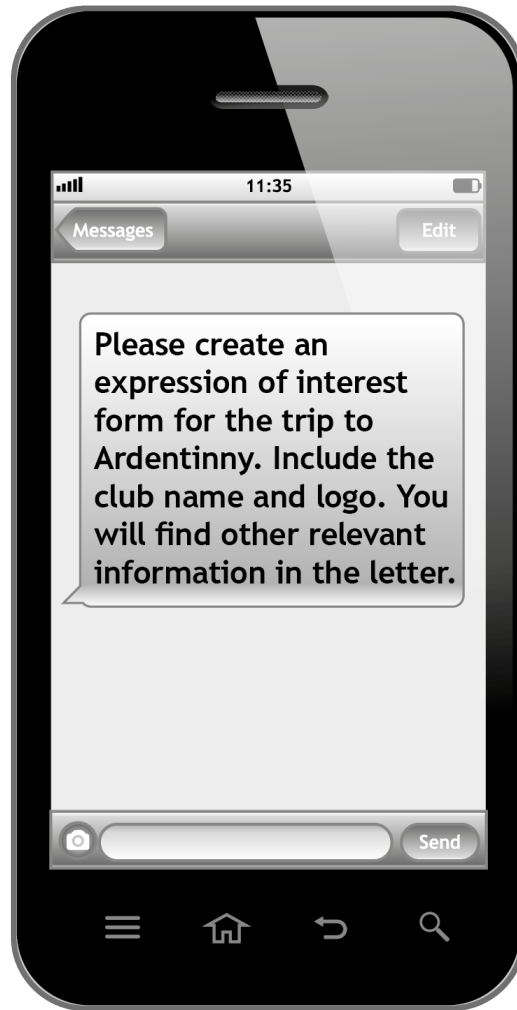
Print a copy of all slides on one page, landscape orientation – don't include the comments. Print the slide about training as a notes page.



Ardentinny Outdoor Centre

We're an outdoor education centre, situated in the remote village of Ardentinny, where you, your family or group can experience and learn a wide range of challenging and exciting outdoor activities. We see the great outdoors as a place to inspire and motivate; a context for exploring and developing personality and relationships.

Different from most outdoor centres, we are a registered charity. That means that we work to give every person the possibility to enjoy the benefits of outdoor education.



I am costing the prizes given to athletes at the Awards Night.

Could you complete the Awards sheet for me please? Sort information by Event Name and then Item. Print in value and formula view omitting the price list.

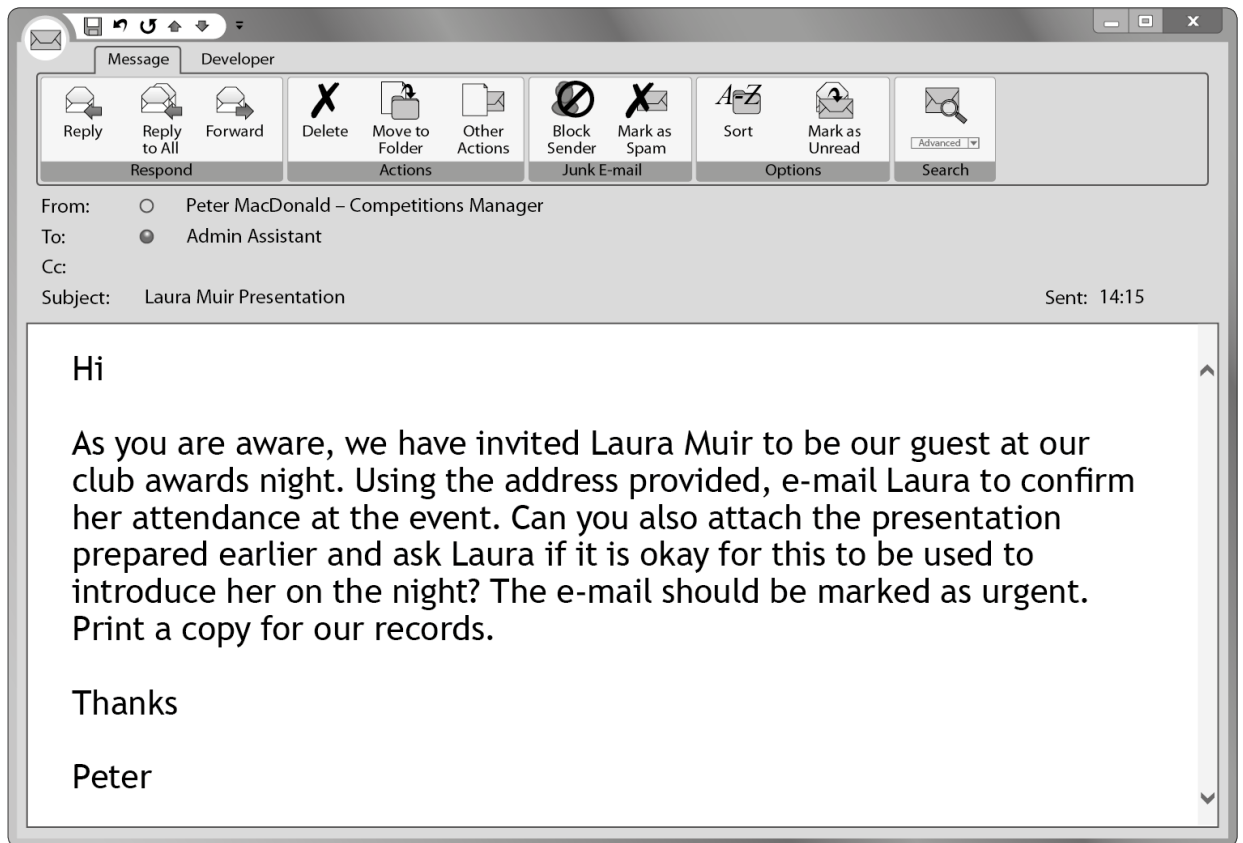
Suppliers have offered us a discount based on the amount we order.

More than 15 items	10% discount
Between 10 and 15 items	5% discount
Less than 10 items	0% discount

Complete the Summary Sheet. Print in value and formula view.

I feel that the overall cost of running the Awards Night is becoming more expensive each year. Could you complete the worksheet to show if this is the case for 2021? Print in value view and formula view.

It would be useful to compare the figures for both years in a chart. Please print this information on a separate sheet with a data table.



Create a pivot table that shows the amount due to each supplier for the cafe.

Display the details for April only and show this amount as a percentage of the overall total.

Insert a comment/note for Bubba Inc: Investigate a possible discount? Ensure this is visible on the printout.

Copyright acknowledgements

Administrative information

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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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