Higher
Coursework
Assessment Task

Higher Administration and IT
Assignment
Assessment Task — Kilcarthy Pipe Band

Valid for session 2023-24 only.

SQA provides this assessment to centres in the strictest of confidence. You must keep it in a secure place until it is used, and until the end of the assessment period.

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Instructions for candidates

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

This assignment is worth 70 marks. This is 58% 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
- that assess the skills, knowledge and understanding listed above
- in a single 2-hour 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

Kilcarthy Pipe Band was formed in 2004 and has been competing as a Grade 4B band for the past few years. The band recently moved up to Grade 4A.

You are the Admin Assistant for the band, and you carry out administration tasks for Chloe, the band's secretary.

The Annual General Meeting (Thursday 9 May 2024) and the Awards Ceremony (Saturday 27 April 2024) are coming up, which means there are some admin tasks that you will need to take care of.

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

TO-DO LIST ...

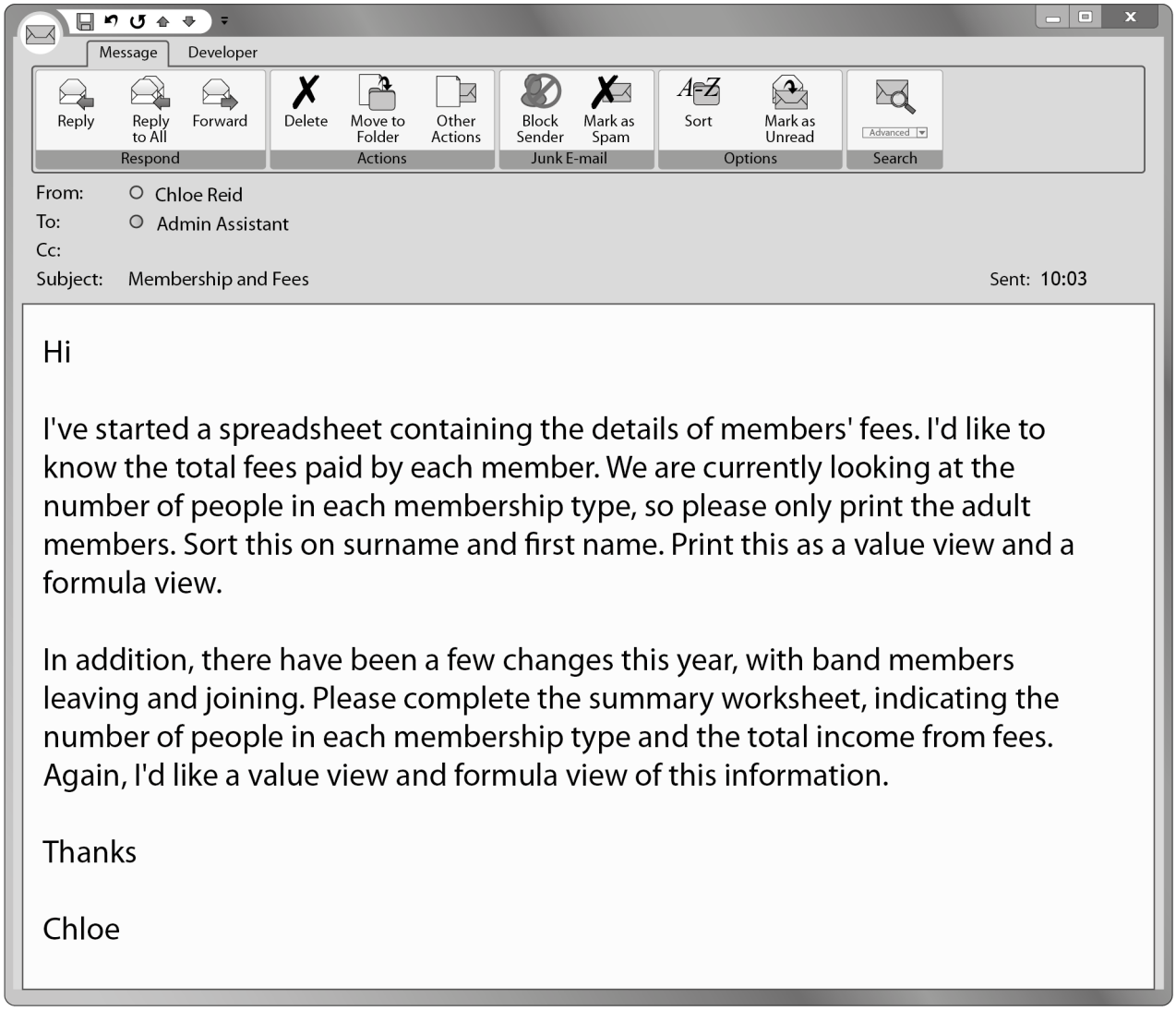
- ☐ Instrument hires form
- ☐ Member fees
- ☐ Membership summary
- ☐ Awards costs
- ☐ Annual General Meeting (AGM) report
- ☐ Insurance information
- ☐ Awards Ceremony presentation
- ☐ Instrument hire - band contribution
- ☐ Supplier costs

One of our members, William McLaren, needs to hire a set of bagpipes from the club. He will be allocated instrument BP13 from our hire list. The instrument hire will start on 21 April 2024 and William has already paid the hire fee.

To allow us to enter these changes for William into our records, and to better keep track of hires, please create a form – with an appropriate sub-form. Show the full name of the member who is hiring the instrument, all the fields from the Hires table and the Instrument Type.

The form should have a suitable title as well as the club's logo – both should be displayed in the form header.

Print the form showing the record for William only.


Message
Developer
Reply
Reply to All
Forward
Delete
Move to Folder
Other Actions
Block Sender
Mark as Spam
Sort
Mark as Unread
Advanced
Respond
Actions
Junk E-mail
Options
Search
From: Chloe Reid
To: Admin Assistant
Cc:
Subject: Membership and Fees
Sent: 10:03
Hi
I've started a spreadsheet containing the details of members' fees. I'd like to know the total fees paid by each member. We are currently looking at the number of people in each membership type, so please only print the adult members. Sort this on surname and first name. Print this as a value view and a formula view.
In addition, there have been a few changes this year, with band members leaving and joining. Please complete the summary worksheet, indicating the number of people in each membership type and the total income from fees. Again, I'd like a value view and formula view of this information.
Thanks
Chloe

Awards Ceremony

I need information regarding the trophies that have been purchased for the Awards Ceremony.

I have started to input this information into the spreadsheet – could you please complete this for me?

The company we purchase from has offered us discounts depending on the number of each item purchased, please apply these appropriately.

Print a copy of this worksheet in value view and formula view, but without the discount table.

There is concern about spiralling costs this year compared to last year. Could you please calculate the difference in costs between last year and this year? Print this worksheet in value view and formula view.

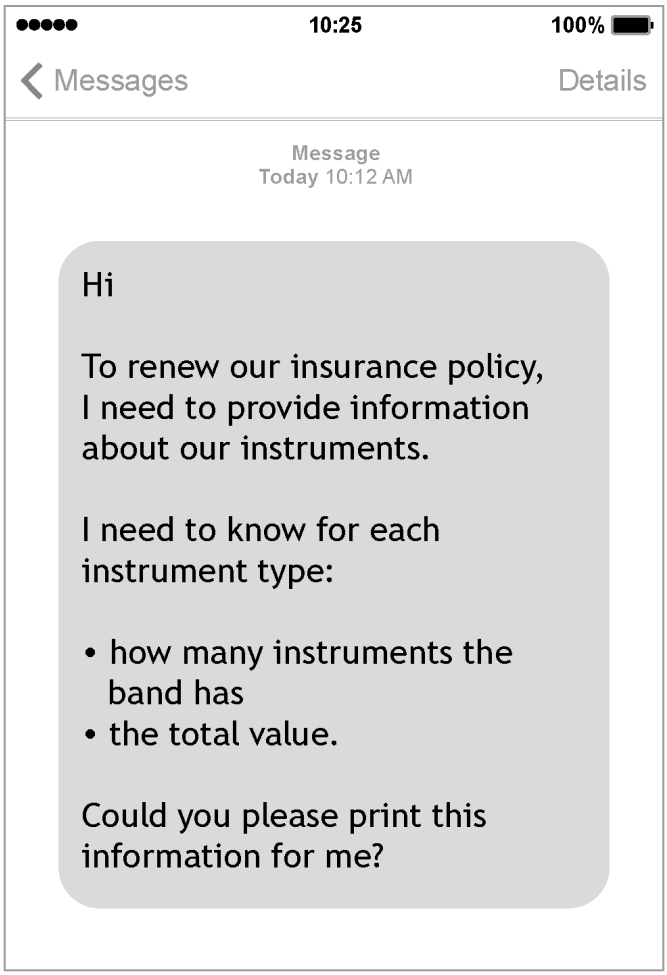
I am collating all of the information required for the report for the AGM and have started a file.

Please complete and print the document using the comments in the files and the information below:

- Create a front cover with the name of the band, an appropriate title and the date of the AGM. Enhance this information, add the band logo and a border to this page only.
- Include a table of contents, as it will make the report easier for members to read. Please add this as a second page, on its own, to the document.
- The Office Bearers' information has been saved as a separate file but needs to be added to the main report at the appropriate place.
- See the sticky note below about the band's new polo shirts. This should be added to the report.
- Insert the band name in the header of all pages except the front cover.
- Also insert page numbers in the footer – odd pages at the left and even pages at the right – on all pages, again, not on the front cover.

NP

It was decided at the last committee meeting that each playing member would be supplied with a grey polo shirt, displaying the band logo, as part of our uniform. We are looking to secure a sponsor to contribute to the cost of the polo shirts. So, if anyone has any business contacts who may be willing to help, please speak to any committee member. There will be the opportunity to have their name/logo printed on the shirt.


10:25
100%
Messages
Details
Message
Today 10:12 AM
Hi
To renew our insurance policy, I need to provide information about our instruments.
I need to know for each instrument type:
• how many instruments the band has
• the total value.
Could you please print this information for me?

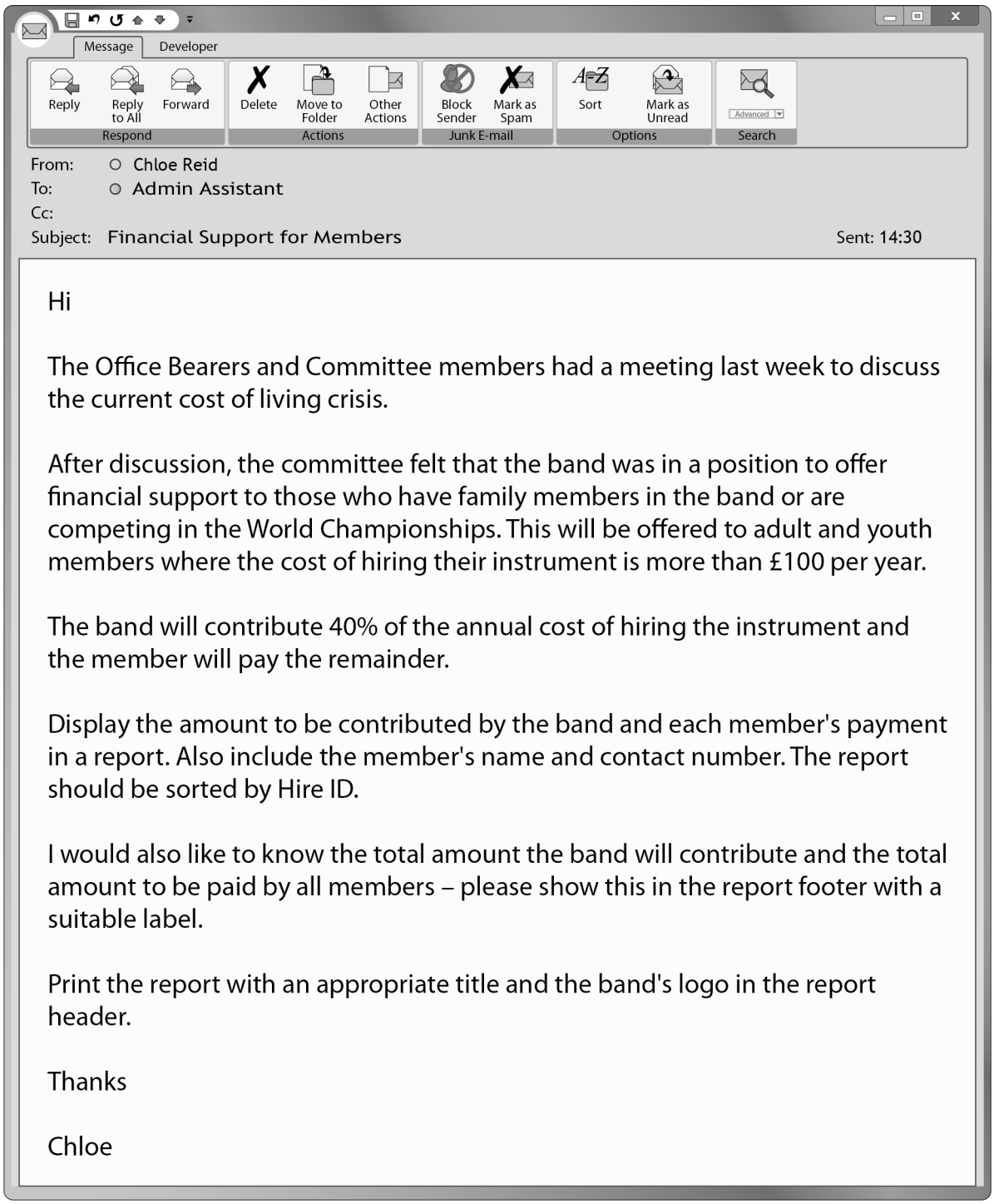
Michael is preparing for the Awards Ceremony. He has started a presentation and has asked us to complete it for him.

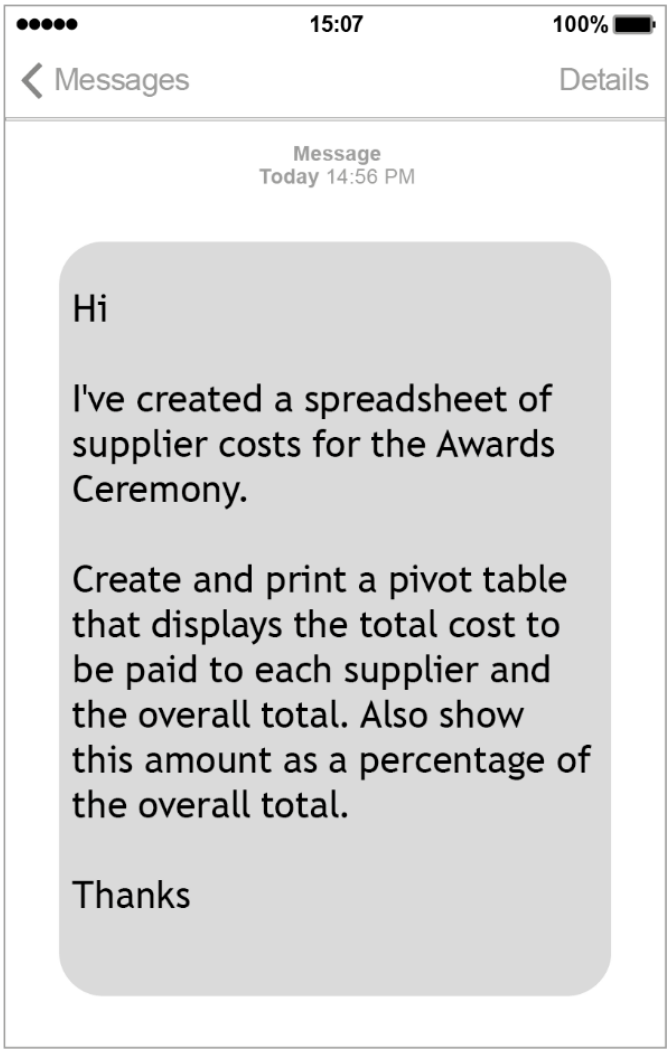
Please use the comments in the file and the information below:

- Change the first slide to a title slide. Add the title – Annual Awards Ceremony – as well as the date of the ceremony.
- Add the following note to the Awards slide:

  This has been a fantastic season for the pipe band, and we have many award winners – please refrain from applauding until the end of each category.

- Insert slide numbers to each slide except the first slide.
- Insert the following as a handout footer: KPB Annual Awards Ceremony 2023-24
- Michael wants a copy of the presentation in advance so that he can also make his own comments. Print a copy in handout format (2 slides per page), but also print the Awards slide in notes format. Both in greyscale.


Message
Developer
Reply
Reply to All
Forward
Delete
Move to Folder
Other Actions
Block Sender
Mark as Spam
Sort
Mark as Unread
Advanced
Respond
Actions
Junk E-mail
Options
Search
From: Chloe Reid
To: Admin Assistant
Cc:
Subject: Financial Support for Members
Sent: 14:30
Hi
The Office Bearers and Committee members had a meeting last week to discuss the current cost of living crisis.
After discussion, the committee felt that the band was in a position to offer financial support to those who have family members in the band or are competing in the World Championships. This will be offered to adult and youth members where the cost of hiring their instrument is more than £100 per year.
The band will contribute 40% of the annual cost of hiring the instrument and the member will pay the remainder.
Display the amount to be contributed by the band and each member's payment in a report. Also include the member's name and contact number. The report should be sorted by Hire ID.
I would also like to know the total amount the band will contribute and the total amount to be paid by all members – please show this in the report footer with a suitable label.
Print the report with an appropriate title and the band's logo in the report header.
Thanks
Chloe


15:07
100%
Messages
Details
Message
Today 14:56 PM
Hi
I've created a spreadsheet of supplier costs for the Awards Ceremony.
Create and print a pivot table that displays the total cost to be paid to each supplier and the overall total. Also show this amount as a percentage of the overall total.
Thanks

Copyright acknowledgements

None

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

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