

The logo consists of the letters 'N5' in a large, bold, white font, set against a solid purple square background.

National 5
Coursework
Assessment Task



National 5 Administration and IT Assignment Assessment task – Greenbank Eco Park

Valid for session 2022-23 only.

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

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Instructions for candidates

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

This assignment has 70 marks out of a total of 110 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- ◆ using IT functions in word-processing/desktop publishing and presentations to produce and process information
- ◆ using technology for investigation
- ◆ using technology for electronic communication
- ◆ problem solving
- ◆ administration theory

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

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

- ◆ that assess the skills, knowledge and understanding listed above
- ◆ within 3 hours (excluding printing time)
- ◆ in a maximum of two sittings – where additional printing time is required, this should be completed immediately after each sitting

This is a closed-book assessment. However, you can use the internet when specifically instructed to do so.

Your teacher or lecturer will provide the following e-files for you to use during the assignment:

- ◆ **Accommodation** – a word-processing file
- ◆ **Booking Form** – a word-processing file
- ◆ **Brochure** – a word-processing file
- ◆ **Facilities** – a word-processing file
- ◆ **Greenbank Eco Park** – a word-processing file
- ◆ **Greenbank Eco Park Logo** – a jpg file
- ◆ **Guests** – a spreadsheet file
- ◆ **Press Release** – a word-processing file
- ◆ **To-do List** – a word-processing file

Assessment Task

You are an Admin Assistant at Greenbank Eco Park who are opening a holiday park in summer 2023. You have been asked to help organise an Open Day to promote the park that will be held on Saturday 5 August 2023.

You report to Martina Gomez, Managing Director.

The holiday park contact details are:

Greenbank Eco Park
Garval Terrace
Tarbert
PA29 6TS

Tel: 01880223355
E-mail: greenbank@yahaa.co.uk
Social Media: @greenbankeco

Slogan: Keeping the Great Outdoors Green

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

You must:

- ◆ complete each task in order
- ◆ action and delete all comments within files
- ◆ display your name and task number on each printout
- ◆ key-in or write your Scottish Candidate Number on all printouts
- ◆ ensure that the e-mail printout shows evidence of sending



TO-DO LIST

You should use the following table to make sure you have all the printouts required.

Task	Printouts	Marks available	Completed (✓)
1	Presentation: <ul style="list-style-type: none">◆ handout – 3 slides per page◆ final slide – full page	12	
2	Theory – Greenbank Eco Park	9	
3	Business Card	4	
4	Brochure	8	
5	E-mail	6	
6	E-diary: <ul style="list-style-type: none">◆ weekly view◆ evidence of reminder◆ task	6	
7	Internet: <ul style="list-style-type: none">◆ photographer◆ bus times	4	
8	Booking Form	7	
9	Mail Merge – Invitation: <ul style="list-style-type: none">◆ showing merge fields◆ showing merged invitation	9	
10	Press Release	5	

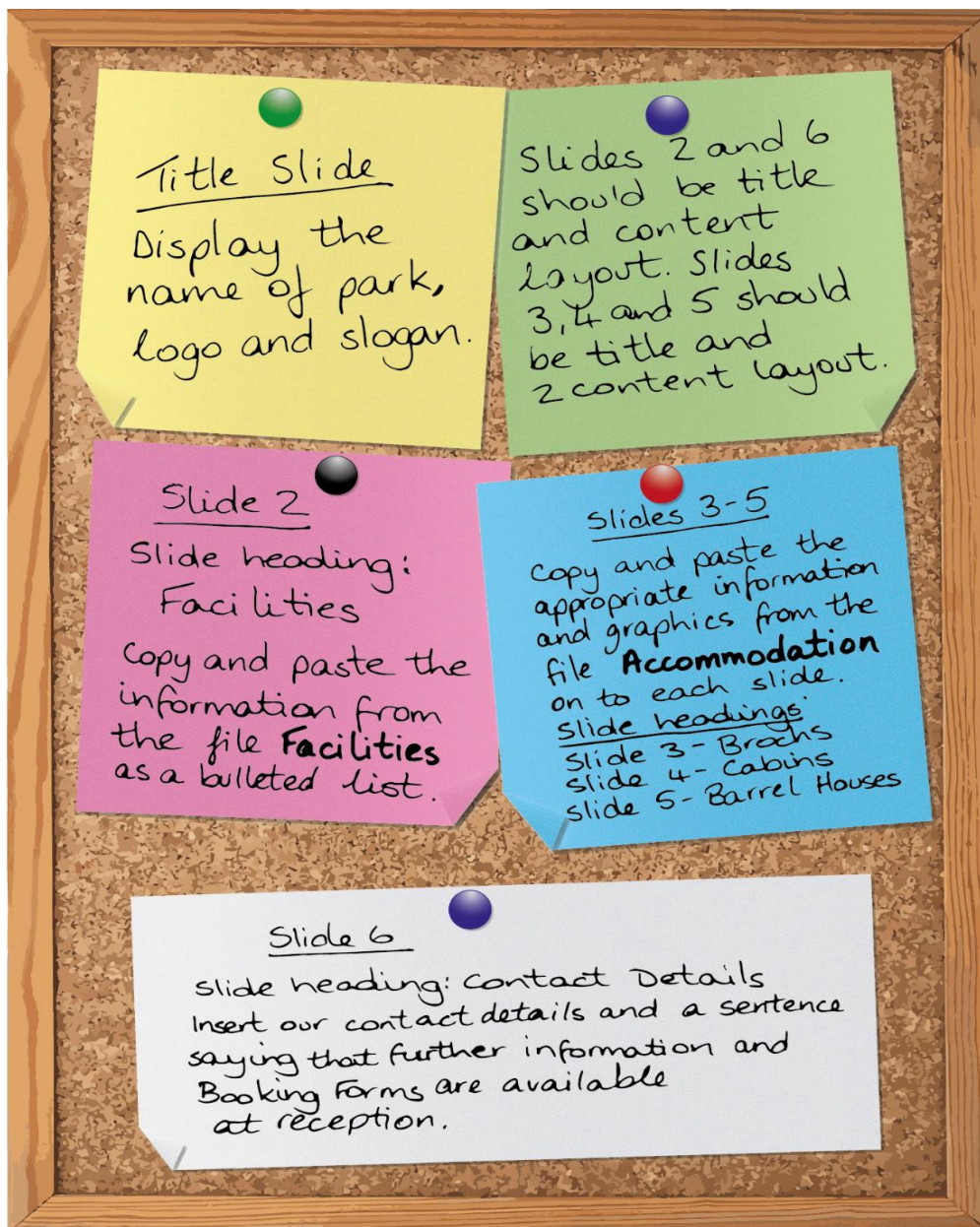
Task 1

A presentation will be shown at the Open Day. Create the presentation, using the files **Facilities** and **Accommodation** plus the information below.

Insert:

- a suitable design on every slide
- the slogan as a footer on every slide except the title slide
- action buttons on every slide

Print the presentation in handout format, 3 slides per page. Print the final slide as a full page slide.



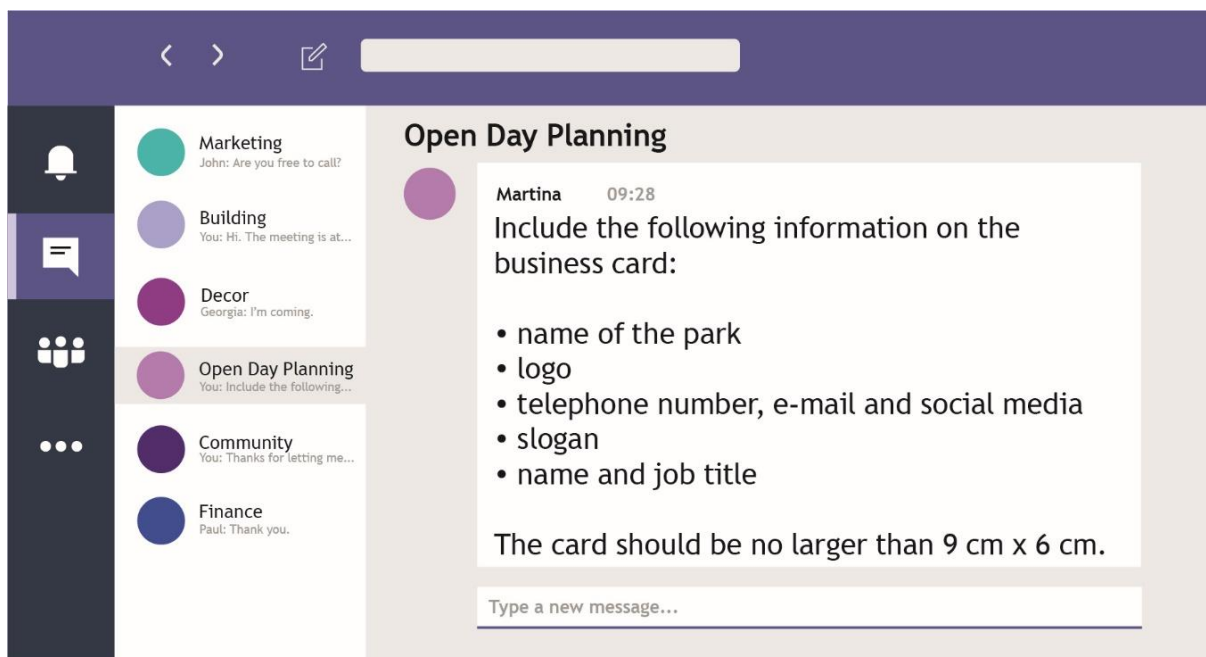
Task 2

Open the file **Greenbank Eco Park** and print a copy of the completed file.

Task 3

Create a business card for Martina to distribute at the Open Day. Use a variety of text formats and follow the instructions in the message below.

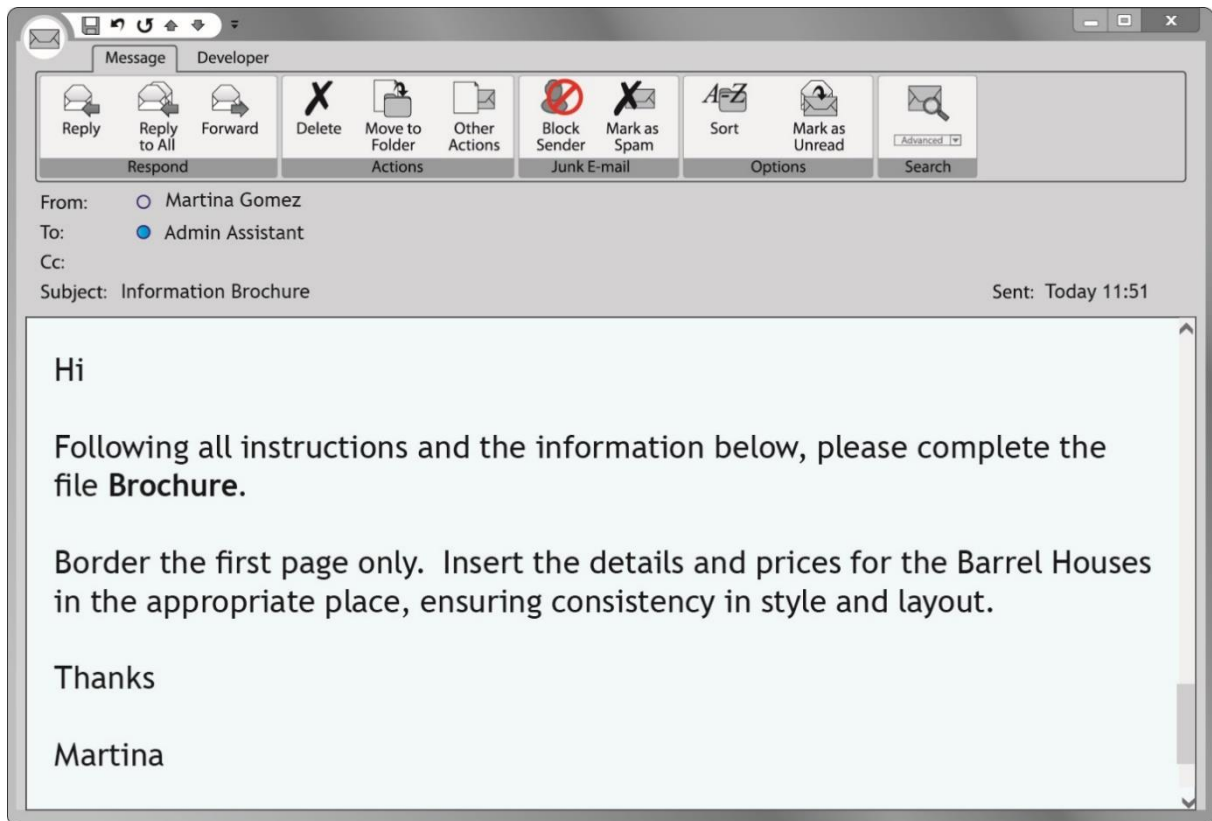
Print a copy of the business card.



Task 4

Martina has started to put together an information brochure showing the types of accommodation and prices.

Print a copy of the completed brochure as a 4-page booklet.

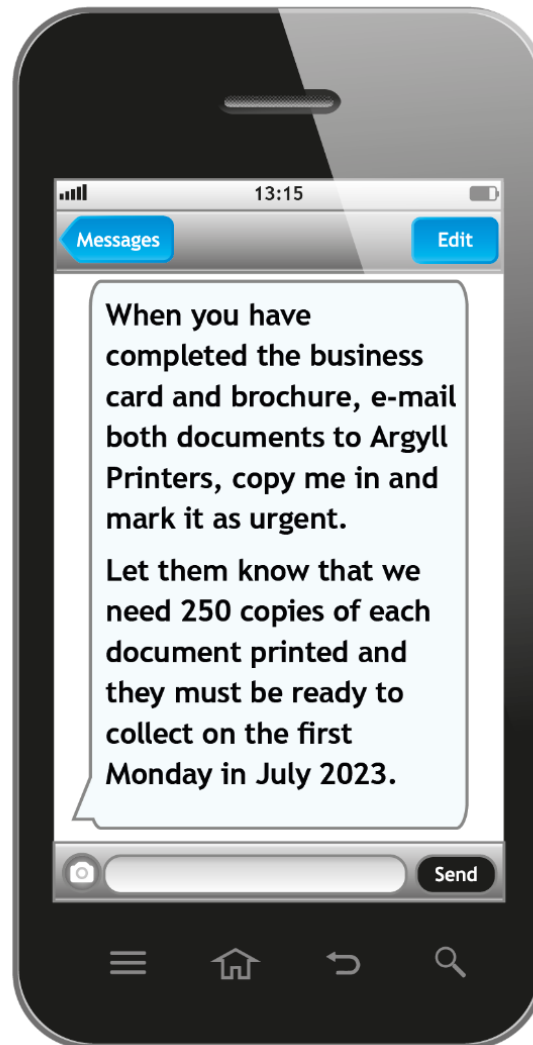


Barrel
Houses
Info

<i>Chaffinch</i>	<i>Sleeps 2</i>	<i>Kitchenette, double bed and bathroom.</i>	<i>Prices (per night): Low Season - £50 High Season - £70</i>
<i>Siskin</i>	<i>Sleeps 2-4</i>	<i>Kitchenette, double bed, 2 single bench beds and bathroom.</i>	<i>Prices (per night): Low Season - £60 High Season - £80</i>
<i>Woodpecker</i>	<i>Sleeps 2-4</i>	<i>Kitchenette, 4 single bench beds and bathroom.</i>	<i>Prices (per night): Low Season - £70 High Season - £90</i>

Task 5

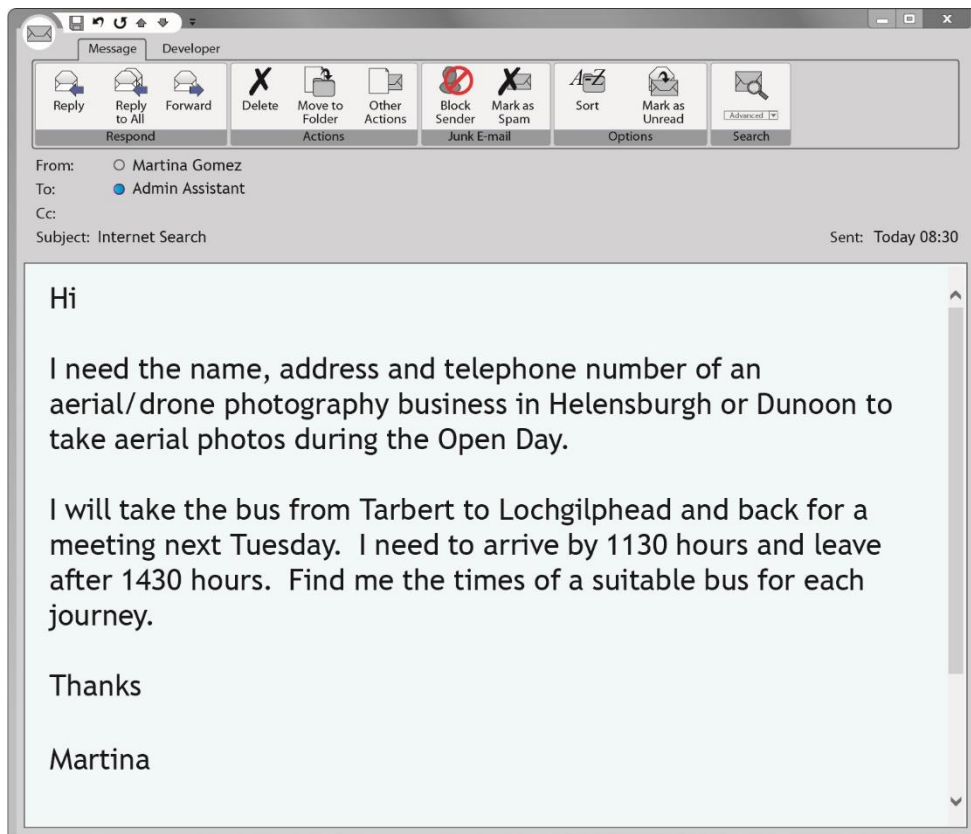
You have received the following text message from Martina. Use the information below and print evidence of sending.



Task 7

Access the internet to find the following information.

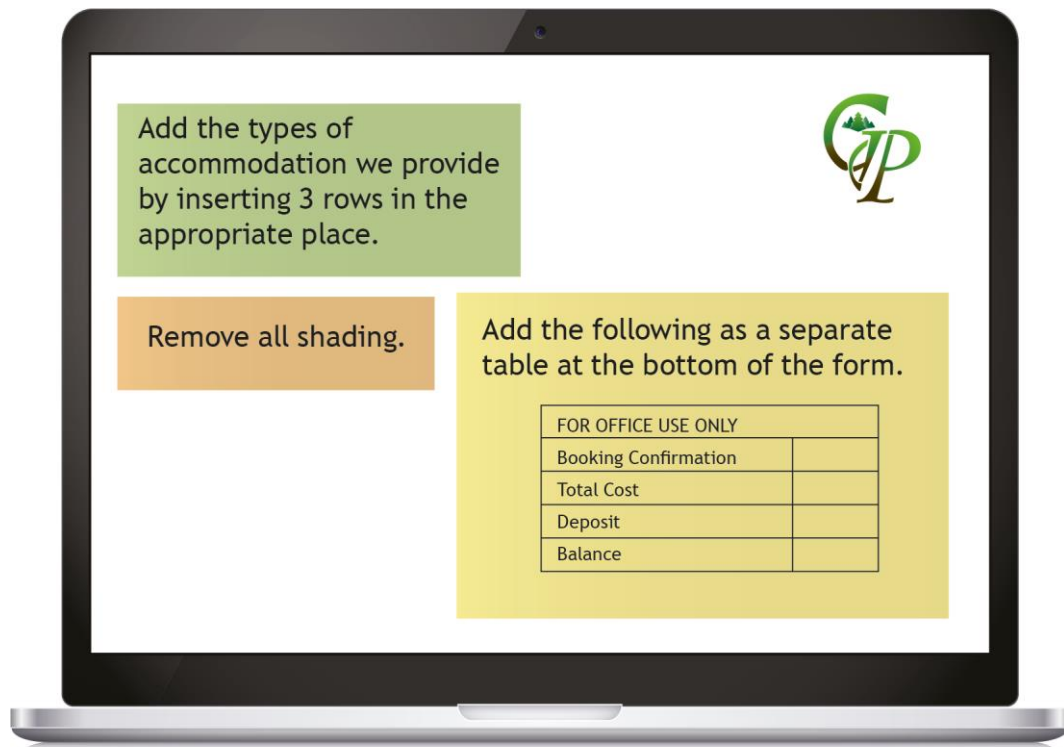
Print evidence from websites showing an aerial/drone photography business name, address and telephone number and bus times to and from the meeting.



Task 8

Update the file **Booking Form** by following all instructions and using the information below.

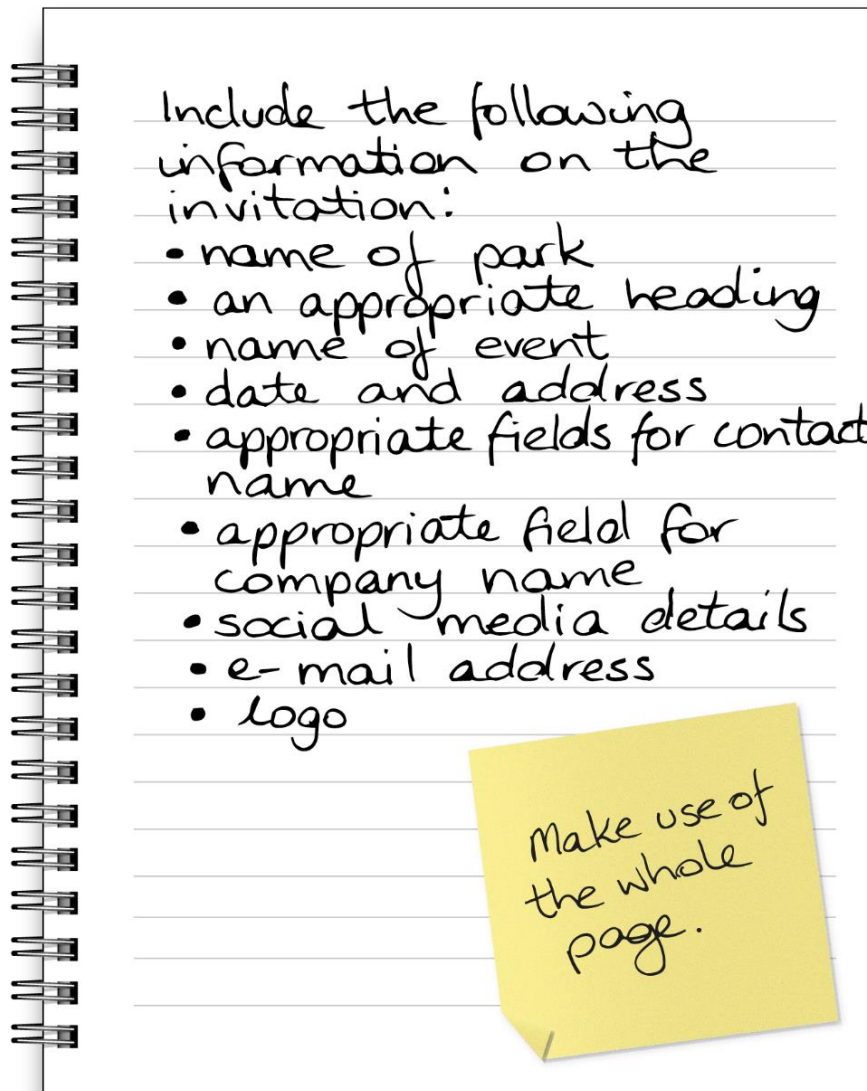
Print a copy of the completed file on one page.



Task 9

Special guests will be invited to our Open Day. Create an invitation using the information below, and mail merge using the file **Guests**. Use a variety of fonts and text formats.

Print a copy of the invitation on one page showing the merge fields, and a copy of a merged invitation.



Task 10

Open and complete the file **Press Release** by following all instructions and using the information below.

Print a copy of the completed file on one page.

Inside the decor is minimalist but stylish. Recycled/upcycled materials have been widely used, from the rugs on the floors to the blinds at the windows. Local artists and crafters have provided finishing touches such as paintings, ceramics and decorative ~~glasswork~~. ~~glassware~~

Change all margins to 5cm and justify the text.

Copyright acknowledgements

Page 4: Task 1 - Cork Board - piotr_pabijan/Shutterstock.com

Page 7: Task 5 - Mobile Phone - Hemanta Kumar Raval/Shutterstock.com

Administrative information

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History of changes

Version	Description of change	Date

Security and confidentiality

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