



Higher  
Coursework  
Assessment Task



# Higher Administration and IT Assignment Assessment task – Fife Flower Festival

Valid for session 2022-23 only.

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This edition: March 2023 (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

National Flower Shows are promoters of flower shows and festivals in Scotland, Wales and England. They provide administration and marketing assistance to organisers of local flower shows.

You work in the Scottish Regional office and your line manager is Reilly Duncan. One of the clients is Fife Flower Festival. They hold an annual flower show in St Andrews, and this year the dates are 16-18 June.

Reilly is going on holiday next week and needs you to deal with any requests from Fife Flower Festival, as well as your usual daily duties. This includes dealing with exhibitor and customer enquiries, creating promotional material and financial reporting.

You can use this to-do list and tick off each task as you complete it.

## To-do List

- Calculate wages

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- Complete guide for exhibitors

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- Complete presentation

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- Find suitable festivals and display results

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- Find the totals sales from the Fife Flower Festival

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Hi

Employee wages for the Fife Flower Festival need to be prepared. However, before these can be calculated, I need you to deal with a change to current pay rates.

Each position is to receive a pay rise based on the following criteria.

Basic Hourly Rate	Increase
£16 or more	4.5%
More than £13	6.5%
£13 or less	8%

Using the appropriate file and the information above, find the new basic hourly rate for each position. Print a value view and a formula view.

Using this information, calculate the gross pay for each employee. Print a value view and a formula view of this worksheet without comments. Omit the pay code from both printouts.

Last thing I need is an analysis of the breakdown of wage costs for each department. Print a value view and a formula view of this worksheet.

Thanks

Reilly

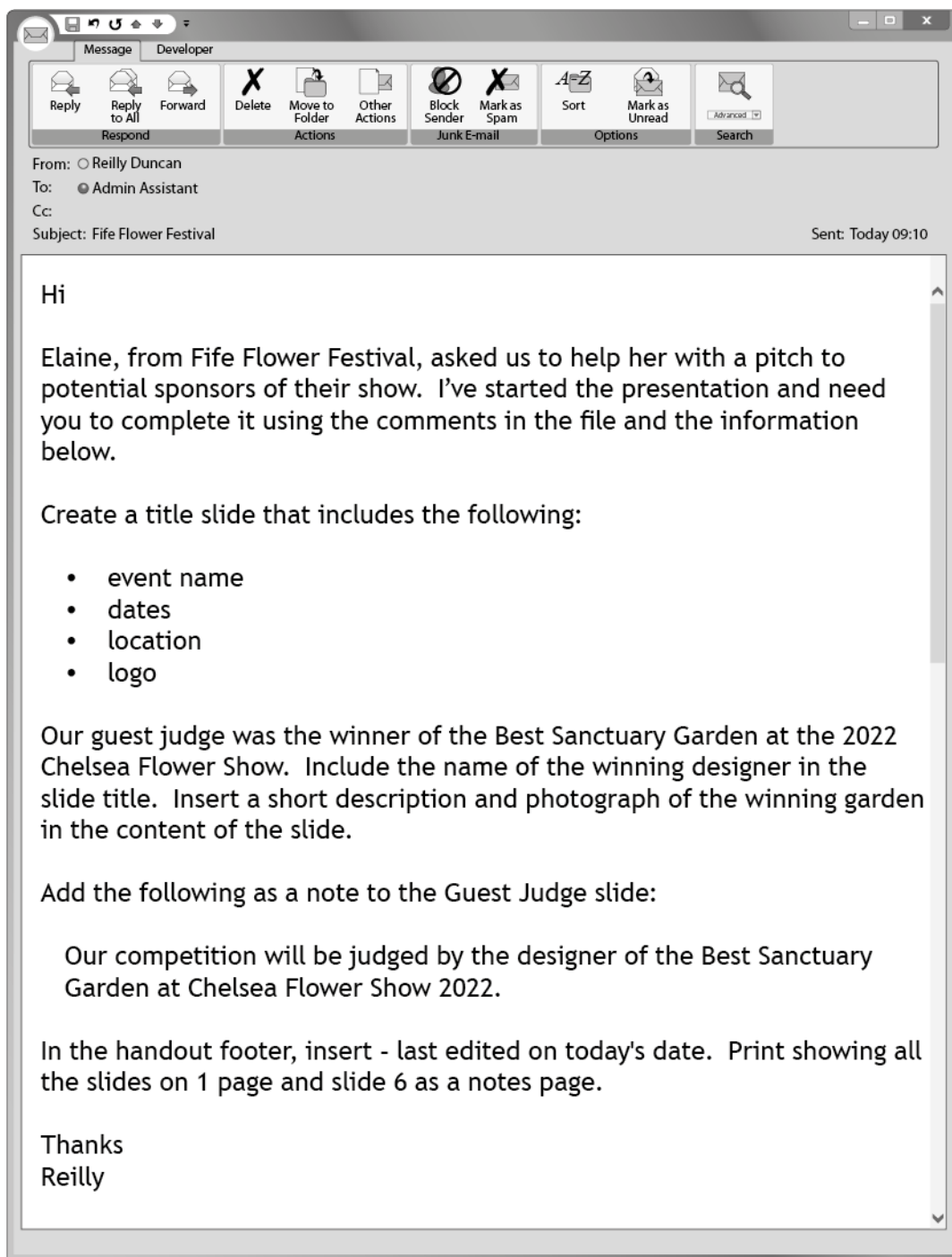
I have started to edit the information guide for exhibitors at the Fife Flower Festival. Using the information below and the comments in the file, prepare and print the document for checking.

- o The front page would benefit from being a little more attractive: place a border on this page, insert the logo and enhance all the Festival information.
- o I would like to make the document easier to use for exhibitors. Add a table of contents as the second page of the document. Make sure you include the subheadings in the document too and use double-line spacing for the whole table.
- o The details in the sticky note below are missing from the bulleted section on Health and Safety Regulations. Insert them in the appropriate location.
- o I forgot to add the following information in the general regulations section. Add it as a footnote at an appropriate point:

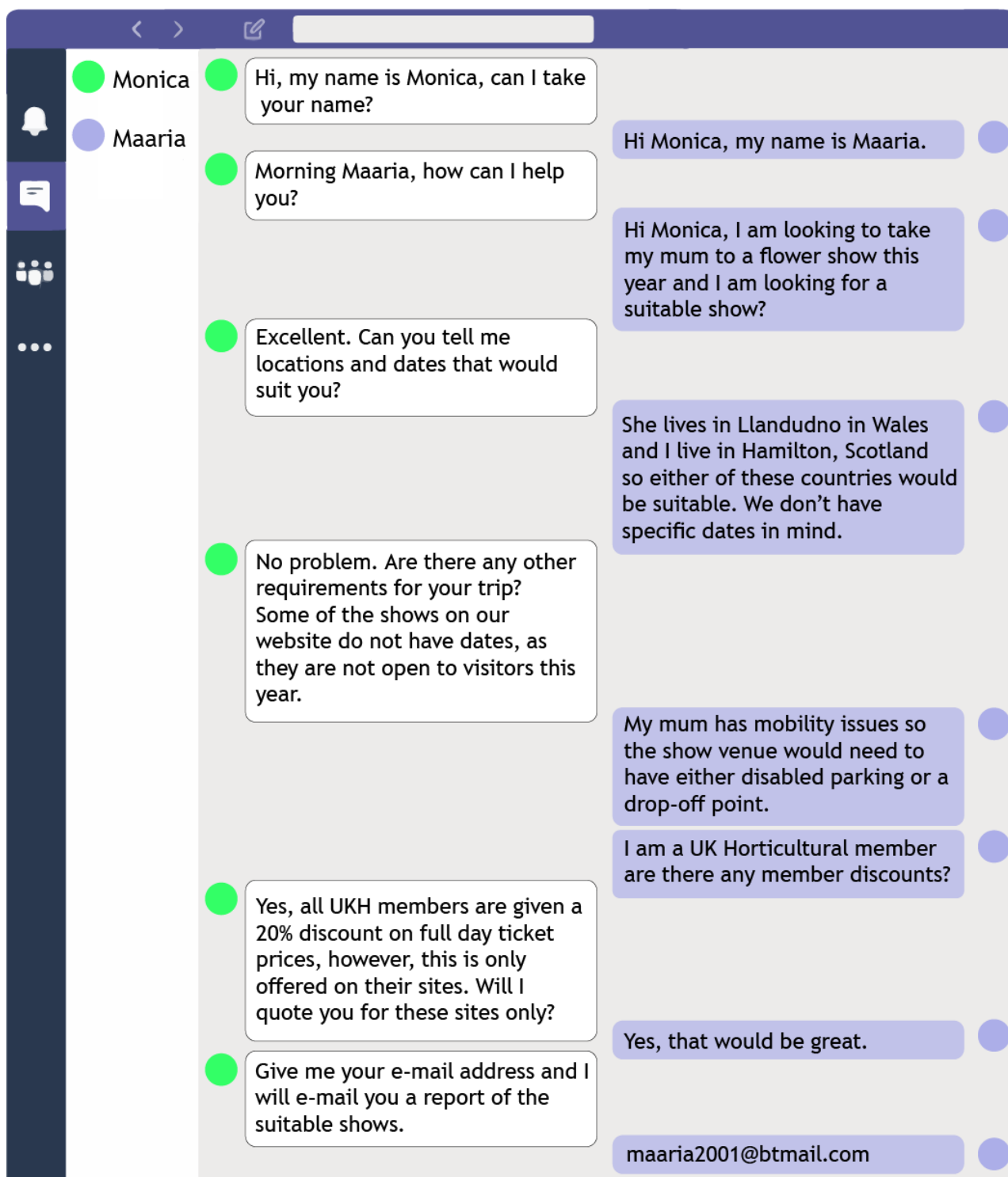
Exhibitors who wish to provide food or drink samples to visitors must seek permission from the Festival Manager.

- o Please insert page numbers, as a footer, on all pages except page 1.
- o Finally, in the header (but not on the first page):  
The festival name on all even pages  
The slogan - A flower can say it better - on all odd pages  
Both should be at the left-hand side.

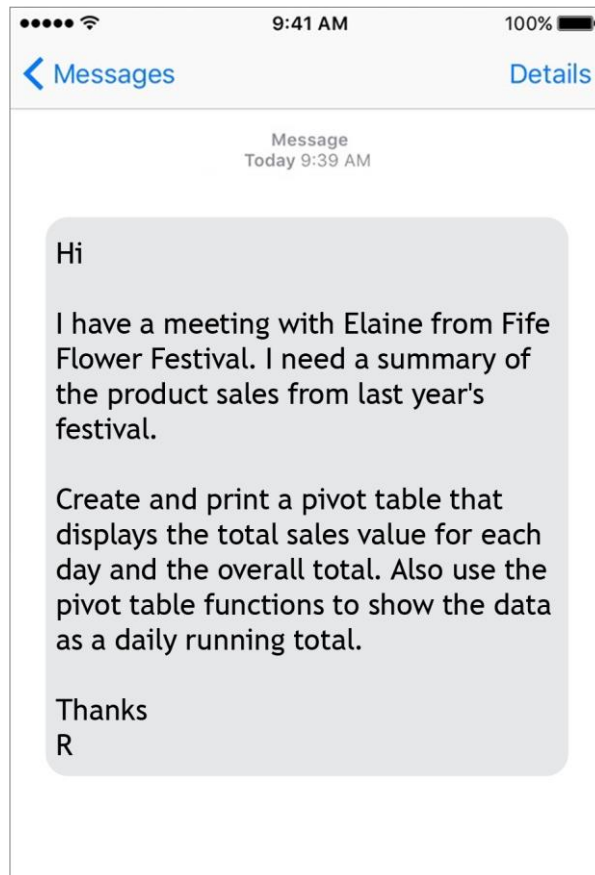
- o Harmful substances such as fibreglass, resins and paints which can cause damage to lungs, skin and/or eyes must be subject to a risk assessment prior to use in set-up and take-down.
- o All exhibitors will be expected to undertake a Fire Risk Assessment before attendance.
- o Any hazardous substances must be stored and transported under the COSHH regulations and any exhibitors who intend to have such substances on their exhibit must produce a risk assessment.



Your colleague, Monica has sent a copy of an online chat she had with a potential customer.



Can you find suitable festivals for Maaria? Print them as a report showing the festival name, location, country, dates and discounted price. You should group the information by country and sort it on festival name. Give the report an appropriate heading and insert the logo in the header.





# Copyright acknowledgements

## Assignment E-files

Image of Karl Vickers - Jacob Lund/Shutterstock.com

Logo - Alisa Ezidiaro/Shutterstock.com

Image of 'Nicola Moyes' - leungchopan/Shutterstock.com

Image of 'Shelly Grieve' - Max Topchii/Shutterstock.com

'Sponsor Presentation':

Champagne and lobster bar - MyTravelCurator/Shutterstock.com

Cafes, Food courts and picnic areas - stockcreations/Shutterstock.com

The Fairmount Lounge - TobinCStudio/Shutterstock.com

Asian garden - StudioSmart/Shutterstock.com

African garden - Steve Horsley/Shutterstock.com

English garden - fufu10/Shutterstock.com

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## Administrative information

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### History of changes

Version	Description of change	Date

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