

CENTRE GUIDE



Access to HE

Apprenticeships

Digital

Employability & Enterprise

English & Maths

ESOL

Personal & Social Development

Professional Development

Vocational

Standardisation Materials

Essential Digital Skills L1 Instructions and Mark Scheme

Task 4: Creating a job advertisement (11 marks)

Candidate instructions

Your manager has asked you to create a job advertisement that will be displayed on the company's website.

Download the files **LK Services** and **People**

Use a suitable IT application to create an advertisement that includes

- all of the information from the file, **LK Services**.
- the **People** image file.

a) Copy and paste all the text from the file, **LK Services**, into your document. (1 mark)

b) Adjust the top and bottom margins to **3cm**. (1 mark)

c) Insert the following text to the footer: **Recruitment V1**. (1 mark)

d) Organise the text into a suitable layout. You must use appropriate

- paragraphs
- line spacing
- subheadings.

(3 marks)

e) Insert the image file, **People**, into your document in a suitable position and resize appropriately. (2 marks)

f) Increase the saturation of the image. (1 mark)

g) Insert a text box at the bottom of your document with the following information: **To find out more, or apply, contact mary@lkservices.net** Choose a suitable fill colour for your text box. (2 marks)

Save the advertisement in your **Digital Skills, Recruitment** folder. Use the filename **Recruitment V1**.

Upload the file by clicking the Choose File button below.

Task 4: Mark scheme (11 marks)

<p>a) 1 mark for all text copied from the file LK Services (191 words)</p> <p>0 marks if some of the text is missing</p>	1
<p>b) 1 mark for adjusting the top and bottom margins to 3cm</p>	1
<p>c) 1 mark for Recruitment v1 added to the footer of the document (footer tool must be used – accept any position within footer)</p>	1
<p>d) 1 mark for each of the following used in the document layout (maximum of 3)</p> <ul style="list-style-type: none"> • paragraphs (a minimum of 2) • line spacing, e.g., Double line spacing. (Can be applied to any part of the document) • Subheadings (a minimum of 1, e.g. About us, Benefits, Qualities of staff, What we are looking for) 	3
<p>e) 1 mark for inserting the image People into the document in a suitable position, i.e., not overlapping text or hanging off page</p> <p>1 mark for mark for resizing the image appropriately to the rest of page. 0 marks if image is distorted</p>	2
<p>f) 1 mark for increasing the saturation levels of the image (award for higher than 100%)</p>	1
<p>g) 1 mark for inserting a text box at the bottom of the page with the following text 'To find out more, 2 or apply, contact mary@lkservices.net' (ignore spelling errors)</p> <p>0 marks if all text is not visible in text box</p> <p>1 mark for changing fill colour of text box 0 marks if text is not visible due to colour chosen</p>	2

Task 4: LK Services Text (191 words)

K Services- IT Apprentice Vacancy

Do you like working with computers and solving problems? Are you looking to start a career in IT? An apprenticeship could be for you! Apprenticeships provide on-the-job training, while you earn. They are open to all ages, whether you have just left school, or you are looking for a career change.

LK Services is known for its outstanding customer service and our values are at the heart of everything we do. We have been working in the service industry for nearly ten years and specialise in facilities management.

These are some of the qualities we look for when recruiting staff: Reliability- can you keep to deadlines or work shifts at short notice? Team player- Do you work well with colleagues and customers? Flexibility- Can you help out when needed? A cool head- Do you keep calm under pressure? Availability- Can you work shifts, including evenings and weekends? Whether you are starting out in the industry or have years of experience, we provide ongoing training to all our staff. We also have regular team building days and charity events. We are always looking for enthusiastic team players.

People image



Task 6: Mobile phone costs (12 marks)

Candidate instructions

You want to calculate the average amount spent on your mobile phone over the past year.
Download the file **Monthly Bill**.

- a) Enter all of the data from **Monthly Bill** into a new spreadsheet. (2 marks)
- b) There is an error in the amount for October. Update **25** to **25.89**. (1 mark)
- c) Format the spreadsheet so that
 - all the data is viewable onscreen
 - all numerical values are formatted to currency (£) with 2 decimal places
 - all column headings are bold.(3 marks)
- d) On your spreadsheet, calculate the **Average spend** from January-December. (1 mark)
- e) In the cell below **Average spend**, insert a row with the heading **Total**. (1 mark)
- f) Calculate the total spent from January - December. (1 mark)
- g) Create a suitable chart to show the amount spent each month. (1 mark)
- h) Add a suitable title and labels to your chart so it is easily understood. (2 marks)

Save the spreadsheet in your folder named **Mobile**. Use the filename **Mobile bill**.

Task 6: Mark scheme (12 marks)

<p>a) 2 marks for entering the data from the file, Monthly Bill, correctly.</p> <ul style="list-style-type: none"> • 1 mark if data is entered with up to 2 omissions or errors. • No marks if data entered contains 3 or more omissions or errors. If the candidate makes errors entering the data, they may still be awarded marks for formatting. • No marks deducted for spelling errors. 	2
<p>b) 1 mark for updating the amount for October from 25 to 25.89.</p>	1
<p>c) 1 mark for completing each of the following:</p> <ul style="list-style-type: none"> • All text can be seen – no truncation • Amount column has been changed to currency £ with 2dp • All column headings are bold 	3
<p>d) 1 mark for calculating the average spend per month, e.g. =AVERAGE(B4:B15) Accept =(SUM(B4:B15)/12). Answer is £31.46 Award for any other appropriate cell range giving accurate result</p>	1
<p>e) 1 mark inserting a row below average spend with the heading Total.</p>	1
<p>f) 1 mark for calculating Total amount spent, e.g. =SUM(B4:B15)</p> <ul style="list-style-type: none"> • Answer should be £377.53. Do not award if average row included in total formula. • Accept =B4+B5+B6.etc • Award formula marks if the value for October was not changed from original. • Award for any other appropriate cell range giving accurate result 	1
<p>g) 1 mark for creating a bar chart or line graph with the correct information, i.e., total and average not included. (12 bars/points only)</p>	1
<p>h) 1 mark for adding suitable title, e.g., Mobile Phone Bill</p> <p>1 mark for adding suitable axes labels, e.g., Month/Amount</p>	2

Task 6: Example answer

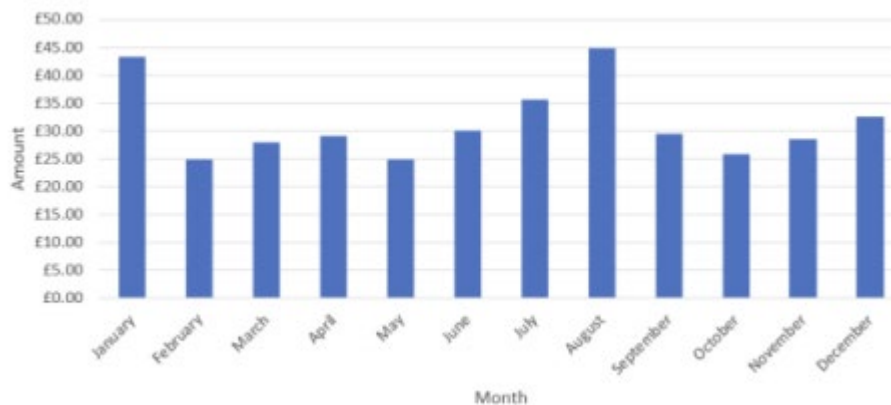
	A	B
1	Mobile Phone Bill	
2	MONTH	AMOUNT
3		
4	January	£43.26
5	February	£25.00
6	March	£27.89
7	April	£29.07
8	May	£25.00
9	June	£30.12
10	July	£35.64
11	August	£44.94
12	September	£29.51
13	October	£25.89
14	November	£28.61
15	December	£32.60
16	Average Spend	£31.46
17	Total	£377.53

	A	B
1	Mobile Phone Bill	
2	MONTH	AMOUNT
3		
4	January	43.26
5	February	25
6	March	27.89
7	April	29.07
8	May	25
9	June	30.12
10	July	35.64
11	August	44.94
12	September	29.51
13	October	25.89
14	November	28.61
15	December	32.6
16	Average Spend	=AVERAGE(B4:B15)
17	Total	=SUM(B4:B15)

MOBILE PHONE BILL



Mobile phone bill





gateway
qualifications

Charity Registration No. 114282
Registered in England Company No. 5502449

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