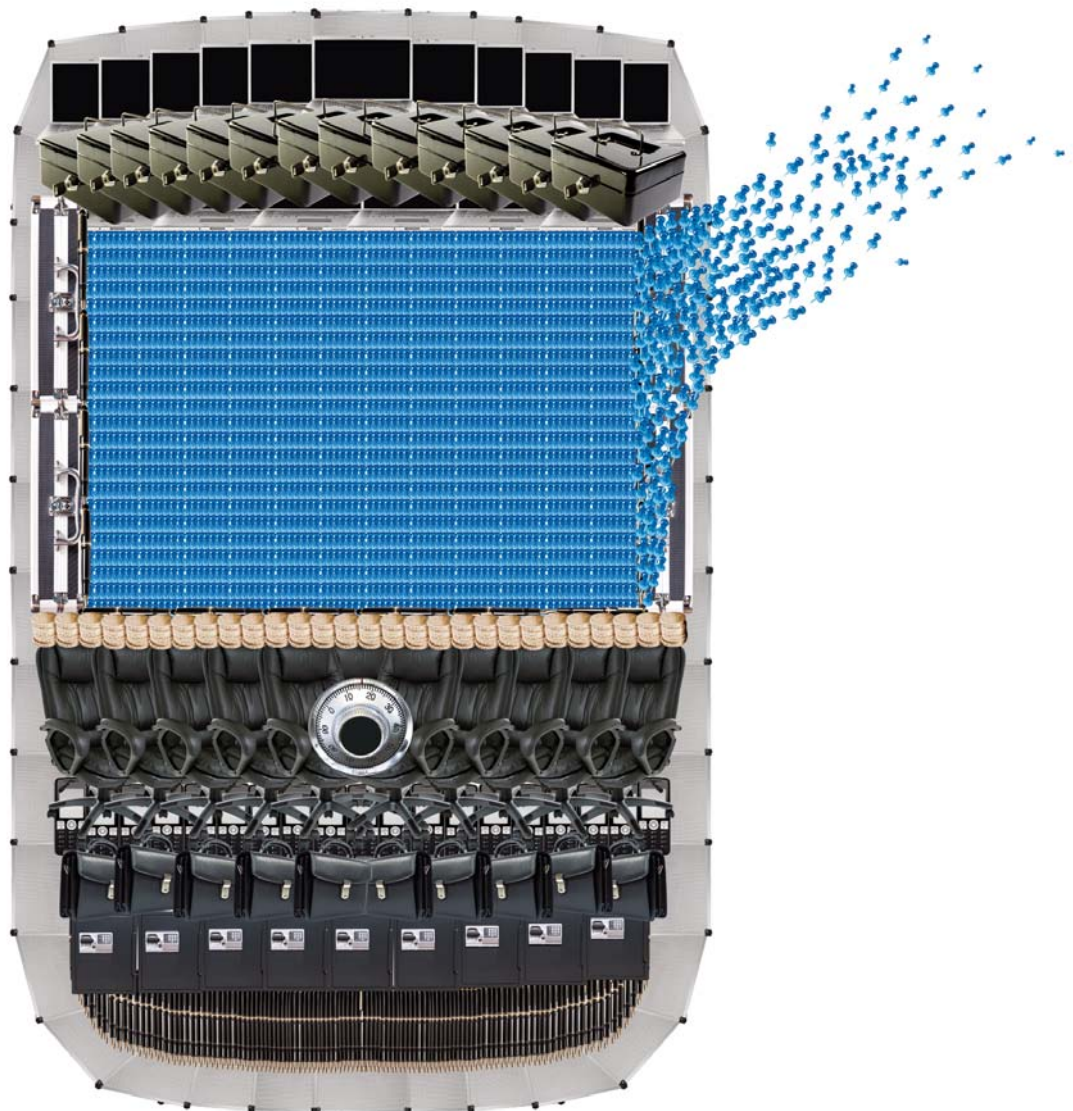


TEACHERS' NOTES

UNIT 2 - BUSINESS ADMINISTRATION



Business, Administration and Finance BAF1U2/TN

Unit 2 Business administration

Teachers' Notes

Confidential

Open on receipt

TEACHERS' NOTES AND CD-ROM FOR PAPER BAF1U2

These instructions **MUST** be given immediately to the person responsible for the Diploma in Business, Administration and Finance paper BAF1U2.

This document contains material which must be prepared prior to the Controlled Assignment.

INSTRUCTIONS TO THE EXAMINATIONS OFFICER

It is the responsibility of the Examinations Officer to ensure that the information contained in these instructions is given **immediately** to the person responsible for the Diploma in Business, Administration and Finance paper BAF1U2.

The Teachers' Notes and CD-ROM are strictly confidential and must be kept under secure conditions by the Examinations Officer or by the particular supervisor to whom they are entrusted. They should be given to the Invigilator for the duration of the Controlled Assignment and afterwards returned to the Examinations Officer.

Additional copies of the Teachers' Notes and CD-ROM cannot be supplied by AQA/City & Guilds.

Centres must ensure that candidates are unable to obtain access to the internet during the course of the Controlled Assignment.

At the end of the Controlled Assignment, please instruct candidates to hand in both the stationery folder containing the worked tasks in numerical **task order** and the Controlled Assignment paper.

The stationery folders containing the worked tasks should be sent to the examiner once all sittings have been held.

CONFIDENTIAL INSTRUCTIONS TO THE PERSON RESPONSIBLE FOR THE DIPLOMA IN BUSINESS, ADMINISTRATION AND FINANCE EXAMINATION

1. It is the responsibility of nominated persons to ensure that appropriate preparations are made for the Diploma in Business, Administration and Finance.
2. Suitably qualified persons are to be nominated by Heads of Centres to conduct the Controlled Assignment. The instructions and the details of materials contained in this document are for the use of nominated persons and are *strictly confidential*. Once the materials have been prepared, they must be kept securely until the time of the Controlled Assignment.
3. The Controlled Assignment will contain four to seven tasks and candidates will be required to attempt **all** tasks in any one paper. Suitable equipment must be provided to enable each candidate to work independently, and arrangements must be made for suitable equipment to be available to ensure that a candidate does not lose time in the event of a failure of equipment.
4. Any equipment failures should be reported to the examiner in the space provided on the stationery folder supplied by AQA/City & Guilds for the return of each candidate's work.
5. The files in this document must be supplied ready for use by the candidates. These files can be either manually keyed or copied from the CD-ROM.
6. When you place the CD-ROM into your computer, it will display all the files which can be copied and pasted.

All fonts are in Arial, font size 11, unless otherwise stated. You may change this to the standard font used at your centre, if necessary, except where specific font types and/or sizes are given.

Once you have copied and pasted all the files, check each file for accuracy against the Teachers' Notes. You should also check that you have not duplicated any files.

7. If you have manually keyed the files, a hard copy of your original files (tutor's copy) **must** be forwarded to the examiner with the candidates' scripts. Files must be keyed **exactly** as they appear in this document.
8. AQA/City & Guilds will provide a stationery folder, for each candidate to use for the return of the worked tasks, and plain A4 paper. The centre must provide all other materials.
9. Where centres hold more than one session for the Controlled Assignment, the person responsible should ensure that all equipment is returned to the same state as that for the first group of candidates. No candidate's work should be stored in such a way that it can be retrieved by any subsequent candidate using the equipment.
10. For centres where candidates will be using single-station computer equipment, the person responsible should ensure that candidates are each provided with a copy of the prepared disk. To avoid possible confusion and to ensure the authenticity of each candidate's work, each disk should be labelled with the candidate's name and candidate's number. A hard copy of the work should be printed and sent to the AQA/City & Guilds' examiner. Please do **not** send disks to the examiners.
11. For centres where candidates will be using workstations which are grouped or networked, each candidate should be allocated a **separate file** containing the prepared material which can be accessed only by the candidate allocated that file.

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12. Candidates, ideally, should be able to print a hard copy of the worked tasks during the course of the Controlled Assignment. However, AQA/City & Guilds recognises that this may not be possible in some centres where a printer may be linked to more than one workstation. The person responsible may print a hard copy of each candidate's work after the test has finished and the candidates have left the room, or supervise candidates printing their own work. No alterations to the candidates' work can be made at this stage. Where the printing of several candidates' work is queued in a print buffer, the person responsible should ensure that the printer is adjusted to position each new sheet of paper correctly.
 13. The person responsible should check that each candidate has placed the centre number and his/her candidate number on each task, **either as a header, footer or handwritten**. If these have been omitted, the person responsible should write these numbers on the worked tasks.
 14. If tractor-fed paper is used, then centres must provide paper which is of A4 size. The perforations should be removed before the worked tasks are forwarded to the examiner.
 15. **At the end of the Controlled Assignment, all candidates must hand in their copies of the Controlled Assignment paper. These papers must be stored under secure conditions until all sittings have been completed.**

CENTRES THAT ARE UNABLE TO USE THE CD-ROM PROVIDED

Files for **Tasks One to Five** have to be keyed in, in advance, by the persons responsible. Pages 4 – 9 contain the material for these Tasks. **THIS MATERIAL AND ITS LAYOUT MUST BE FOLLOWED EXACTLY, ALTHOUGH LINE ENDINGS MAY DIFFER.**

After keying in the material, it should be double-checked to ensure that it is correct.

Files must be prepared in such a way that each candidate has an identical copy which has not been used and cannot be accessed by any other candidate.

Please ensure that candidates complete all the sections on the front cover of their stationery folders, and that the details of the computer hardware and software are correct.

IF YOU HAVE NOT USED THE CD-ROM PLEASE SUBMIT HARD COPIES OF YOUR ORIGINAL FILES (TUTOR'S COPY) FOR TASKS ONE, TWO, THREE, FOUR AND FIVE WITH YOUR CANDIDATES' SCRIPTS.

Material for Task One**FILE NAME: TO DO LIST**

Set up a word processing file called **TO DO LIST** which contains the following data.

Task	Time in minutes	Order for completion	Reason
Book a return train ticket to Manchester for tomorrow for xxxxxxxx			
Contact Aerial Extreme to ask if they are putting on a high wire course next month			
Telephone Safety First to arrange for the alarm to be mended	15	1	The building will not be secure unless the alarm is mended and it might take the workman some time to get here.

Material for Task Two

FILE NAME: GUIDANCE

Set up a word processing file called **GUIDANCE** which contains the following data.

GUIDANCE FOR SAFE WORKING PRACTICES

Material for Task Three**FILE NAME: HEALTH AND SAFETY FORM**Set up a word processing file called **HEALTH AND SAFETY FORM** which contains the following data.

Health and Safety hazard identification form

Area assessed: Manchester Office


Date: 2009

Name: Emma Newman

Hazard identified	Nature of risk	Recommended action
Inadequate lighting in the reception area		Install additional lighting in darker areas or areas of high risk
Liquid near electrical appliances or cables in the main office	Risk of electric shock to people using equipment	
Slippery floor in reception area	Risk of injury to staff and visitors due to fall, especially if conditions are wet	

Material for Task Five (a)**FILE NAME: ELECTRONIC BOOKING FORM**

Set up a word processing file called **ELECTRONIC BOOKING FORM** which contains the following data.

		JumpShip! Stunt Action Training Academy Event Booking Form	
Name of event		Stunt Action Workshop	
Date of event (DD/MM/YYYY)		<input type="text"/>	<input type="text"/> / <input type="text"/>
Number of places requested		1	
Contact name		Emma Newton	
Name of attendee		<input type="text"/>	
Attendee's address			
Number and street		<input type="text"/>	
City / Town		<input type="text"/>	
County		<input type="text"/>	
Postcode		<input type="text"/>	
Instructions: Once complete, please post or fax to JumpShip! at 151-153 Longstaff Avenue Woodford Derby DE3 7HS Fax 01332 887213			

Material for Task Five (e)

FILE NAME: LETTERHEAD

Set up a word processing file called **LETTERHEAD** which contains the following data.



256 Long Lane, London, N16 2NN
Tel: 020 8552 9886 Fax: 020 8552 6562 Email: enquiries@enacting.co.uk

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