

Candidate 1 evidence

Question 1a

Task 1a

Milan Database showing models at La Belle Agency

NAME	DOB	CONTACT TITLE	CONTACT FIRST NAME	CONTACT SURNAME	E-MAIL	TEL NO
Piero	23/04/1998	Miss	Georgia	Lang	labelle.georgia@gmail.co.uk	07856129054
Ute	17/12/1990	Miss	Georgia	Lang	labelle.georgia@gmail.co.uk	07856129054
Davide	11/01/1988	Miss	Georgia	Lang	labelle.georgia@gmail.co.uk	07856129054
Yvonne	09/09/1991	Mr	Finn	Kellet	labelle.finn@gmail.co.uk	07617740916
Mhairi	01/12/1989	Mr	Finn	Kellet	labelle.finn@gmail.co.uk	07617740916

Question 1b

Task 1b

MODELS INFORMATION

NAME	Flora
DOB	21/10/1996
GENDER	F
CATEGORY	Beauty
CONTACT REF NO	1012
AGENCY NAME	Tempest Models
CONTACT TITLE	Ms
CONTACT FIRST NAME	Alyssa
CONTACT SURNAME	Cho
E-MAIL	cho.a@tempest.co.uk

Question 1d

Task 1d

NAME	DOB	AGENCY NAME
Imogen	04/04/1990	Capital Models
Mac	23/02/1992	Capital Models
Kayden	05/03/1990	Tempest Models
Helena	03/08/1990	Tempest Models
Ute	17/12/1990	La Belle
Yvonne	09/09/1991	La Belle
Mhairi	01/12/1989	La Belle
Davide	11/01/1988	La Belle
Connor	09/04/1990	Capital Models
Anita	23/06/1991	Capital Models
Leo	25/05/1990	Tempest Models
Daisy	30/11/1993	Tempest Models

Database showing models born in 1993 or before

Question 2a (i)

Task 2a(i)

PRICE LIST			
			Price
Menu A	<i>Starter</i>	Mussels cooked in onion and garlic	€ 5.95
	<i>Main</i>	Carved roast gigot of lamb	€ 18.75
	<i>Dessert</i>	Chocolate fudge cake	€ 4.60
TOTAL			€ 29.30
Menu B	<i>Starter</i>	Minestrone soup	€ 5.25
	<i>Main</i>	Escalope of chicken and pancetta	€ 14.95
	<i>Dessert</i>	Panna cotta	€ 5.00
TOTAL			€ 25.20
Menu C	<i>Starter</i>	Roast peppers, mushrooms and tomatoes (V)	€ 4.80
	<i>Main</i>	Pasta filled with spinach and ricotta cheese (V)	€ 13.50
	<i>Dessert</i>	Tiramisu	€ 5.50
TOTAL			€ 23.80
Canapes		per person	€ 2.00
Champagne		per bottle	€ 70.00
Other Drinks		per person	€ 6.50
V = vegetarian			

Task 2a(i)

	A	B	C	D
1	PRICE LIST			
2				Price
3	Menu A	<i>Starter</i>	Mussels cooked in onion and garlic	5.95
4		<i>Main</i>	Carved roast gigot of lamb	18.75
5		<i>Dessert</i>	Chocolate fudge cake	4.6
6	TOTAL			=SUM(D3:D5)
7	Menu B	<i>Starter</i>	Minestrone soup	5.25
8		<i>Main</i>	Escalope of chicken and pancetta	14.95
9		<i>Dessert</i>	Panna cotta	5
10	TOTAL			=SUM(D7:D9)
11	Menu C	<i>Starter</i>	Roast peppers, mushrooms and tomatoes (V)	4.8
12		<i>Main</i>	Pasta filled with spinach and ricotta cheese (V)	13.5
13		<i>Dessert</i>	Tiramisu	5.5
14	TOTAL			=SUM(D11:D13)
15	Canapes		per person	2
16	Champagne		per bottle	70
17	Other Drinks		per person	6.5
18				
19	V = vegetarian			

Question 2a (ii)

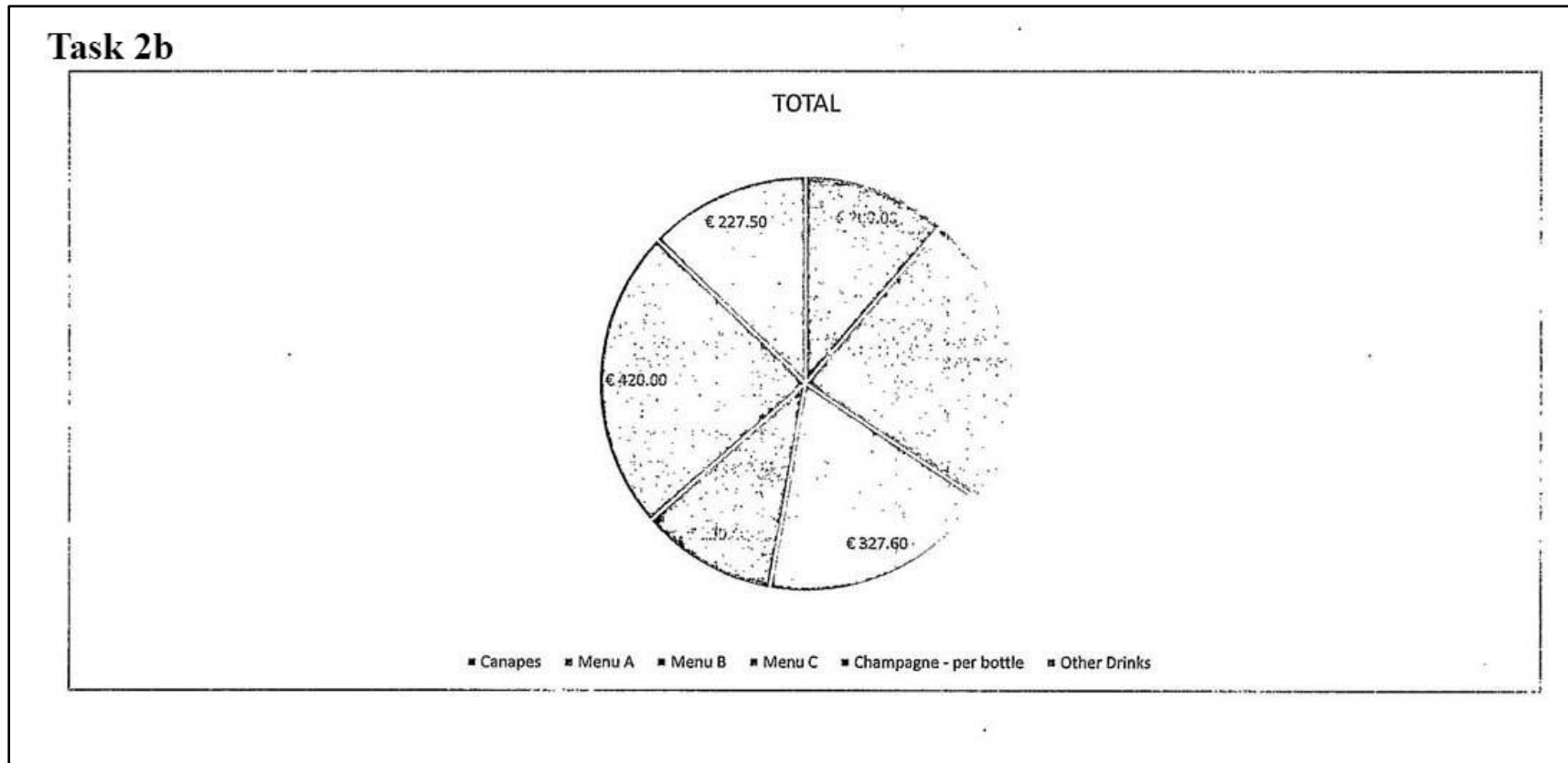
Task 2a(ii)

Milan Catering			
ORDER FORM			
TO:		By Balor, 11 Park Avenue, Stirling, FK8 2QR	
ITEM	QUANTITY	COST	TOTAL
Canapes	100	€ 2.00	€ 200.00
Menu A	14	€ 29.30	€ 410.20
Menu B	13	€ 25.20	€ 327.60
Menu C	8	€ 23.80	€ 190.40
Champagne - per bottle	6	€ 70.00	€ 420.00
Other Drinks	35	€ 6.50	€ 227.50
Total Cost			€ 1,775.70
Discount Amount			€ 88.79
Sub Total			€ 1,686.92
VAT			€ 168.69
Total Due			€ 1,855.61
VAT	10%		

Task 2a(ii)

	A	B	C	D
1	Milan Catering			
2	ORDER FORM			
3	TO:		By Balor, 11 Park Avenue, Stirling, FK8 2QR	
4	ITEM	QUANTITY	COST	TOTAL
5	Canapes	100	=Price List!D15	=B5*C5
6	Menu A	14	=TotalA	=B6*C6
7	Menu B	13	=TotalB	=B7*C7
8	Menu C	8	=TotalC	=B8*C8
9	Champagne - per bottle	6	=Price List!D16	=B9*C9
10	Other Drinks	35	=Price List!D17	=B10*C10
11	Total Cost			=SUM(D5:D10)
12	Discount Amount			=IF(D11>= 1500,5%*D11,2%*D11)
13	Sub Total			=D11-D12
14	VAT			=\$B\$17*D13
15	Total Due			=D13+D14
16				
17	VAT	0.1		

Question 2b



Question 3

MILAN PROCEDURES	
Part A	
Health and Safety at Work Act	
1	Employees must take responsibility for their own safety.
2	Employees must take responsibility for others safety.
3	Wires must be kept out of the way of employees as it is a tripping hazard.
Health and Safety - Fire Precautions	
1	Fire proof doors must be kept shut at all times.
2	The company must keep a record of everyone who is in the building.
3	The company must provide fire extinguishers throughout the building.

Part B	
•	Provide a visitors log so the company knows who has come in and out of the building.
•	Have a reception so people cannot just walk into the building.
•	Provide ID badges so you know who works in the company.
•	Doors automatically lock at a certain point so people cannot just walk in without the reception knowing who it is.
•	Provide CCTV so you can see if anyone suspicious is in the building.