

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)

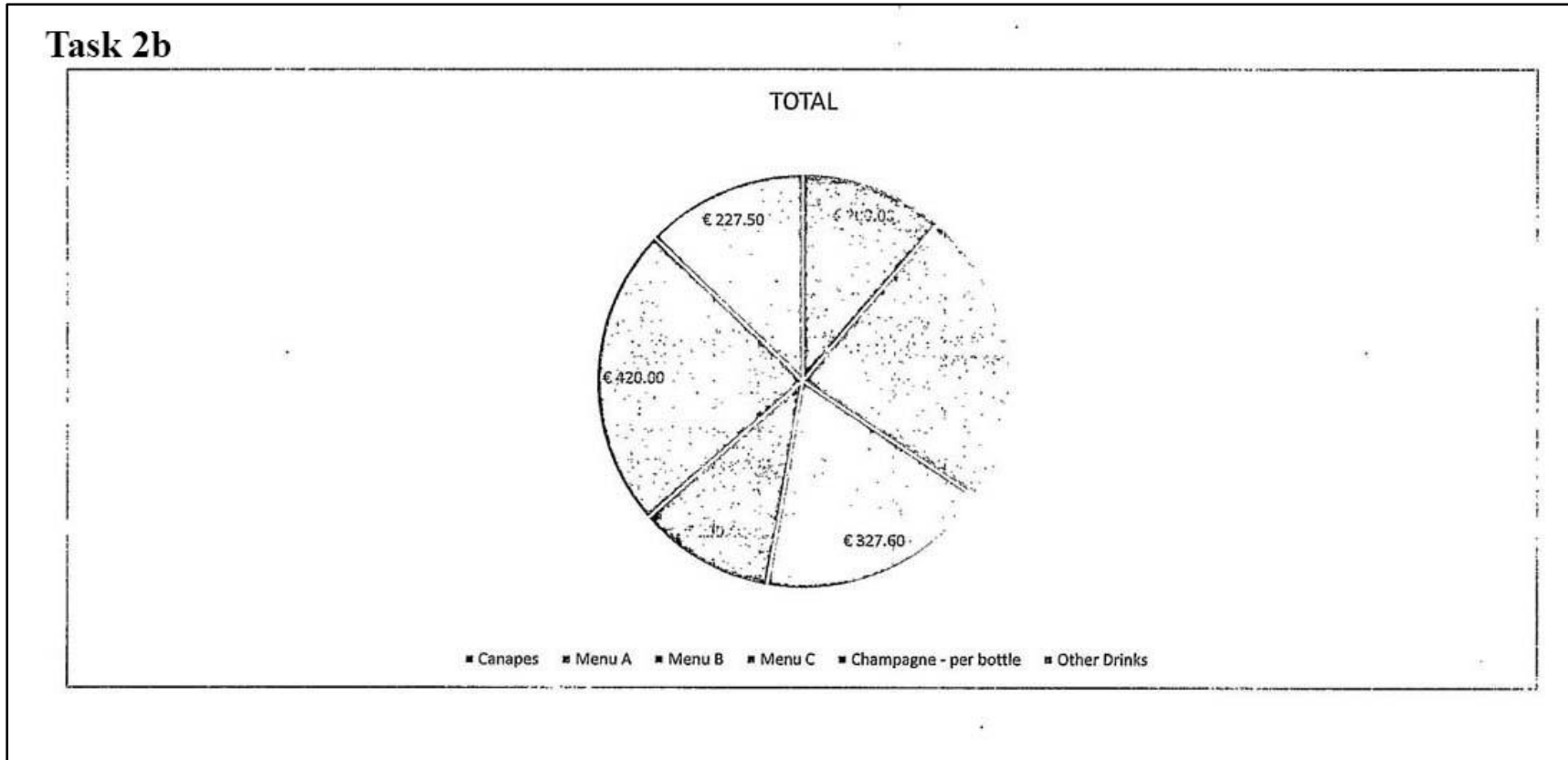
Task 2a(ii)

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.

Commentary on candidate 1 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **2 marks**

Award

1C – criteria – La Belle

1P – print correct fields

Do Not Award

0D – date field format not changed

0K – incorrect spelling of Laing

Question 1b – Database Form

The candidate was awarded **1 mark**

Award

1F – selected fields present and visible

Do Not Award

0H – keyboarding error – Models

0K – no evidence of Nuala's information

0S – Flora's record, should be Nuala's

Question 1d – Database Report

The candidate was awarded **0 marks**

Do Not Award

0H – no heading

0L – no logo

0C – search results do not match exemplars provided in marking instructions

0C – search results do not match exemplars provided in marking instructions

0S – double sort not applied

0P – not in report format

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **1 mark**

Award

1F – formula to calculate first total cost

Do Not Award

OF – third formula truncated

Question 2a(ii) – Spreadsheet Order Form

The candidate was awarded **11 marks**

Award

1C – centre both headings

1K – keyboarding, quantities

1FM – format cells – euros and consistent font size

Do Not Award

OTF – total due not increased in size, emboldened or bordered

Formula view

Award

1F – cost formula

1N – named cells

1F – total formula

1R – replicate total formula

1F – total cost formula

1F – sub-total formula

1F – VAT formula

1F – total due formula

Do Not Award

OF – discount amount formula – greater than or equal to used instead of greater than

OP – formula in shaded cells – 2a(i)

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

1CH – create pie chart using correct data

1P – print chart on a separate sheet

Do Not Award

OH – Finale Dinner not included in heading

0%L – percentages and labels not included at segments

Question 3 - Theory

The candidate was awarded **7 marks**

PART A

Award

1T for the third response about Health and Safety at Work Act

1T for the third about Fire Precautions

Do Not Award

Health and Safety at Work Act

OT – first response – employee responsibility not employer
OT – second response – employee responsibility not employer
Fire Precautions
OT – first response – incorrect response
OT – second response – incorrect response – not a legal requirement

PART B

Award all 5 responses

Candidate 2 evidence

Question 1a

NAME	DOB	CONTACT FIRST NAME	CONTACT SURNAME	E-MAIL	TEL NO
Piero	23-Apr-98	Carla	Quincy	labelle.carla@gmail.co.uk	07699754308
Ute	17-Dec-90	Carla	Quincy	labelle.carla@gmail.co.uk	07699754308
Davide	11-Jan-88	Carla	Quincy	labelle.carla@gmail.co.uk	07699754308
Yvonne	09-Sep-91	Finn	Kellet	labelle.finn@gmail.co.uk	07617740916
Mhairi	01-Dec-89	Finn	Kellet	labelle.finn@gmail.co.uk	07617740916

Question 1b

Model Information

NAME	Nuala
DOB	16-Oct-95
GENDER	F
CATEGORY	Catwalk
CONTACT REF NO	1012
AGENCY NAME	Tempest Models
CONTACT FIRST NAME	Alyssa
CONTACT SURNAME	Cho
E-MAIL	cho.a@tempest.co.uk

Question 1c

Capital Models 2 Canning Street Edinburgh EH3 8EG 1043 Emily Harcourt emily@capitalmodels.co.uk07734580925	Capital Models 2 Canning Street Edinburgh EH3 8EG 1042 Anya Vronsky anya@capitalmodels.co.uk07765208415
Capital Models 2 Canning Street Edinburgh EH3 8EG 1041 Daniel Pearson daniel@capitalmodels.co.uk07825709443	DP Model Agency 130 Southampton Row London WC1B 5AF 1026 Fabio De Silva fabio.dpma@live.co.uk07747629151
DP Model Agency 130 Southampton Row London WC1B 5AF 1022 Rena Campbell rena.dpma@live.co.uk07776983021	La Belle 40 Laystall Street Manchester M1 2JZ 1038 Finn Kellet labelle.finn@gmail.co.uk07617740916

Question 1d

MODELS FOR GRAZIELLA PHOTOSHOOT		
NAME	DOB	AGENCY NAME
Anita	23-Jun-91	Capital Models
Connor	09-Apr-90	Capital Models
Imogen	04-Apr-90	Capital Models
Mac	23-Feb-92	Capital Models
Davide	11-Jan-88	La Belle
Mhairi	01-Dec-89	La Belle
Ute	17-Dec-90	La Belle
Yvonne	09-Sep-91	La Belle
Helena	03-Aug-90	Tempest Models
Kayden	05-Mar-90	Tempest Models
Leo	25-May-90	Tempest Models

Question 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			

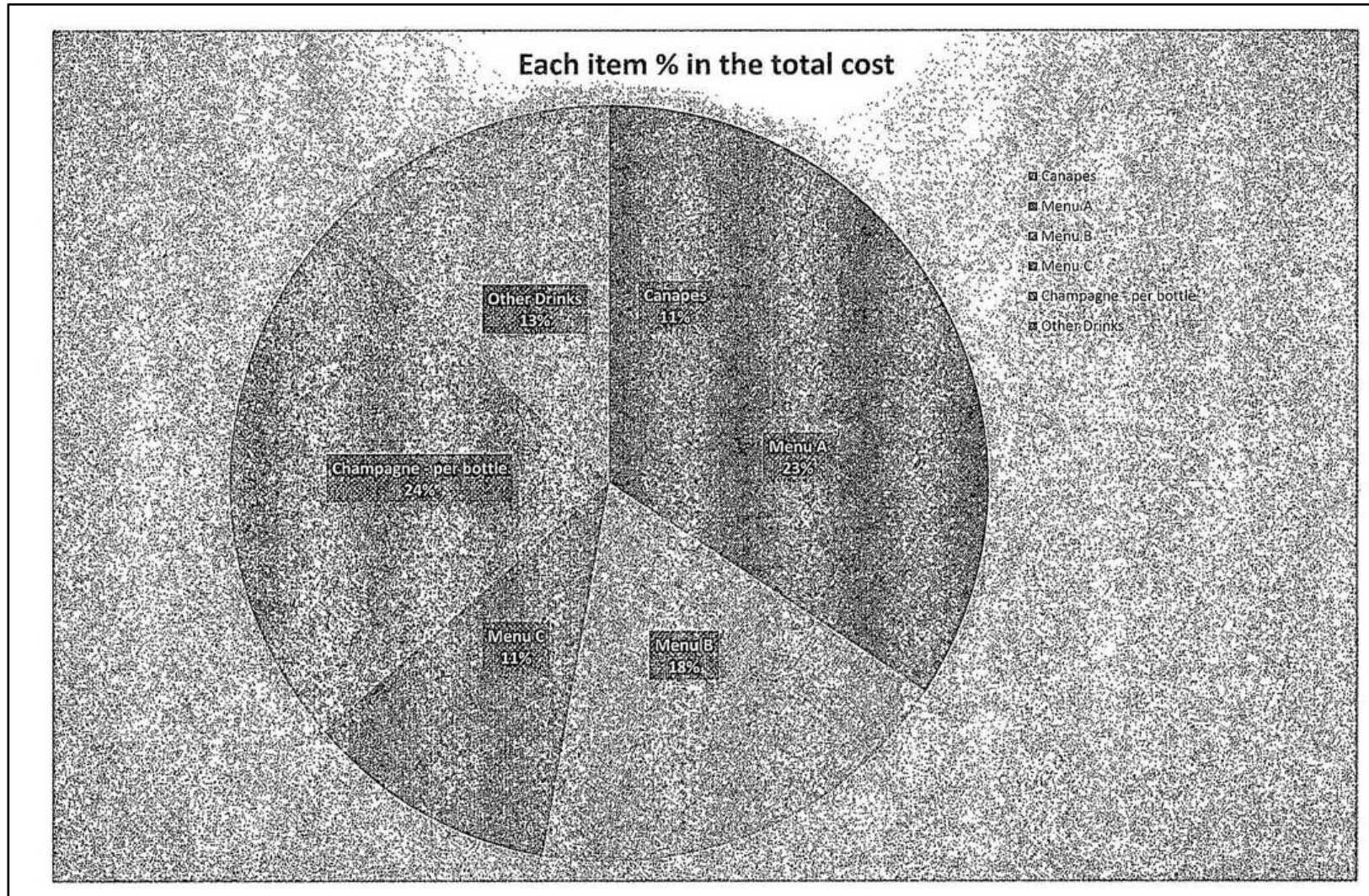
	A	B	C	D	E
1	PRICE LIST				
2				Price	
3	Menu A	<i>Starter</i>	Mussels cooked in onion and garlic	5.95	
4		<i>Main</i>	Carved roast gigot of lamb	18.75	
5		<i>Dessert</i>	Chocolate fudge cake	4.6	
6	TOTAL				=SUM(D3:D5)
7	Menu B	<i>Starter</i>	Minestrone soup	5.25	
8		<i>Main</i>	Escalope of chicken 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)

Milan Catering			
ORDER FORM			
TO:		By Balar, 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%		

	A	B	C	D
1	Milan Catering			
2	ORDER FORM			
3	TO:		By Balar, 11 Park Avenue, Stirling, FK8 2QR	
4	ITEM	QUANTITY	COST	TOTAL
5	Canapes	100	=Price List!D15	=C5*B5
6	Menu A	14	=MenA	=C6*B6
7	Menu B	13	=MenB	=C7*B7
8	Menu C	8	=MenC	=C8*B8
9	Champagne - per bottle	6	=Price List!D16	=C9*B9
10	Other Drinks	35	=Price List!D17	=C10*B10
11	Total Cost			=SUM(D5:D10)
12	Discount Amount			=IF(D11>1500,(D11/100)*5,(D11/1000))
13	Sub Total			=D11-D12
14	VAT			=(D13/100)*10
15	Total Due			=D14+D13
16				
17	VAT	0.1		

Question 2b



Question 3

Question 3

MILAN PROCEDURES

Part A

Health and Safety at Work Act	
1	Make sure spillages are cleaned or are marked by a "WET FLOOR" sign
2	Ensure that any cables are stored away so people don't trip over them
3	Keep the temperature of the premises at a stable level

Health and Safety- Fire Precautions	
1	Have fire alarms through the premises, placed consistently throughout
2	Have fire extinguishers on the premises placed consistently
3	Have multiple fire exits, in case an exit gets blocked

Question 3

Part B

•	Mark property with an ultraviolet pen with the name and address of the organisation, so it can be identified and returned if stolen
•	Ensure that any visitors are identified with a badge or another form of visible identification so that random people cannot enter the premises
•	Ensure that all doors and windows are locked by closing time, to stop trespassers from entering
•	Make sure alarms are set on entrances and windows, so that they will go off in the possible situation that someone breaks in
•	Bolt some equipment to the floor to ensure that a thief cannot move it

Commentary on candidate 2 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **2 marks**

Award

1D – change DOB field format to medium date

1C – criteria – La Belle

Do Not Award

OK – title field omitted

OP – title field omitted

Question 1b – Database Form

The candidate was awarded **3 marks**

Award

1H – form header – Model Information

1K – keyboarding

1S – selected record printed (Nuala) in form format

Do Not Award

OF – title field omitted

Question 1c – Database Address Labels

The candidate was awarded **1 mark**

Award

1S – sort – agency name

Do Not Award

OK – MILAN 2018 not inserted

OP – fields in wrong order, title omitted, incorrect line spacing and additional fields

Question 1d – Database Report

The candidate was awarded **7 marks**

Award

1H – heading

1L – logo, top right hand side

1C – models born before 1993

1C – not DP Model Agency

- 2S – sort agency name and name of model
- 1P – print a report with the correct fields in the correct order

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **2 marks**

Award

- 1F – formula to calculate first total cost
- 1F – formula to calculate other 2 total costs

Question 2a(ii) – Spreadsheet Order Form

The candidate was awarded **12 marks**

Value view

Award

- 1C – centre both headings
- 1K – keyboarding, quantities
- 1TF – total due – increased font size, bold and thick border
- 1FM – format cells – euros and consistent font size

Formula view

Award

- 1F – cost formula
- 1N – named cells
- 1F – total formula
- 1R – replicate total formula
- 1F – total cost formula
- 1F – sub-total formula
- 1F – total due formula
- 1P – print both price list and order form with correct gridlines and row and column headings

Do Not Award

- 0F – discount amount formula – truncated
- 0F – VAT formula – no cell reference used

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

- 1CH – create pie chart using correct data
- 1P – print chart on a separate sheet

Do Not Award

- 0H – Finale Dinner not included in heading
- 0%L – legend included as well as name labels

Question 3 - Theory

The candidate was awarded **10 marks**

PART A

Award

2T for the first 2 responses about Health and Safety at Work Act

3T for all responses about Fire Precautions

Do Not Award

0T – third response about Health and Safety at Work Act – stable level is too vague

PART B

Award all 5 responses

Candidate 3 evidence

Question 1a

Models at La Belle Agency

ID	Model Name	DOB	Contact Name
1	Piero	23-Apr-98	Georgia Laing
2	Ute	17-Dec-90	Georgia Laing
3	Davide	11-Jan-88	Georgia Laing
4	Yvonne	09-Sep-91	Finn Kellet
5	Mhairi	01-Dec-89	Finn Kellet

Models at La Belle Agency

02/05/2018

E-mail	Agency Phone Number
labelle.georgia@gmail.co.uk	07856129054
labelle.georgia@gmail.co.uk	07856129054
labelle.georgia@gmail.co.uk	07856129054
labelle.finn@gmail.co.uk	07617740916
labelle.finn@gmail.co.uk	07617740916

Question 1b

MODELS	
NAME	Nuala
DOB	16-Oct-95
GENDER	F
CATEGORY	Catwalk
CONTACT REF NO	1012
AGENCY NAME	Tempest Models
CONTACT FIRST NAME	Alyssa
CONTACT SURNAME	Cho
E-MAIL	cho.a@tempest.co.uk

Question 1c

<p><u>Agency Name:</u> Capital Models</p> <p><u>Contact Name:</u> Miss Anya Vronsky</p> <p><u>Address:</u> 2 Canning Street</p> <p>MILAN 2018</p>

<p><u>Agency Name:</u> Capital Models</p> <p><u>Contact Name:</u> Mrs Emily Harcourt</p> <p><u>Address:</u> 2 Canning Street</p> <p>MILAN 2018</p>
--

Question 1d

Models for the Graziella Magazine Photoshoot		02 May 2018
NAME	DOB	AGENCY NAME
Anita	23-Jun-91	Capital Models
Connor	09-Apr-90	Capital Models
Mac	23-Feb-92	Capital Models
Imogen	04-Apr-90	Capital Models
Marta	17-Aug-92	DP Model Agency
Ellis	14-Feb-89	DP Model Agency
Zach	11-Apr-91	DP Model Agency
Axl	25-Jul-92	DP Model Agency
Mhairi	01-Dec-89	La Belle
Yvonne	09-Sep-91	La Belle
Davide	11-Jan-88	La Belle
Ute	17-Dec-90	La Belle
Leo	25-May-90	Tempest Models
Helena	03-Aug-90	Tempest Models
Kayden	05-Mar-90	Tempest Models

Question 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 tom	€ 4.80
	<i>Main</i>	Pasta filled with spinach and ricotta	€ 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			

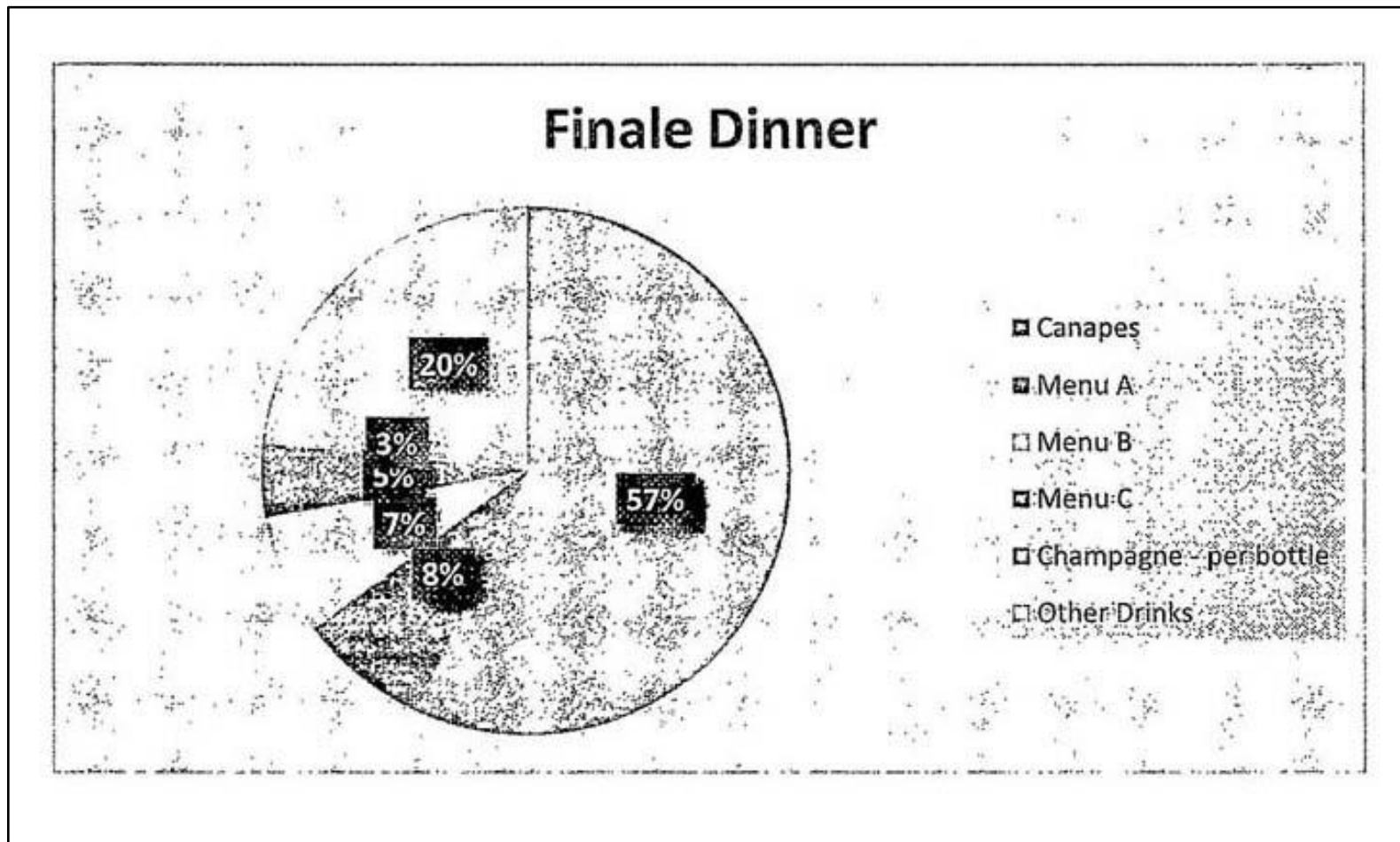
	A	B	C	D	E
1	PRICE LIST				
2				Price	
3	Menu A	<i>Starter</i>	Mussels cooked in onion and garlic	5.95	
4		<i>Main</i>	Carved roast gigot of lamb	18.75	
5		<i>Dessert</i>	Chocolate fudge cake	4.6	
6	TOTAL				=D3+D4+D5
7	Menu B	<i>Starter</i>	Minestrone soup	5.25	
8		<i>Main</i>	Escalope of chicken and pancetta	14.95	
9		<i>Dessert</i>	Panna cotta	5	
10	TOTAL				=D7+D8+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				=D11+D12+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)

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			5%
Sub Total			€ 1,775.65
VAT			€ 1,775.75
Total Due			€ 1,775.75
VAT	10%		

	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	2	=B5*C5
6	Menu A	14	29.3	=B6*C6
7	Menu B	13	25.2	=B7*C7
8	Menu C	8	23.8	=B8*C8
9	Champagne - per bottle	6	70	=B9*C9
10	Other Drinks	35	6.5	=B10*C10
11	Total Cost			=SUM(D5:D10)
12	Discount Amount			=IF(D11>1.5,5%,2%)
13	Sub Total			=D11-5%
14	VAT			=(D13)+B17
15	Total Due			1775.75
16				
17	VAT	0.1		

Question 2b



Question 3

MILAN PROCEDURES	
Part A	
Heath and Safety- Fire Precautions	
1	Always know where the closest fire exit is
2	Always have the fire extinguisher by the door encase of an emergency
3	Smoke in designated smoking places
Heath and Safety (First Aid) Regulations	
1	Always have someone in the workplace with first aid training
2	Always have a first aid bag/box in the office
3	

Part B	
•	The organisation should attach the property to the desk so it cant be moved
•	The organisation should have someone with visitors at all times
•	The organisation should make sure that all staff and visitors should sign in/out
•	The organisation should install CCTV cameras
•	The organisation should keep a record of all staff so they know who works at that establishment

Commentary on candidate 3 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **2 marks**

Award

1D – change DOB field format to medium date

1C – criteria – La Belle

Do Not Award

OK – title field omitted

OP – title field omitted, name and surname fields combined, and printed over 2 pages

Question 1b – Database Form

The candidate was awarded **2 marks**

Award

1K – keyboarding

1S – selected record printed (Nuala) in form format

Do Not Award

OH – incorrect heading

OF – title field omitted

Question 1c – Database Address Labels

The candidate was awarded **2 marks**

Award

1S – sort – agency name

1K – MILAN 2018 inserted accurately

Do Not Award

OP – printed over 2 pages and fields omitted

Question 1d – Database Report

The candidate was awarded **4 marks**

Award

1H – heading

1L – logo, top right hand side

1C – models born before 1993

1P – print a report with the correct fields in the correct order

Do Not Award

0C – DP Model Agency included
0S – double sort not applied

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **1 mark**

Award

1F – formula to calculate other 2 total costs, consequentially correct

Do Not Award

0F – SUM function not used – max one mark not awarded

Question 2a(ii) – Spreadsheet Price List

The candidate was awarded **7 marks**

Value view**Award**

1C – centre both headings

1K – keyboarding, quantities

1TF – total due – increased font size, bold and thick border

1FM – format cells – euros and consistent font size

Formula view**Award**

1F – total formula

1R – replicate total formula

1F – total cost formula

Do Not Award

0F – Cost formula – formula not used for cost

0N – no named cells

0F – Discount Amount formula – rate calculated instead of amount

0F – Sub Total formula – no cell reference used for **5%**, should have been D12

0F – VAT formula – percentage has been added instead of multiplied

0F – Total Due formula – no formula used

0P – truncation in value view 2a(i)

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

1H – correct heading

1P – print chart on a separate sheet

Do Not Award

0CH – data used from column B (quantities)

0%L - labels not included at segments

Question 3 – Theory

The candidate was awarded **4 marks**

PART A

Award

1T for the second response about Fire Precautions

2T for the fourth and fifth responses about First Aid Regulations

Do Not Award

0T – first response – employee responsibility, not employer

0T – third response – employee responsibility, not employer

0T – sixth response – no response

PART B

Award

1T for the first response

Do Not Award

0T – second response – no explanation of method

0T – third response – no explanation of method

0T – fourth response – no explanation of method

0T – fifth response – explanation incorrect

Candidate 4 evidence

Question 1a

Q1A

NAME	DOB	CONTACT TITLE	CONTACT FIRST NAME	CONTACT SURNAME	E-MAIL	TEL NO
Flora	21-Oct-96	Ms	Alyssa	Cho	cho.a@tempest.co.uk	07886650934
Daisy	30-Nov-93	Ms	Alyssa	Cho	cho.a@tempest.co.uk	07886650934
Corinne	13-May-95	Mr	James	Allander	allander.j@tempest.co.uk	07640975432
Kayden	05-Mar-90	Mr	James	Allander	allander.j@tempest.co.uk	07640975432
Ruby	10-Dec-99	Mr	James	Allander	allander.j@tempest.co.uk	07640975432
Helena	03-Aug-90	Ms	Terri	Munroe	munroe.t@tempest.co.uk	07973348901
Jack	16-Sep-01	Ms	Terri	Munroe	munroe.t@tempest.co.uk	07973348901
Leo	25-May-90	Ms	Terri	Munroe	munroe.t@tempest.co.uk	07973348901
Toby	28-Feb-93	Mrs	Rena	Campbell	rena.dpma@live.co.uk	07776983021
Willow	22-Nov-93	Mrs	Rena	Campbell	rena.dpma@live.co.uk	07776983021
Axi	25-Jul-92	Mrs	Rena	Campbell	rena.dpma@live.co.uk	07776983021
Michael	03-Nov-94	Mrs	Rena	Campbell	rena.dpma@live.co.uk	07776983021
Zach	11-Apr-91	Mrs	Rena	Campbell	rena.dpma@live.co.uk	07776983021
Ellis	14-Feb-89	Mr	Fabio	De Silva	fabio.dpma@live.co.uk	07747629151
Gina	08-Oct-97	Mr	Fabio	De Silva	fabio.dpma@live.co.uk	07747629151
Marta	17-Aug-92	Mr	Fabio	De Silva	fabio.dpma@live.co.uk	07747629151
Piero	23-Apr-98	Miss	Georgia	Laing	labelle.georgia@gmail.co.uk	07856129054
Ute	17-Dec-90	Miss	Georgia	Laing	labelle.georgia@gmail.co.uk	07856129054
Davide	11-Jan-88	Miss	Georgia	Laing	labelle.georgia@gmail.co.uk	07856129054
Yvonne	09-Sep-91	Mr	Finn	Kellet	labelle.finn@gmail.co.uk	07617740916
Mhairi	01-Dec-89	Mr	Finn	Kellet	labelle.finn@gmail.co.uk	07617740916
Imogen	04-Apr-90	Mr	Daniel	Pearson	daniel@capitalmodels.co.uk	07825709443
Mac	23-Feb-92	Mr	Daniel	Pearson	daniel@capitalmodels.co.uk	07825709443
Connor	09-Apr-90	Mr	Daniel	Pearson	daniel@capitalmodels.co.uk	07825709443
Charlie	15-Mar-99	Miss	Anya	Vronsky	anya@capitalmodels.co.uk	07765208415
Pria	02-Jan-00	Miss	Anya	Vronsky	anya@capitalmodels.co.uk	07765208415
Felix	28-Sep-95	Mrs	Emily	Harcourt	emily@capitalmodels.co.uk	07734580925
Emma	05-May-01	Mrs	Emily	Harcourt	emily@capitalmodels.co.uk	07734580925
Xanthe	19-Jun-98	Mrs	Emily	Harcourt	emily@capitalmodels.co.uk	07734580925
Anita	23-Jun-91	Mrs	Emily	Harcourt	emily@capitalmodels.co.uk	07734580925

Question 1b

Q1B	
Model Information	
NAME	Nuala
DOB	16-Oct-95
GENDER	F
CATEGORY	Catwalk
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 1c

Q1c

2 Canning Street Edinburgh EH3 8EG Mrs Emily Harcourt MILAN 2018	2 Canning Street Edinburgh EH3 8EG Miss Anya Vronsky MILAN 2018
2 Canning Street Edinburgh EH3 8EG Mr Daniel Pearson MILAN 2018	130 Southampton Row London WC1B 5AF Mr Fabio De Silva MILAN 2018
130 Southampton Row London WC1B 5AF Mrs Rena Campbell MILAN 2018	40 Laystall Street Manchester M1 2JZ Mr Finn Kellet MILAN 2018

Question 1d

Q1d

Models For Graziella Magazine 

NAME	DOB	AGENCY NAME
Anita	23-Jun-91	Capital Models
Connor	09-Apr-90	Capital Models
Imogen	04-Apr-90	Capital Models
Mac	23-Feb-92	Capital Models
Davide	11-Jan-88	La Belle
Mhairi	01-Dec-89	La Belle
Piero	23-Apr-98	La Belle
Ute	17-Dec-90	La Belle
Yvonne	09-Sep-91	La Belle
Corinne	13-May-95	Tempest Models
Daisy	30-Nov-93	Tempest Models
Flora	21-Oct-96	Tempest Models
Helena	03-Aug-90	Tempest Models
Jack	16-Sep-01	Tempest Models
Kayden	05-Mar-90	Tempest Models
Leo	25-May-90	Tempest Models
Nuala	16-Oct-95	Tempest Models
Ruby	10-Dec-99	Tempest Models

Question 2a (i)

Q2Ai

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			

Question 2a (i)

Q2A(i)

	A	B	C	D	E
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)

Q2Aii

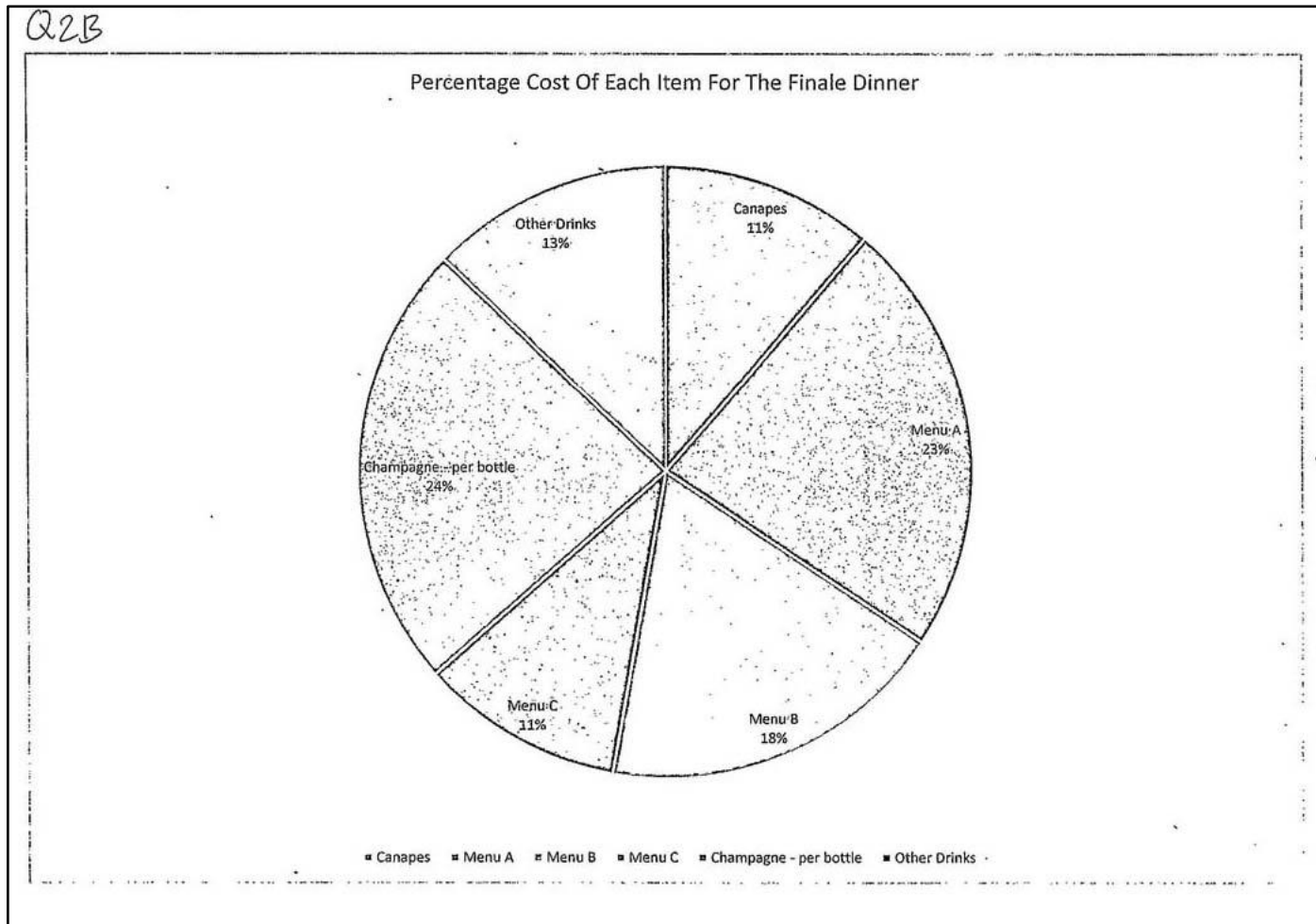
Milan Catering			
ORDER FORM			
TO:		By Balor, 11 Park Avenue, Stirling, FK8 2QR	
ITEM	QUANTITY	COST	TOTAL
Canapes	100	€ 2.00	€ 200.00
Menu A	14	€ 29.30	€ 410.20
Menu B	13	€ 25.20	€ 327.60
Menu C	8	€ 23.80	€ 190.40
Champagne - per bottle	6	€ 70.00	€ 420.00
Other Drinks	35	€ 6.50	€ 227.50
Total Cost	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

Question 2a (ii)

Q2A 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	2	=B5*C5
6	Menu A	14	=MenuA	=B6*C6
7	Menu B	13	=MenuB	=B7*C7
8	Menu C	8	=MenuC	=B8*C8
9	Champagne - per bottle	6	70	=B9*C9
10	Other Drinks	35	6.5	=B10*C10
11	Total Cost			=SUM(D5:D10)
12	Discount Amount			=IF(D11>1500,D11*0.05,D11*0.02)
13	Sub Total			=D11-D12
14	VAT			=D13*B17
15	Total Due			=SUM(D13+D14)
16				
17	VAT	0.1		

Question 2b



Question 3

<h2>MILAN PROCEDURES</h2>	
Part A	
Health and Safety - Fire Precautions	
1	Give all staff fire training.
2	Provide fire extinguishers.
3	Perform regular fire drills.
Health and Safety (Display Screen Equipment) Regulations	
1	Provide adjustable chairs.
2	Provide adjustable screens.
3	Provide employees with regular breaks.

Part B	
•	The organisation should have CCTV cameras around the building.
•	The organisation should ensure that all visitors have ID badges.
•	The organisation should hire security guards to watch the organisation 24/7.
•	The organisation should make sure visitors are escorted around the building.
•	The organisation should bolt down equipment, such as computers to ensure they cannot be stolen.

Commentary on candidate 4 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **3 marks**

Award

1D – change DOB field format to medium date

1K – keyboarding accurate

1P – print correct fields

Do Not Award

0C – La Belle criteria not applied

Question 1b – Database Form

The candidate was awarded **4 marks**

Award

1H – form header – Model Information

1F – selected fields present and visible

1K – keyboarding

1S – selected record printed (Nuala) in form format

Question 1c – Database Address Labels

The candidate was awarded **2 marks**

Award

1S – sort – agency name

1K – MILAN 2018 inserted accurately

Do Not Award

0P – agency name omitted, incorrect field order and line spacing

Question 1d – Database Report

The candidate was awarded **4 marks**

Award

1L – logo, top right hand side

2S – sort agency name and name of model

1P – print a report with the correct fields in the correct order

Do Not Award

0H – incorrect capitalisation

0C – search results do not match exemplars provided in marking instructions

0C – search results do not match exemplars provided in marking instructions

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **2 marks**

Award

1F – formula to calculate first total cost

1F – formula to calculate other 2 total costs

Question 2a(ii) – Spreadsheet Order Form

The candidate was awarded **13 marks**

Value view

Award

1C – centre both headings

1K – keyboarding, quantities

1TF – total due – increased font size, bold and thick border

1FM – format cells – euros and consistent font size

Formula view

Award

1N – named cells

1F – total formula

1R – replicate total formula

1F – total cost formula

2F – discount amount formula

1F – sub-total formula

1F – VAT formula

1P – print both price list and order form with correct gridlines and row and column headings

Do Not Award

0F – cost formula – no formula used

0F – total due formula – incorrect use of SUM function

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

1CH – create pie chart using correct data

1P – print chart on a separate sheet

Do Not Award

0H – incorrect capitalisation

0%L – legend included as well as name labels

Question 3 – Theory

The candidate was awarded **8 marks**

PART A

Award

3T for the first 2 responses about Fire Precautions

3T for all responses about Display Screen Equipment

PART B

Award

2T for the third and fifth response

Do Not Award

0T – first response – no explanation of method

0T – second response – no explanation of method

0T – fourth response – no explanation of method