

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02 October/November 2016

Paper 2 Practical Test A MARK SCHEME Maximum Mark: 80

Published

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Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

Task 2 – Document

You are going to edit an induction document for new staff at Tawara Health Club. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

				Steps					Mark
 Using a suitable software package, open the file N216BRIEFING.RTF Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. page size A4 and page orientation portrait (1 mark) top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark) 						[2]			
 Save the document in your work area with the file name INDUCTION. Make sure it is saved in the format of the software you are using. file saved as INDUCTION in software format and evidence of file type (1 mark) 						[1]			
Create and store	e the follo	wing House House (stup) 10 32 16 14 11 11 0 cum e.	as in step 4 left ight centre justified left ent screen	h styles: ations italic italic bold italic underlined none none nshot(s) to	single single single single single single single single	all the points)	Jage egeds 0 0 0 12 12 12 0 setting	s for	[3]
	Set the: page size to orientation t top and bott left and righ - page size A4 - top and botto centimetres (Save the docum sure it is saved is - file saved as Create and store THC-Header_footer THC-Header_footer THC-Subtile THC-Subtile THC-Subteading TH	Set the: page size to A4 orientation to portrait top and bottom marging left and right marging - page size A4 and page - top and bottom marging centimetres (1 mark) Save the document in your sure it is saved in the form - file saved as INDUCTION Create and store the follo Create and store the follo THC-Header_footer serif THC-Header_footer serif THC-Subtible sans-serif THC-Subtible sans-serif THC-Subtible sans-serif THC-Body serif THC-Table serif THC-Table serif THC-Table serif THC-Subheading style - THC-Subheading style - THC-Subheading style - THC-Subheading style - THC-Subheading style	Set the: page size to A4 orientation to portrait top and bottom margins to left and right margins to 1. - page size A4 and page orien - top and bottom margins set for centimetres (1 mark) Save the document in your wo sure it is saved in the format of - file saved as INDUCTION in Create and store the following House H	 Set the: page size to A4 orientation to portrait top and bottom margins to 2 centime left and right margins to 1.5 centime page size A4 and page orientation port top and bottom margins set to 2 cm, left centimetres (1 mark) Save the document in your work area wis sure it is saved in the format of the softw file saved as INDUCTION in software for Create and store the following paragraph House style specific House style specific House style specific THC-Header_footer serif asin step 4 THC-Subheading sans-serif nistep 4 THC-Subheading sans-serif nistep 4 Ind-Table serif nistep 4 Ind-Subheading sans-serif nistep 4 Ind-Subheading sans-serif nistep 4 Ind-Subheading sans-serif nistep 4 	Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark - page size A4 and page orientation portrait (1 mark - page size A4 and page orientation portrait (1 mark - page size A4 and page orientation portrait (1 mark - top and bottom margins set to 2 cm, left and right centimetres (1 mark) Save the document in your work area with the file resure it is saved in the format of the software you at - file saved as INDUCTION in software format and of Create and store the following paragraph styles: House style specifications # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # <td< td=""><td>Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins centimetres (1 mark) - top and bottom margins set to 2 cm, left and right margins centimetres (1 mark) Save the document in your work area with the file name IN sure it is saved in the format of the software you are using - file saved as INDUCTION in software format and evidence Create and store the following paragraph styles: Import the sections Import the following paragraph styles: Import the sections Import the following paragraph styles: Import the following paragraph styles:</td><td>Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins set to centimetres (1 mark) - top and bottom margins set to 2 cm, left and right margins set to centimetres (1 mark) Save the document in your work area with the file name INDUCT sure it is saved in the format of the software you are using. - file saved as INDUCTION in software format and evidence of file Create and store the following paragraph styles: House style specifications THC-Header_footer areif THC-Bable ans-serif THC-Subheading style created, correct name (1 mark) THC-Subheading style created, correct name (1 mark)</td><td>Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark) Save the document in your work area with the file name INDUCTION. 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Make sure it is saved in the format of the software you are using. - file saved as INDUCTION in software format and evidence of file type (1 mark) Create and store the following paragraph styles: House style specifications yes Yes <t< td=""></t<></td></td></td<>	Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins centimetres (1 mark) - top and bottom margins set to 2 cm, left and right margins centimetres (1 mark) Save the document in your work area with the file name IN sure it is saved in the format of the software you are using - file saved as INDUCTION in software format and evidence Create and store the following paragraph styles: Import the sections Import the following paragraph styles: Import the sections Import the following paragraph styles: Import the following paragraph styles:	Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins set to centimetres (1 mark) - top and bottom margins set to 2 cm, left and right margins set to centimetres (1 mark) Save the document in your work area with the file name INDUCT sure it is saved in the format of the software you are using. - file saved as INDUCTION in software format and evidence of file Create and store the following paragraph styles: House style specifications THC-Header_footer areif THC-Bable ans-serif THC-Subheading style created, correct name (1 mark) THC-Subheading style created, correct name (1 mark)	Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark) Save the document in your work area with the file name INDUCTION. 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Make sure it is saved in the format of the software you are using. - file saved as INDUCTION in software format and evidence of file type (1 mark) Create and store the following paragraph styles: House style specifications yes Yes <t< td=""></t<></td>	Set the: page size to A4 orientation to portrait top and bottom margins to 2 centimetres left and right margins to 1.5 centimetres. - page size A4 and page orientation portrait (1 mark) - top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark) - top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark) - top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark) Save the document in your work area with the file name INDUCTION. Make sure it is saved in the format of the software you are using. - file saved as INDUCTION in software format and evidence of file type (1 mark) Create and store the following paragraph styles: House style specifications yes Yes <t< td=""></t<>

Page 3	Mark Scheme	Syllabus	Paper
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No	Steps	Mark
4	 Place in the header: the text Tawara Health Club left aligned automated page numbers right aligned. Place in the footer: your Centre number and candidate number left aligned the automated file name only (no path) right aligned. Apply the <i>THC-Header_footer</i> style to the header and footer text. Make sure that: all the alignments match the page margins no other text is included in the header and footer area headers and footers are displayed on all pages. header: Tawara Health Club left aligned, automated page numbers right aligned matching the page margins; and displayed on each page (1 mark) 	[3]
	 footer: Centre number and candidate number left aligned, the automated file name (no path) right aligned matching the page margins; and displayed on each page (1 mark) THC-Header_footer style applied to both header and footer and is correct style (1 mark) 	
5	At the start of the document enter the title: New Staff Induction	[1]
	 correct insertion of title (1 mark) 	
6	Apply the <i>THC-Title</i> style to this text.	[1]
	 correct THC-Title style applied (1 mark) 	
7	Below the title, add a subtitle: Report prepared by: and add your name.	[1]
	 correct insertion of subtitle (1 mark) 	
8	Apply the <i>THC-Subtitle</i> style to this text.	[1]
	 correct THC-Subtitle style applied(1 mark) 	
9	Apply the <i>THC-Body</i> style to the rest of the document.	[1]
	 correct THC-Body style applied to all text and table (1 mark) 	
10	 Display all the text after the second paragraph which ends complete with your line manager. in two columns of equal width with a 1 centimetre space between them. section break in correct place (1 mark) two equally spaced columns 1 cm between columns (1 mark) 	[2]
11	Identify the 9 subheadings in the document and apply the <i>THC-Subheading</i> style to each one. - correct THC-Subheading style to all subheadings (1 mark)	[1]

Page 4	Mark Scheme	Syllabus	Paper
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No	Stone		Mork
NO	Steps		
12	Open the file N216CONTACTS.CSV and insert the contents as a tal the column width after the text … <i>which you may find useful:</i>	ole within	[1]
	- table inserted correctly within column width (1 mark)		
13	Delete the row containing the data for Andy Clarke		[1]
	 correct row deleted (1 mark) 		
14	 Format the first row of the table to be: bold and underlined centre aligned over the three columns shaded with a light grey background (20–40%). first row cells merged across 3 columns and text centred (1 mark) 		[2]
15	Make sure that: the <i>THC-Table</i> style is applied to rows 2 to 8 of the table numbers are right aligned text in each cell does not wrap only an outside border is displayed when printed.		[1]
	on one line, outside border displayed when printed (1 mark)	a displayed	
16	 The section with the heading Anti-virus Policy is incomplete. You a required to enter some information about the prevention of viruses identify three methods of preventing viruses and enter your answer text methods of preventing viruses, three of which are: 3 methods of preventing viruses identified (1 mark per method) i.e. running/using/executing (up-to-date) anti-virus software keep antivirus virus definition files up-to-date scanning downloaded files do not allow others to use their portable media on your computed on truncation and the sources. 	are s. ers after the	[3]
	 do not open email <u>attachments</u> from unknown sources/spam 		
17	Change the list from: Child Protection to Confidentiality to a numbered list. – list changed to a numbered list (1 mark)		[1]

- numbers aligned at left margin and list in single line spacing (1 mark)

Page 5	Mark Scheme	Syllabus	Paper
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No	Steps	Mark
19	Spell check and proofread the document. Make sure that: tables and lists are not split over two columns or pages there are no widows or orphans there are no blank pages the house style specification has been followed and the correct styles applied as instructed spacing between all items is consistent.	[2]
	 document contains no spelling errors (1 mark) document complete (e.g. no missing or misplaced paragraphs), margins consistent, spacing consistent, no widows/orphans, split lists or tables, blank pages (1 mark) 	
		Total:29]

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Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the \pounds sign and are to 2 decimal places. If \pounds sign is not available, select a different currency sign displayed to 2 decimal places.

No	Steps				
20	Using a suitable databa Use these field names a	ase package, impor and data types:	t the file N216MEMBERS.CSV	[3]	
	Field Name	Data Type	Format		
	Member_No	Text			
	Title	Text			
	First_Name	Text			
	Last_Name	Text			
	Add_1	Text			
	Post_Code	Text			
	Gender	Text			
	Date_Joined	Date	DD/MM/YYYY		
	Туре	Text			
	Fees_Due	Boolean/Logical	To display as Yes/No		
	Pay_Method	Text			
 Set the Member_No field as a primary key. Save the data. all fields names as given and correct date types, date displays in report as DD/MM/YYYY (1 mark) Fees_Due as boolean/logic/Yes/No in design and displays Yes/No on repormark) Member_No set as primary field (1 mark) 					
21	Using a drop down menu, format the Pay_Method field to restrict data entry to only the following entries: Cash Credit Card Cheque Debit Card Paym No other entries should be allowed within this field. - list/drop down menu created (1 mark) - data entry limited (1 mark) - Cash, Credit Card, Cheque, Debit Card, Paym entries error free (1 mark)				

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No		Steps	Mark		
22	Enter the following	record into the members table:	[1]		
	Member_No	SW026			
	Title	Mr			
	First_Name	Bradley			
	Last_Name	Holloway			
	Add_1	42 Boar Lane			
	Post_Code	BD23 9XR			
	Gender	Male			
	Date_Joined	02/02/2015			
	Туре	SW			
	Fees_Due	Yes			
	Pay_Method	Debit Card			
	Check your data en Save the data. – record inserted of	ntry for errors. correctly (1 mark)			
23	Import the file N216RATES.CSV as a new table in your database. Make sure the <i>Annual_Fee</i> is formatted as currency. Set the <i>Memb_Code</i> field as a primary key. Create a one-to-many relationship between the <i>Memb_Code</i> field in the rates table and the <i>Type</i> field in the members table.				
	– One-to-Many re	lationship created between Memb_Code and Type fields (1mark)		

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No	Steps	Mark
24	A 5% penalty charge is added for late payment of fees. Using fields from both tables, produce a report which: contains a new field called Late_Payment which is calculated at run-time and displayed as currency. This field will calculate the <i>Annual_Fee</i> multiplied by 1.05 shows only the records where the <i>Date_Joined</i> is 01/01/2015 or later, <i>Fees_Due</i> is Yes and <i>Type</i> does not include TE shows only the fields <i>Member_No, Title, First_Name, Last_Name,</i> <i>Fees_Due, Date_Joined, Memb_Type, Annual_Fee,</i> and <i>Late_Payment</i> in this order with data and labels displayed in full sorts the data into ascending order of <i>Memb_Type</i> and then ascending order of <i>Last_Name</i> fits on a single page wide has a page orientation of landscape calculates the total <i>Annual_Fee</i> for this selection and positions this number under the <i>Annual_Fee</i> column has a label to the left of this number Total fees due includes the heading Overdue Membership Fees at the top of the page has your name, Centre number and candidate number at the bottom of the report. Save and print your report.	[12]
	 heading: Overdue Membership Fees at the top of the page (1 mark) new field called Late_Payment created (1 mark) calculates Late_Payment as Annual_Fee multiplied by 1.05 (1 mark) displays only the records where Fees_Due is Yes, Type excludes TE (1 mark) displays only the records where Date_Joined is >= 01/01/2015 (1 mark) shows only the fields Member_No, Title, First_Name, Last_Name, Fees_Due, Date_Joined, Memb_Type, Annual_Fee, & Late_Payment in the correct order (1 mark) has landscape orientation, fits on a single page wide, data and labels fully visible (1 mark) sorts the data into ascending order of Memb_Type, then ascending on Last_Name (1 mark) calculates the total Annual_Fee and positions this number under the <i>Annual_Fee</i> column (2 marks) label to the left of this number: Total fees due (1 mark) Annual_Fee, Late_Payment and Total fees due displayed as currency 2dp (1 mark) 	

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No	Steps	Mark
25	 Produce a report from all the data which: selects only those records where: <i>Type</i> is SW, GY or TE <i>Fees_Due</i> is Yes <i>Pay_Method</i> contains Card shows only the fields <i>Type, First_Name, Last_Name, Add_1, Post_Code, Pay_Method</i> and <i>Fees_Due</i> in this order with data and labels displayed in full sorts the <i>Pay_Method</i> in descending order has a page orientation of portrait and fits on a single page includes the heading Single Activity Card Payments at the top of the page has your name, Centre number and candidate number at the top right of the report. A heading: Single Activity Card Payments at the top of the page (1 mark) displays only the records where Type is SW, GY or TE and Fees_Due is Yes (1 mark) sorts the <i>Pay_Method</i> in descending order (1 mark) sorts the <i>Pay_Method</i> in descending order (1 mark) portrait orientation, fits one page, all data and labels fully visible (1 mark) name, Centre number and candidate number at the top right of the report (1 mark) 	[7]
	Т	otal: 27]

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Task 4 – Mail merge document

You are required to carry out a mail merge to create a checklist for use during the induction of new staff.

No	Steps	Mark
26	 Use the file N216CHECKLIST.RTF as the master document for the mail merge and the file N216NEWSTAFF.CSV as the data source file. In the master document: replace <date> with a field to display today's date in the format DD/MM/YYYY</date> insert the merge fields «First_Name» «Last_Name» «Job_Title» «Line_Manager» «Start_Date» «Department» «Course» «Course_Date» «Location» from the data source file where indicated include your name, Centre number and candidate number in the footer of the document. date field inserted (1 mark) date displays in format dd mm yyyy (1 mark) correct merge fields «First_Name» «Last_Name», «Job_Title», «Line_Manager», correct position and spacing (1 mark) correct merge fields «Start_Date» «Department», correct position and spacing(1 mark) correct merge fields «Course» «Course_Date» «Location», correct position, spacing and maintain punctuation (1 mark) name, Centre number and candidate number in footer (1 mark) 	[6]
27	 Insert the image N216LOGO.JPG in an appropriate position. Format the image so that: it is resized to a width of 4 centimetres the aspect ratio is maintained the image does not overlap any items on the document. Save and print the master document with the merge fields displayed. logo inserted in appropriate position, no overlap (1 mark) logo resized to 4cm wide with aspect ratio maintained (1 mark) 	[2]
28	Merge the checklist for only those applicants who need to attend the induction course. evidence of selection method (1 mark) 	[1]
29	Print only the merged checklists for the selected applicants.	[1]
	 letters printed for Induction course only (1 mark). 	
30	Evaluate the suitability of this checklist for use with its intended audience. Identify any improvements which could be made and give reasons.	[4]
	 evaluation of the suitability of the checklist for the target audience, with justified improvements (4 marks) 	
	Т	otal: 14]

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Task 5 – Presentation

You are now going to create a short presentation.

No	Steps	Mark
31	Import the file N216GYM.RTF placing the text as 6 slides in your presentation software.	[1]
	- 6 slides imported with contents of N216GYM.RTF (1 mark)	
32	 Create a master slide with: a plain white background a 3 to 4 point horizontal line across the width of the slide, about 3 centimetres from the top the text Tawara Health Club in a black, italic, 36 point, serif font, above the line, aligned to the top right of the slide. Make sure the text does not wrap. your name, Centre number and candidate number in the bottom right corner in an 18 point font automatic slide numbers in the bottom left corner 1st level bullets formatted in a 24 point font, italic, with arrow shaped bullet style, e.g. > Apply all master slide elements to all slides. Make sure no master slide elements, text or chart overlap each other on any slide. text Tawara Health Club positioned top right, serif, italic 36pt font, no wrap (1 mark) thick 3pt horizontal line across slide, approx. 3 centimetres under title (1 mark) 	[4]
22	 1st level bullets – 24pt, italic, arrow shaped bullets (1 mark) 	[4]
33	 slide 1 a title and subtitle layout with the text centred on the slide. slide layout for slide 1 title and subtitle layout, text centred, no bullet, title larger than subtitle (1 mark) 	[1]
34	Use the data in the file N216TOTALMEM.CSV to create a vertical bar chart to display the total number of members by membership type.	[1]
35	Label the chart with: - the title Total Club Members - category series labels displayed in full - axis titles as Membership Type and Number Do not display a legend. - chart title and axis labels accurate and displayed in full (1 mark)	[1]

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No		Steps		Mark		
36	P M	lace the chart to the left of the bullet points on the slide with the t embership	itle <i>Club</i>	[1]		
	-	chart placed correctly (1 mark)				
37	S P fil -	ave the presentation. rint the presentation with 6 slides to the page. rint only the slide with the title Club Membership as a single full s lls the page. print handouts 6 slides per page and full single slide Club Members fills the page (1 mark)	slide which hip which	[1]		
				Total: 10]		

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Tawara Hea	Ith Club Header	November 2016	0417 02
Na	Tawara Health Club left, page nu	Imbers right aligned	1 mark
inev	N J IHC-Header_tooter style applied	to both header & footer (se	erif, 10pt, italic) 1 mark
Title	/	Seport pre	pared by: name
Data entry 10	00% accurate	1 mark the team at comprehensi	Tay a Health Club and v tion programme
IHC-Title sty	le applied - sans-serif, left aligned, 32pt, b	old 1 mark your new wor	nment and to
also ensure	you can work legarly and safety.	/	
As part of y welcome no essential he will be not which you s	your induction you will Subtitle ew staff and to introdu ealth and safety informa ified of the next available event. Attached to should complete with your line manager.	ccurate applied – sans-serif, right al o uns document is a persona	1 mark igned, 16pt, italic 1 mark
	Company Mission	<u>General C</u>	Conduct
Columns Section break 2 columns, 10	cm column spacing 1 mark arding and	Your hours of work are as s All members of staff are ex place of work punctually an your responsibility to check	tated in your offer letter. to arrive at their d minder. It is the widen
improve th through mo committed body and sp	tivation, education and guidance. We to the health and well being of mi centre pirit.	eadings (9) Subheading style applied - s ed, underlined	sans-serif, 14pt, 1 mark
	Mentoring	whilst you are at work. S company premises.	moking is prohibited on
As a new mentor who of your ap	member of staff you will be assigned a o will guide you through the early stages pointment. They will help and support	Uniform and A	Appearance
you as wel and proceed member of have not b your line m	Il as introduce you to company policies dures. Your mentor will be a neutral staff doing a similar job role. If you been assigned a mentor please speak to anager.	Members of staff are expect that is provided for them. and in good repair and wil the company. Name badge and should be worn at all tir appropriate for the area in	tted to wear the uniform It should be kept clean I remain the property of s are part of the uniform nes. Footwear should be which you work. Staff
	Absence	personal hygiene and cleanli	iness.
The basic increasing reckonable employees	annual leave entitlement is 4 weeks, to 5 weeks for employees with 5 years service. Leave entitlement for part-time is calculated on a pro-rata basis. The	Disability Av People with a disability ma	wareness
leave year Requests fo by your line	runs from 1 February to 31 January. or holidays must be approved in advance e manager and a holiday form completed.	our facilities and set improvements in recent yea customers with disabilities the same regardless of disab	rvices despite many rs. Effective service for means treating everyone bility. Be positive, polite
If you wish your offer required to to your mar	h to leave the company, please refer to letter for the notice period you are give. Notice should be given in writing nager.	and offer help if required. Use of ICT E	Equipment
An Foot	er re number, candidate number left, automa	ted file name (no path) right	t aligned 1 mark
the first day	y of absence.	our IT services. To obtai	n your IT account, you
Centre Numl	ber, candidate number		INDUCTION.docx

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must first have provided personnel with all the

em 2 spellings corrected – commmitted, atend 1 mark em

Acceptable Use Policy. This policy is designed to ensure that staff are aware of their professional responsibilities when using any form of ICT. All staff must sign the policy and adhere to its contents at all times. You must also be aware of, and comply with, the Data Protection regulations. Further details on this will be provided on your induction training day. Below is a list of key staff contacts and their extension numbers which you may find useful:

	Key Personnel	
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Ruksana Nasser	Payroll	5402

Anti-virus Policy

We aim to provide a computing network which is virus-free. A virus is a piece of self-replicating code or malicious programming code designed to destroy or damage information on computers or steal user

data. Viruses are usually disguised so their prese is not obvious to the computer user. A infection can be very costly to the company in t of lost data, lost staff productivity and reputation. This policy applies to all comp users. Staff should be aware of the main method preventing viruses, three of which are:

- 1. ensure anti-virus software is installed and running
- 2. do not open email attachments unknown sources
- 3. scan portable media before use

Policies and Procedures

The following documents are relevant to all job and you should become familiar with their conte

- 1. Child Protection
- 2. Health and Safety
- 3. Training Centre Guidelines 🥌
- 4. Equal Opportunities/Equity Policy
- 5. Data Protection
- 6. Confidentiality

We take our Health and Safety responsibilities very

rk fh, safety and welfare of employees and visitors not adversely affected as a result of the work we do or by the condition of our buildings. You will be required to attend a health and safety training day.

Please ask a member of staff if there is any aspect of your induction you are uncertain about. Welcome to the team!

Table

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3 valid methods of preventing viruses entered e.g. running/using/executing (up-to-date) anti-virus <u>software</u>... ...keep antivirus virus definition files up-to-date scanning downloaded files do not allow others to use their portable media on your computer don't run executables/files from unknown sources do not open email <u>attachments</u> from unknown sources/spam 3 marks

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Centre Number, candidate number

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AD060	Mrs	Madison	Baker	Yes	16/07/2015	Adult	£365.00		£383.25	
AD030	Ms	Niamh	Barker	Yes	25/06/2015	Adult	£365.00		£383.25	
AD031	Ms	Lilly	Brady	Yes	14/06/2015	Adult	£365.00		£383.25	
AD029	Mrs	Demi	Connolly	Yes	18/07/2015	Adult	£365.00		£383.25	
AD018	Ms	Millie	Davidson	Yes	06/02/2016	Adult	£365.00		£383.25	
AD006	Mr	Archie	Douglas	Yes	07/09/2015	Adult	£365.00		£383.25	
AD021	Mr	Harry	Houghton	Yes	08/01/2016	Adult	£365.00		£383.25	
AD073	Mr	Louie	Joyce	Yes	04/08/2015	Adult	£365.00		£383.25	
AD020	Mr	Harvey	Summers	Yes	30/01/2016	Adult	£365.00		£383.25	
GY036	Mr	Jay	Rahman	Yes	25/01/2015	Gym Only	£231.00		£242.55	
JN009	Miss	Rachel	Brooks	Yes	30/03/2015	Junior	£165.00		£173.25	
JN003	Ms	Sarah	Cameron	Yes	31/10/2015	Junior	£165.00		£173.25	
JN007	Ms	Kiera	Chamberlai	n Yes	29/04/2015	Junior	£165.00		£173.25	
JN004	Mr	Mohammed	Clarke	Yes	23/09/2015	Junior	£165.00		£173.25	
JN008	Mr	Morgan	Conway	Yes	05/04/2015	Junior	£165.00		£173.25	
JN030	Mr	Finley	Dale	Yes	16/12/2015	Junior	£165.00		£173.25	
JN010	Miss	Cerys	Evans 🦳	Vac	10/02/2015		£165.00		£173.25	
JN059	Mr	Archie	Gardne Se	arch (42 records)			£165.00		£173.25	
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JN031	Ms	Eva	Mahmood	Yes	18/06/2015	Junior	£165.00		£173.25	
JN060	Miss	Tia	Mellor	Yes	19/02/2016	Junior	£165.00		£173.25	
JN005	Mr	Harry	Robson	Yes	30/07/2015	Junior	£165.00		£173.25	
JN002	Miss	Paige	Sanderson	Yes	19/11/2015	Junior	£165.00		£173.25	
JN001	Mr	Corey	Sims	Yes	31/12/2015	Junior	£165.00		£173.25	
JN058	Mr	Hayden	Steele	Yes	14/03/2015	Junior	£165.00		£173.25	
JN012	Ms	Abbie	Stephensor	n Yes	05/02/2015	Junior /	£165.00		£173.25	
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SW015	Mr	Rick	Elliott	Yes	10/01/2016	Swim Only	£231.75	£243.34
SW026	Mr	Bradley	Holloway	Yes	02/02/2015	Swim Only	£231.75	£243.34
SW001	Mr	Fred	James / \	Yes	13/07/2015	Swim Only	£231.75	£243.34
SW007	Mrs	Megan	Nicholson /	Yes	01/01/2015	Swim Only	£231.75	£243.34
SW018	Ms	Kristin	Sparks	Yes	27/04/2015	Swim Only	£231.75	£243.34
YA001	Mr	Finlay	Byrne	Yes	15/07/2015	Young Adult	£210.50	£221.03
YA030	Mr	Louie	McCarthy	Yes	10/10/2015	Young Adult	£210.50	£221.03
YA029	Mr	Aidan	Simpson	Yes	12/10/2015	Young Adult	£210.50	£221.03
YA016	Mr	Hayden	Wallis	es	05/08/2015	Young Adult	£210.50	£221.03
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Step 28 – EVIDENCE 11 – Mail merge selection method	
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Step 30 – EVIDENCE 12 - Evaluate the suitability of this checklist:	
why it is suitable for audience	
 why it is not suitable for audience an improvement 	
 reason for improvement 	
eg:	
Personalised to individual	
Tick boxes/electronic version could automatically link to diaries	
Consistent font style, size and alignment	
Spelling errors – information, work, break in first paragraph	[4 marks]
Step 32 – EVIDENCE 13 – Master slide layout screenshot	[
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