



# Cambridge IGCSE™ (9–1)

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0983/02**

Paper 2 Document Production, Data Manipulation and Presentations

**For examination from 2020**

MARK SCHEME

Maximum Mark: 80

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**Specimen**

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This document has **18** pages. Blank pages are indicated.

### Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

#### GENERIC MARKING PRINCIPLE 1:

Marks must be awarded in line with:

- the specific content of the mark scheme or the generic level descriptors for the question
- the specific skills defined in the mark scheme or in the generic level descriptors for the question
- the standard of response required by a candidate as exemplified by the standardisation scripts.

#### GENERIC MARKING PRINCIPLE 2:

Marks awarded are always **whole marks** (not half marks, or other fractions).

#### GENERIC MARKING PRINCIPLE 3:

Marks must be awarded **positively**:

- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate
- marks are awarded when candidates clearly demonstrate what they know and can do
- marks are not deducted for errors
- marks are not deducted for omissions
- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.

#### GENERIC MARKING PRINCIPLE 4:

Rules must be applied consistently e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.

#### GENERIC MARKING PRINCIPLE 5:

Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).

**GENERIC MARKING PRINCIPLE 6:**

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.

Task	Answer	Marks
1		
2	Please see below for allocation of marks.	30
3	Please see below for allocation of marks.	30
4	Please see below for allocation of marks.	8
5	Please see below for allocation of marks.	12
6		

Automated page numbers left aligned, Name, Centre number, candidate number (penalise if other placeholders appear) 1 mark

Name, centre number, candidate number

# Apprenticeship Guide For Employers

Produced by: Candidate Name

Apprenticeships are seen as the future of learning. They are central to the government's vision to improve skills and sustainable growth. They gain technical knowledge and real practical experience, along with the functional and personal skills required for the specific job. These are acquired through a mix of learning in the workplace, formal off-the-job training and the opportunity to practise and embed these new skills in a real work environment.

Title – data entry 100% accurate 1 mark  
SP–Main style applied (sans-serif, 36pt, bold, italic only, centre aligned, 0 space before/after) 1 mark

Name inserted, SP–Subtitle style modified – serif, 30pt, italic, right aligned, Opt space before and after (penalise additional formatting) 1 mark

Employers Subheads (7) – SP–Subhead style applied to all practical work (matches defined style in Evidence Doc Step 3, EV2) 1 mark  
“Trailblazer” employers in a range of sectors have led the development of the new standards and assessment approaches.

## EMPLOYER RESPONSIBILITIES

Apprentices are hired under a contract of employment and are subject to the same benefits and conditions as other employees. They can

Correct image inserted in correct position, aspect ratio maintained 1 mark  
Image flipped – man on right 1 mark  
Aligned top of text, right of column, text wrapped 1 mark

## DURATION AND HOURS OF WORK

An apprenticeship must last at least twelve months with most taking between one and five years to complete, depending upon the level of apprenticeship and the industry sector. The employment contract is normally for a fixed term. Apprenticeship contracts are excluded from the regulations covering fixed-term employment and can only be terminated early in very rare cases such as serious misconduct.

## TRAINING

Most of the training is completed on-the-job at the work premises, learning job specific skills in the workplace. Off-the-job training is provided by a training provider and may be delivered through day release, block release,

Section break correct position 1 mark  
3 equal columns, 1 cm column spacing 1 mark

Automated file name and path right aligned (penalise if other placeholders appear) 1 mark

Apprenticeships are full-time jobs with training or skills development attached. The minimum hours of employment should be at least 30 hours per week with at least 20% of their time spent undertaking off-the-job training that is relevant to the apprenticeship. They must be paid for this study time.

The working time regulations for young people apply to apprentices. Young workers must not exceed eight hours a day or forty hours per week. They must have a rest break of at least thirty minutes if their shift lasts more than four and half hours and they must have a twelve hour break between one shift ending and another starting.

**APPRENTICE WAGES**

An apprentice aged under 19, or over 19 but in their first year of an apprenticeship, must be paid at least the national minimum apprenticeship wage. If they are not in this category they should receive the national minimum wage.

However, many employers pay a higher rate in recognition of the work undertaken and to encourage progress and to attract and retain staff. Training progress reviews should be carried out as the trainee's development with their pay reviewed. This gives an added incentive to do well in the apprenticeship.

**APPRENTICESHIP AGREEMENT**

An apprenticeship agreement is a contract of service between an apprentice and the employer. It confirms the employment arrangements and provides the employee with a written statement of particular terms. The agreement must be signed by both parties at the start of any apprenticeship as with a completion certificate cannot be issued. An agreement must include the:

- ★ length of employment
- ★ training to be provided
- ★ working conditions
- ★ qualifications they are working towards.

A commitment statement must also be signed between the employer, the apprentice and the training provider. This includes the planned content and schedule for training, what is expected and offered by each party, and how to resolve queries or complaints.

**TRAINING COSTS**

Table	Mark
Complete, correct place, within column width, no changes to data	1 mark
Sorted descending on percentages (86% to 36%)	1 mark
New row inserted below 74%	1 mark
Improved staff morale data entered in new row accurately	1 mark
No words split on word wrap, all gridlines printed	1 mark
SP-Table style applied rows 2–11 (serif 12pt, italic, single, 0 space before/after, text centre aligned horizontally)	1 mark
Text in all rows centre aligned vertically	1 mark
Top row merged, centred, bold, italic	1 mark
Light grey shading applied to first row only	1 mark

costs covered by the government or 100% if they employ fewer than fifty staff and the apprentice is under 19.

Name, centre number, candidate number

**BENEFITS TO BUSINESS**

high proportion of apprentices stay with the organisations that trained them. Many companies have long serving staff and members of the senior management team who started out as apprentices with the company.

A business survey completed in 2017 found that employers experienced a wide range of benefits as a result of training apprentices. Half the companies surveyed said that their apprentices made a valuable contribution to the business during their training period, with a further third reporting that apprentices added value within their first few weeks or even from the first day. The following table shows the proportion of employers who experienced the main benefits listed:

Star shaped bullets applied to correct text  
 Single line space, 1 cm bullet indent, hanging indent

1 mark  
 1 mark

<i>Benefits of offering apprenticeships</i>	
<i>Helped develop skills relevant to the needs of the organisation</i>	86%
<i>Improved productivity</i>	78%
<i>Improved products or service quality</i>	74%
<i>Improved staff morale</i>	73%
<i>Helped improve staff retention</i>	69%
<i>Improved image in the sector</i>	67%
<i>Brought new ideas to the organisation</i>	65%

Name, centre number, candidate number

3

<i>Improved ability to attract good staff</i>	62%
<i>Lowered overall wage bill</i>	39%
<i>Helped win business</i>	36%

In addition, 81% of consumers favour using a company that takes on apprentices. This suggests that apprenticeships can improve a company's reputation and increase consumer demand for the goods and services offered.

Hiring apprentices can help businesses grow their own talent by boosting relevant work skills and developing a motivated and qualified workforce. They are a good way to recruit new staff or to up-skill existing staff and can lead to tangible economic benefits for employers.

**Page layout**

SP–Content style applied – sans-serif, 11pt, single, justified, 0 space before, 6pt after  
Document complete/paragraphs intact, no changes to page setup, spacing consistent,  
top of columns balanced, no widows/orphans, split lists or blank pages

1 mark

1 mark

.../EMPGUIDE.docx



Name, centre number, candidate number, same position on every page 1 mark

Name, Centre number, Candidate number

**Calculated field**

Heading 100% accurate

Employ\_Wage calculated (Prob\_Wage plus 12%) 1 mark

1 mark

1 mark

## East Essex Vacancies

Title 100% accurate, fully visible, larger font size 1 mark

Vacancy_Title	Level	Day_Release	Duration	Closing_Date	Prob_Wage	Town	Employer_Name	Employ_Wage
Business Administration Apprentice	3	Yes	17	07–May–21	€92.75	Basilidon	Virtual Services	€103.88
Accounts Junior	2	Yes	16	13–May–21	€106.45	Basilidon	Ryan Baker Accountants	€119.22
Business Administration Apprentice	2	Yes	16	05–Apr–21	€98.05	Basilidon	Eco Therm Connections	€109.82
Administrative Assistant	3	Yes	16	26–May–21	€106.00	Basilidon	Karwood Freight Ltd	€118.72
<b>Software Tester</b>	<b>4</b>	Yes	16	30–Apr–21	€135.65	Basilidon	Tawara Digimedia Ltd	€151.93
Production Assistant	16	Yes	16	30–Apr–21	€150.00	Basilidon	Jas Design and Print Ltd	€168.00
Customer Account M							Catering Supplies Services	€117.60
Customer Advisor							Luxury Resorts Direct	€118.72
Lead Care Assistant							Grange Care Home	€251.66
Warehouse and Storage Apprentice	2	Yes	15	26–Mar–21	€106.50	Basilidon	Simplex Logistics	€119.28
<b>Animal Care Apprentice</b>	<b>2</b>	Yes	15	13–May–21	€105.70	Basilidon	Bluebell Animal Hospital	€118.38
Administration Assistant	3	Yes	15	07–May–21	€106.00	Basilidon	Tatum Electrical Services Ltd	€118.72
Warehouse Assistant	2	Yes	14	28–Apr–21	€99.38	Basilidon	Swallow Catering Equipment Ltd	€111.31
Administration Assistant	2	Yes	14	20–May–21	€99.38	Basilidon	Swallow Catering Equipment Ltd	€111.31
Customer Advisor	2	Yes	12	29–Mar–21	€106.00	Basilidon	Axiom Holidays Direct	€118.72
Operations Assistant	2	Yes	12	13–May–21	€120.00	Basilidon	Saddlers Freight Transport	€134.40
Office Administrator	2	Yes	12	29–Mar–21	€93.00	Basilidon	Excel Catering	€104.16
Business Support Apprentice	2	Yes	12	01–Apr–21	€100.00	Basilidon	Townhouse Property Services	€112.00
Trainee Insurance Advisor	2	Yes	12	23–Apr–21	€135.00	Basilidon	Protamp Insurance Services	€151.20
Business Administration Apprentice	2	Yes	12	26–Mar–21	€106.00	Basilidon	Tampere Forensic Equipment	€118.72
Marketing Assistant	2	Yes	12	23–Apr–21	€100.00	Basilidon	Bluegate Consulting Ltd	€112.00
Light Vehicle Technician	2	Yes	12	23–Apr–21	€98.05	Basilidon	Heaton Service Centre	€109.82
Apprentice Sign Maker	2	Yes	12	16–May–21	€106.00	Basilidon	Joseph Signs Ltd	€118.72
Support Assistant	2	Yes	12	02–Apr–21	€185.70	Basilidon	Clover Housing Association Ltd	€207.98
Office Administrator	2	Yes	12	17–Apr–21	€106.00	Basilidon	Style Shooters	€118.72
Print Administrator	2	Yes	12	02–Apr–21	€100.70	Basilidon	Sycamore Printing Services	€112.78

New record Software Tester present and Animal Care Apprentice still displayed (accuracy of data not marked here) 1 mark

**Search (39 records)**  
Town is Basilidon or Braintree 1 mark  
Duration is <18, Day\_Release is Yes 1 mark

Sorted ascending on Town then descending on Duration  
Specified fields, correct order 1 mark  
(do not penalise if Employ\_Wage omitted/not attempted)  
Landscape, one page wide, all base fields present, fully visible 1 mark



Name, Centre number, Candidate number

Vacancy_Title	Level	Day_Release	Duration	Closing_Date	Prob_Wage	Town	Employer_Name	Employ_Wage
Apprentice Greenkeeper	2	Yes	10	14-Jul-21	€127.50	Basildon	Mayer Golf and Country Club	€142.80
Childcare Apprentice	2	Yes	9	29-Mar-21	€112.00	Basildon	Polaris Childcare Ltd	€125.44
Childcare Assistant	2	Yes	17	07-Apr-21	€79.50	Braintree	Stepping Stone Preschool	€89.04
Administrative Assistant	2	Yes	16	30-Apr-21	€106.00	Braintree	Roland Peters	€118.72
Childcare Apprentice	2	Yes	16	21-May-21	€140.00	Braintree	Stepping Stone Preschool	€156.80
Trainee Chef	2	Yes	15	23-Apr-21	€135.00	Braintree	Pickles Retreat	€151.20
Horse Care Apprentice	3	Yes	15	29-Mar-21	€140.50	Braintree	Clapper Farm	€157.36
Training Yard Groom	2	Yes	15	19-Apr-21	€79.50	Braintree	Juniper Hill Stables	€89.04
Health and Social Care Apprentice	2	Yes	15	29-Apr-21	€98.05	Braintree	Saxon Cares Limited	€109.82
Chef Apprentice	2	Yes	14	11-Jun-21	€92.75	Braintree	Eclipse Garden Centre	€103.88
Administration Assistant	2	Yes	12	02-Apr-21	€106.00	Braintree	Roland Peters	€118.72
Groom	2	Yes	12	26-Apr-21	€79.50	Braintree	Juniper Hill Stables	€89.04
Trainee Sales Negotiator	2	Yes	10	12-Apr-21	€100.00	Braintree	Bond Services	€112.00

**Average duration** 14**Format/Display**

*Closing\_Date* displays dd-~~MMM~~-yy (eg 04-Dec-21), *Day\_Release* as Yes/No, 1 mark  
 Same currency symbol & 2dp for *Prob\_Wage* and *Employ\_Wage* 1 mark

Average Duration calculated, displays under Duration column at end of report. 1 mark  
 Formatted to as integer 1 mark  
 Label 100% accurate, to left of value, 100% accurate 1 mark

Title 100% accurate, fully visible, larger font size 1 mark

## Higher Level Care Jobs

Name, Centre number, Candidate number

Vacancy_Ref	Level	Vacancy_Title	Duration	Training_Provider
SCAL5025	6	Manager In Adult Care	22	Urban Work Skills Ltd
SCAL5032	5	Social Care Worker	20	Urban Work Skills Ltd
CEDL4021	4	Childcare Assistant	12	Tawara Training Solutions
AEAL4022	4	Apprentice Tree Care Surgeon	24	Progress Learning Foundation
CEDL4015	4	Childcare Apprentice	18	PDJ Training
SCAL3029	4	Senior Healthcare Support Worker	15	Tatham College of FE
BADL4068	4	Care Administrator	13	Tawara Training Solutions
SCAL4024	4	Lead Practitioner In Adult Care	24	Alpha Work Skills Limited
SCAL4016	4	Health and Social Care Apprentice	18	Alpha Work Skills Limited
AEAL4021	4	Poultry Farming and Care Apprentice	24	Ultima Training Ltd
CEDL4002	4	Advanced Childcare Apprentice	36	Alpha Work Skills Limited
SCAL3021	4	Lead Adult Care Worker	18	Urban Work Skills Ltd
SCAL3028	3	Senior Carer	18	Tatham County Council
AEAL3017	3	Apprentice Canine Carer	18	Forder Valley Training Ltd
SCAL3015	3	Health and Social Care Apprentice	18	Headway Professional Training Services
SCAL3026	3	Personal Assistant Health and Social Care	18	Portway Training Ltd
CEDL3008	3	Childcare Apprentice	20	Alpha Work Skills Limited
AEAL3016	3	Animal Care Apprentice	24	Skillsnet Training Services
CEDL3025	3	Childcare Practitioner	18	Evergreen Learning Institute
SCAL3007	3	Care Assistant	24	Tatham County Council
BADL3069	3	Client Care Team Member	16	Alpha Work Skills Limited
SCAL3019	3	Healthcare Assistant	18	Tatham County Council
SCAL3031	3	Social Care Support Worker	9	Tatham County Council
AEAL3008	3	Horse Care Apprentice	15	Tawara Training Solutions
BADL3084	3	Medical Care Administrator Apprentice	12	Tawara Training Solutions
CEDL3022	3	Childcare Assistant	20	Tawara Training Solutions
AEAL3019	3	Poultry Husbandry and Care Apprentice	18	Training Plus Solutions
AEAL3020	3	Sheep Husbandry and Care Apprentice	18	Training Plus Solutions
SCAL3009	3	Community Care Practitioner Apprentice	15	Urban Work Skills Ltd
SCAL3023	3	Lead Care Assistant Apprentice	15	Urban Work Skills Ltd
SCAL3010	3	Early Years Childcare Apprentice	15	Tatham County Council

**Search (31 records)**

Level is  $\geq 3$  1 mark

Vacancy\_Title contains **care** 1 mark

Sort descending on *Level*

1 mark

Specified fields, correct order

1 mark

Portrait, fits one page only, all fields present, data and labels fully visible

1 mark

(all fields must be present to award this mark)

Task 4 – Mail Merge Letter

# Tawara Digimedia Ltd

15 Copthorne Way  
CAMBRIDGE  
CB11 8BQ

Tel: 01632 960253  
Mobile: 07700 900601

Email: enquiries@tawara.co.uk

16 April 2018

BY HAND

**Merge Fields inserted** – text and chevrons replaced, correct position, all with existing spacing, formatting and punctuation maintained

Fields «Title» | «Last\_Name» | «Level», | «Position» inserted 1 mark

Fields «Time», | «Interview\_Day» | «Length» | «Contact\_Person» inserted 1 mark

Fields «Wage» | «Probation» | «Trainer» inserted 1 mark

Fields «Duration» | «Start» | «End». Inserted 1 mark

Dear «Title» «Last\_Name»

**Vacancy for: Level «Level», «Position»**

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at «Time», «Interview\_Day». The interview is scheduled to last approximately «Length» minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for «Contact\_Person».

Your starting salary will be «Wage» per hour. You will be on probation for «Probation» months. Your training and learning objectives will be laid out in a training plan. You will receive supervised on the job training and will be released to attend «Trainer» for one day per week.

This training position is for a «Duration» months' term beginning «Start» and ending «End». Your continued employment will depend upon successful completion of your training objectives each year. On successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance at the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely

Joe Bloggs  
Managing Director

Enc

Name replaces Candidate Name  
Name, centre number and candidate number in footer 1 mark

Name, Centre number, Candidate number

**Tawara Digimedia Ltd**  
15 Copthorne Way  
CAMBRIDGE  
CB11 8BQ  
Tel: 01632 96253  
Mobile: 07700 900601  
Email: enquiries@tawara.org.uk

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16 April 2018

BY HAND

Dear **Mr Sinclair**

**Vacancy for: Level 3, Cyber Intrusion Analyst**

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at **10.15 am, Thursday 12 November**. The interview is scheduled to last approximately **45** minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for **Christina Duggan**.

Your starting salary will be **£180.00** per hour. You will be on probation for **3** months. Your training and learning objectives will be laid out in a training plan. You will receive supervision on the job training and will be released to attend **Cambridge College of FE** for one day per week.

This training position is for a **24** months' term beginning **01/10/2018** and ending **30/09/2020**. Your continued employment will depend upon successful completion of your training objectives each year. On successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance of the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely

Joe Duggan  
Managing Director

Etc

Name: Candidate number, Candidate number

**Tawara Digimedia Ltd**  
15 Copthorne Way  
CAMBRIDGE  
CB11 8BQ  
Tel: 01632 96253  
Mobile: 07700 900601  
Email: enquiries@tawara.org.uk

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16 April 2018

BY HAND

Dear **Ms Singh**

**Vacancy for: Level 4, Software and Database Development Apprentice**

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at **10.00 am, Wednesday 4 November**. The interview is scheduled to last approximately **45** minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for **Christina Duggan**.

Your starting salary will be **£102.00** per hour. You will be on probation for **3** months. Your training and learning objectives will be laid out in a training plan. You will receive supervision on the job training and will be released to attend **Cambridge College of FE** for one day per week.

This training position is for a **24** months' term beginning **01/10/2018** and ending **30/09/2020**. Your continued employment will depend upon successful completion of your training objectives each year. On successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance of the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely

Joe Duggan  
Managing Director

Etc

Name: Candidate number, Candidate number

**Tawara Digimedia Ltd**  
15 Copthorne Way  
CAMBRIDGE  
CB11 8BQ  
Tel: 01632 96253  
Mobile: 07700 900601  
Email: enquiries@tawara.org.uk

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16 April 2018

BY HAND

Dear **Miss Warner**

**Vacancy for: Level 3, Website Content and Administrator**

Thank you for your application for the above training position. I am very pleased to inform you that you have been shortlisted for this vacancy.

You are invited to attend for interview at **9.00 am, Thursday 12 November**. The interview is scheduled to last approximately **30** minutes and will take the form of a discussion relating to information presented on your application form and the opportunity for you to ask questions. Upon arrival at reception please ask for **Paul Warner**.

Your starting salary will be **£88.00** per hour. You will be on probation for **3** months. Your training and learning objectives will be laid out in a training plan. You will receive supervision on the job training and will be released to attend **Cambridge Business College** for one day per week.

This training position is for a **24** months' term beginning **01/10/2018** and ending **30/09/2020**. Your continued employment will depend upon successful completion of your training objectives each year. On successful completion of your first year training objectives your salary will be increased to 80% of the fully trained starting salary for the remainder of your training. On successful completion of your apprenticeship you will be offered a permanent position within the company.

Please contact main reception to confirm your attendance of the interview. A map showing the location of the interview venue is enclosed.

We look forward to meeting you.

Yours sincerely

Joe Duggan  
Managing Director

Etc

Name: Candidate number, Candidate number

Result of merge – 3 letters printed –  
*Mr Sinclair, Ms Singh, Miss Warner* only      1 mark

**Task 5 – Presentation**


6 slides imported, title and bullet layout, no changes to text, blank slides, no overlap of items 1 mark


**Master slide items**  
 (must be same position/size on all slides, minimum 3 slides)

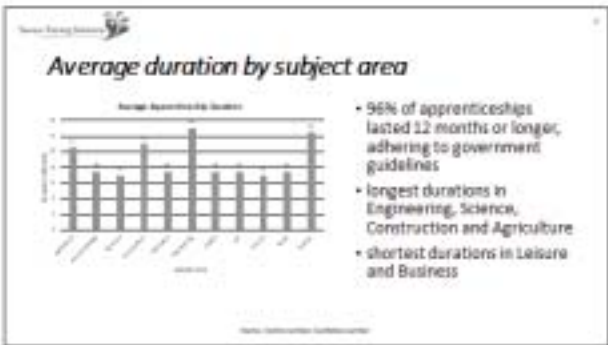
Logo appears on all slides, resized, consistent position and size 1 mark

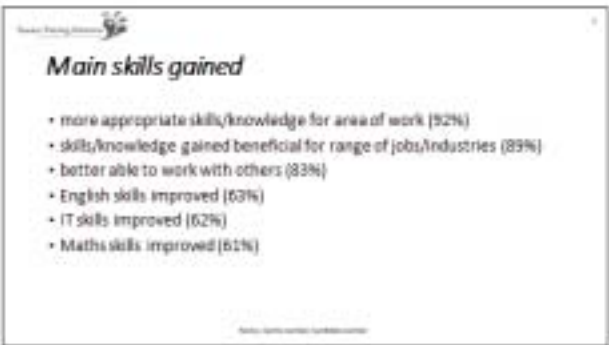
Name, centre no and candidate no – any position 1 mark

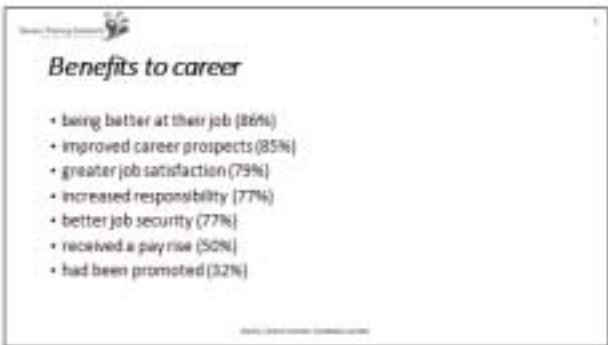
Auto slide numbers top right (penalise other features)

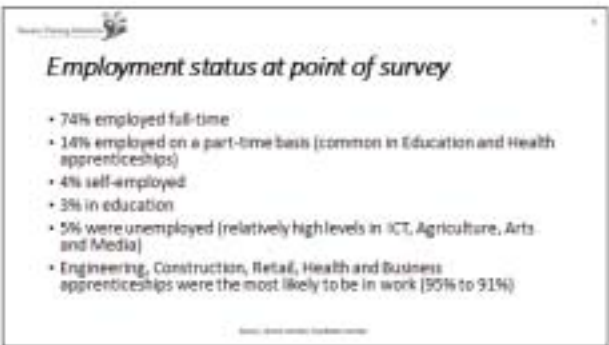






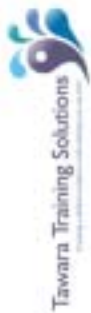




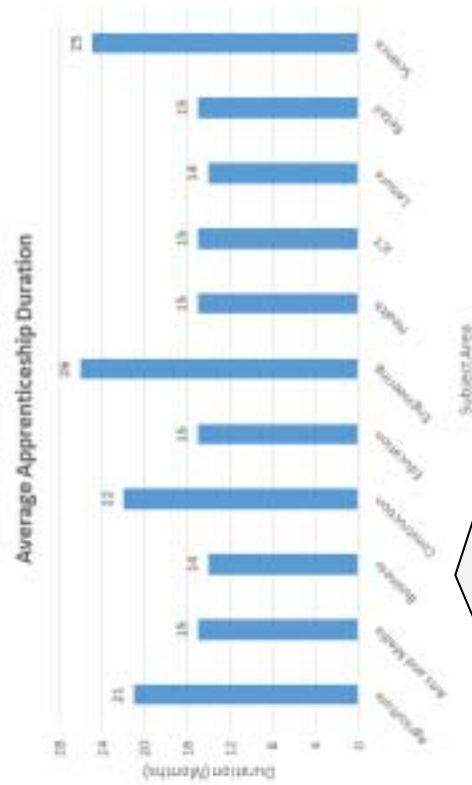


Slide 1 changed to title slide layout, centred, title larger than subtitle, name inserted 1 mark





# Average duration by subject area



- 96% of apprenticeships lasted 12 months or longer, adhering to government guidelines
- longest durations in Engineering, Science, Construction and Agriculture
- shortest durations in Leisure and Business

### Chart

- Vertical bar chart created using correct data 1 mark
- Chart to left of bullets 1 mark
- Chart title 100% accurate 1 mark
- Axis labels correct, data labels displayed on both axes 1 mark
- Value axis displays minimum 0, maximum 28 1 mark
- Value axis increments set at 4 1 mark
- Data labels as values on each bar, no legend displayed 1 mark

Print 6 slides to page and chart slide as single, landscape slide, fills page 1 mark

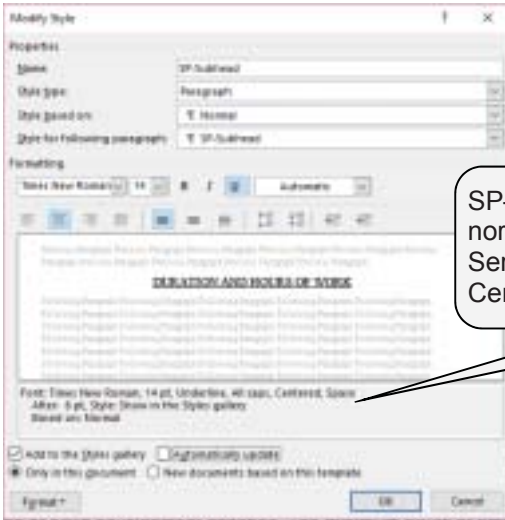
**EVIDENCE DOCUMENT**

**Step 1 – EVIDENCE 1**

File saved as EMPGUIDE with evidence of file type 1 mark



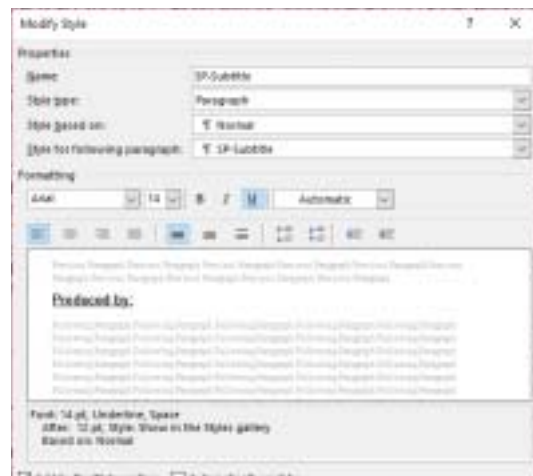
**Step 3 – EVIDENCE 2**



SP-Subhead text style created, named correctly, based on normal/default paragraph style 1 mark  
Serif, 14pt, underline, all capitals (*penalise extra here*) 1 mark  
Centre aligned, 0pt space before, 6pt space after 1 mark

**Step 4 – EVIDENCE 3**

**Original – prior to changes:**



SP-Subtitle style modified – now serif 30pt, italic, right aligned no space before and after 1 mark  
(*check 12pt space after changed/no longer displayed*)

**Step 5 – EVIDENCE 4**



**Style list**  
4 Styles correctly created, named and saved 1 mark  
(*SP-Main, SP-Subhead, SP-Content, SP-Table*)



**Step 20 – EVIDENCE 5**

Field Name	Data Type
Level	Number
Vacancy_Title	Short Text
Vacancy_Ref	Short Text
Closing_Date	Date/Time
Duration	Number
Prob_Wage	Currency
Town	Short Text
Employer_Name	Short Text
Technical_Area	Short Text
Trainer_Code	Short Text
Day_Release	Yes/No

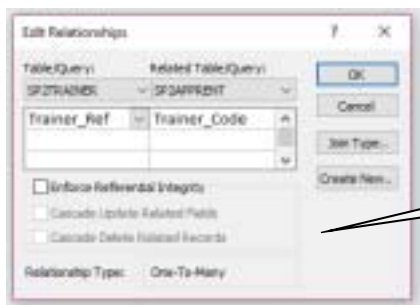
**DB Structure – SP2APPRENT table**  
 Field names as given, correct data types 1 mark  
 (penalise ID field)  
 Vacancy\_Ref set as primary key 1 mark

**Step 21 – EVIDENCE 6**

Field Name	Data Type
Trainer_Ref	Short Text
Training_Provider	Short Text
Add_1	Short Text
Add_2	Short Text
Add_3	Short Text
Contact_Name	Short Text
Telephone	Short Text

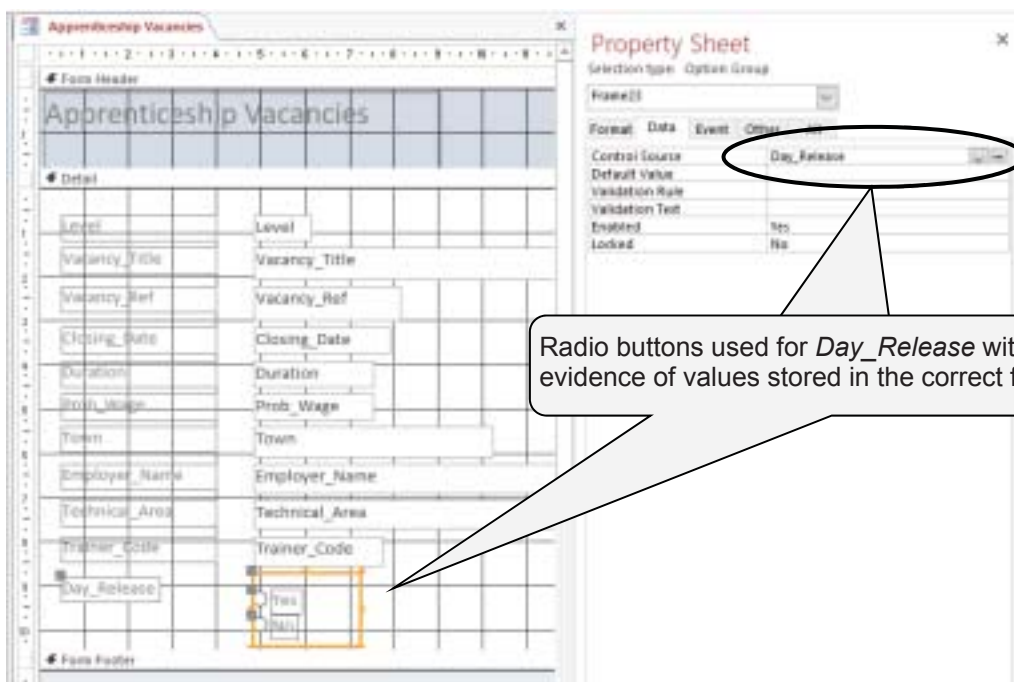
**DB Structure – SP2TRAINER table**  
 Field names as given, Trainer\_Ref set as primary key, all data types set as text 1 mark

**Step 22 – EVIDENCE 7**



One-to-Many relationship between Trainer\_Ref and Trainer\_Code fields 1 mark

**Step 23 – EVIDENCE 8**



Radio buttons used for Day\_Release with evidence of values stored in the correct field 1 mark

Step 24 – EVIDENCE 9

Columnar form created, correct fields, field headings left aligned, fields/data fully visible 1 mark  
 Field sizes appropriate for data (height & width), fields consistently aligned, evenly spaced 1 mark  
 New record in form, accurate data entry 1 mark

Step 27 – EVIDENCE 10

Name	Date	Type	Size	Log
Higher Level Care Jobs.pdf	16/04/2018 17:24	Adobe Acrobat Document	181 KB	

Report exported and saved in pdf format 1 mark

Step 28 – EVIDENCE 11

Today's date field used, correct format dd MMMM yyyy 1 mark

```
{ DATE \@ "dd MMMM yyyy" \* MERGEFORMAT }
```

Step 31 – EVIDENCE 12

Automated filter to select *Technical\_Area* is **Digital** and *Level* is **3 or more** 1 mark

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