



Cambridge IGCSE™

INFORMATION & COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 2021

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the October/November 2021 series for most Cambridge IGCSE™, Cambridge International A and AS Level components and some Cambridge O Level components.

This document consists of **17** printed pages.

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.

Automated page number centre aligned 1 mark

1

Vocational Education and Training

Quarterly Newsletter

Title – above subtitle, entered accurately 1 mark
 VE-title style seen modified (EV3), all formatting correct 1 mark
 (sans-serif, 22pt, bold, italic, centre, 0pt before/after, single line spacing)

Apprenticeship Update

During the current year a total of 814,800 people are participating in apprenticeship, with 375,800

A recent business survey found that employers

Columns

Section break – applied to correct text 1 mark
 2 columns, 1 cm column spacing 1 mark

Subheadings (4)

VE-subhead style applied consistently to all matches style defined in EV2 1 mark

changes in the funding system. Statistics show that starts at intermediate level and by apprentices aged

attribution to the business during their training

with a further third reporting that

25 and

Chart

Pie chart created using correct data 1 mark
 Correct place, within margins 1 mark
 Chart title 100% accurate 1 mark
 Sector labels display level and percentage only 1 mark
 All chart data fully visible, no overlap, no legend 1 mark

apprentices added value within their first few weeks or even from the first day. Apprenticeships offer

once qualified

productivity gains.

to recruit new

report they lead

steadily increased over

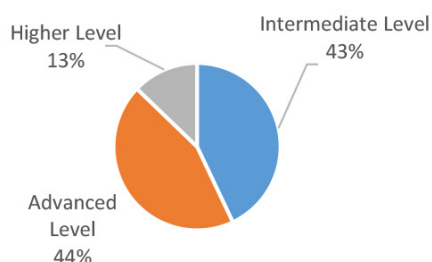
time advanced level apprenticeship starts

outnumbered those at intermediate level.

Basic Skills

The UK ranks in the bottom four OECD countries for literacy and numeracy among young people. Other countries have seen an improvement in basic skills across successive generations as employers invest more in these skills. Almost every other developed country has been more successful in building a skilled workforce, leaving the UK economy at risk of falling behind. Singapore has the highest achieving students in international education rankings with the UK ranked 21 for reading and 27 for maths, behind countries such as Japan, Estonia, Finland and Vietnam. The training and development needs of young people must be addressed to ensure workers are equipped with more than the skills they learnt at school.

Apprenticeship Starts 2019/2020



Over half of the apprenticeship starts were in the sector areas of Business Administration and Law (30%) and Health, Public Services and Care (24%), followed by Engineering and Manufacturing Technologies (16%), and Retail and Commercial

Footer

Text Edited by:[space] entered accurately 1 mark
 Name, centre number, candidate number entered after space, right aligned 1 mark

Edited by: Name, centre number, candidate number

2

responsibility of the government and employers to ensure that all apprentices have a basic level of English and maths. Attainment of at least basic level English and maths qualifications is an important part of the apprenticeship programme. For those undertaking a level 3 or higher apprenticeship, it is a requirement that they hold or achieve an approved level 2 qualification in both subjects before they can successfully complete the apprenticeship.

regions. Each skill competition is assessed through a series of tests and projects which are completed over the four days of the competition. The tests are designed by industry experts and incorporate the knowledge, practical skills and attributes valued by employers, including successful completion of tasks set, problem-solving, time management and working under pressure. Competitors are assessed by experts against rigorous international standards

Vocational World Championships

WorldSkills is a global organisation that promotes vocational, technological and education and training. It aims to achieve excellence in skills, uplift professional standards, and to raise the awareness and status of vocational education and skills training across the world. It advocates the importance of skills in achieving economic growth. It now has 82 member countries and regions covering more than two-thirds of the world's population.



The vocational skills world championships are the largest

world. It is a biennial event hosted by a different country. Skilled young professionals showcase their abilities and compete with the best in the world for the chance of winning a prestigious medal. The championships also attract industry leaders in industry, government, and education to exchange information and best practices regarding industry and professional skills education.

The 45th WorldSkills Competition was held in Russia. More than 1,350 young professionals attended, representing 63 member countries and

Industry categories:

- Construction and Building Technology
- Creative Arts and Fashion
- Information and Communication Technology
- Manufacturing and Engineering Technology
- Social and Personal Services
- Transportation and Logistics

China topped the medal table for the second consecutive games with 16 gold, 14 silver and 5 bronze medals. Russia came second (14 golds, 4

Image

- | | |
|--|--------|
| Image inserted in correct paragraph | 1 mark |
| Image rotated 180 degrees (green/Skills is at top) | 1 mark |
| Aligned to top of text, left of column, text wrapped | 1 mark |
| Resized to 3 cms wide, aspect ratio maintained | 1 mark |

- | | |
|---|--------|
| Correct text indented 1cm from both margins | 1 mark |
| External 3-4pt black border applied | 1 mark |
| Light grey background fill | 1 mark |

The 46th WorldSkills Competition was held in Shanghai, China in September this year.

Edited by: Name, centre number, candidate number

3

Apprenticeship Campaign

The new national apprenticeships campaign is now live and runs until the end of December. The campaign aims to make people aware of the changes to apprenticeships and the benefits to individuals and businesses. It targets young people, parents and employers and includes radio, television and digital advertising along with social media activities. A new website provides helpful advice and

Our next newsletter will be published in December 2021. If you would like to receive a copy make sure you have added yourself to our mailing list. Visit our website to sign up or to check your preference settings.

information as well as access to thousands of apprenticeship opportunities across the country. It is hoped to increase the number of vacancies created by employers and encourage young people to choose an apprenticeship as a high quality career route. Visit our website to find out more about the opportunities available and how apprenticeships can benefit business.

VE-body style

Body style amended - line spacing now 1.5, 6pt space after each paragraph (serif, 11, justified, no enhancement maintained) 1 mark

Document complete/paragraphs intact, portrait, columns aligned at top, no widows/orphans, list/chart/bordered paragraph not split, no blank pages 1 mark

Edited by: Name, centre number, candidate number

Title

Correct, 100% accurate

1 mark

Specified fields, correct order

1 mark

Sort ascending on *Training_Provider*

1 mark

Portrait, fits one page, all fields present, no field truncation

1 mark

Digital Work Programmes

Name, centre number, date number

First_Name	Family_Name	Birth_Date	Trainee_Job	Training_Provider
Ioana	Ali	24/04/2003	IT Software Engineer	Cambridge Micro Digital
Matthew	Cruickshank	15/06/2003	Data Processing Assistant	Cambridge Micro Digital
Julie	Murphy	10/08/2003	IT Business Support	Cambridge Micro Digital
Georgiana	Bibi	02/11/2003	Game Tester	Cambridge Micro Digital
Abigail	Cole	01/01/2003	Game Tester	Digital Focus Training Ltd
Dayita	Singh	19/02/2003	Applications Programmer	Digital Focus Training Ltd
Dexter	Williams	03/12/2003	IT Software Engineer	Digital Focus Training Ltd
Tarquin	Marchant	17/01/2003	Software Developer	Digitalised Solutions Ltd
Sukhpreet	Gupta	10/03/2003	ICT Support Technician	Digitalised Solutions Ltd
Gerald	Hanks	12/05/2003	Digital Applications Technician	Digitalised Solutions Ltd
Heinrich	Koch	13/07/2003	IT Support Engineer	Digitalised Solutions Ltd
Paul	Gillespie	29/09/2003	Software Engineer	Digitalised Solutions Ltd
Salma	Begum	28/10/2003	Multimedia Designer	Digitalised Solutions Ltd
Charlotte	Balint	08/12/2003	Hardware Technician	Digitalised Solutions Ltd
Jemma	Foster	24/01/2003	Systems Designer	Edigital Training Services
Shannon	Western	24/05/2003	Graphic Designer	Edigital Training Services
Alan	Hoffmann	12/07/2003	Systems Engineer	Edigital Training Services
Megan	Fossard	26/08/2003	Cyber Security Technician	Edigital Training Services
Benjamin	Joyner	27/12/2003	Database Administrator	Edigital Training Services
Ludivine	Borodushkina	06/06/2003	Digital Marketer	Elite Digital Training
Gurpreet	Kaur	17/08/2003	Network Administrator	Elite Digital Training
Kayden	Baomer	28/10/2003	IT Business Support	Elite Digital Training
Rajinder	Begum	27/12/2003	Hardware Technician	Elite Digital Training
Connor	Smith	04/03/2003	IT Software Engineer	Progress Digital Skills Training
Joseph	Montgomery	08/05/2003	Data Analyst	Progress Digital Skills Training
Sebastien	Shehab	11/06/2003	Software Engineer	Progress Digital Skills Training
Ryan	Coleman	14/03/2003	Multimedia Designer	Tawara Digital Academy
Lina	Schneider	19/08/2003	Software Developer	Tawara Digital Academy
Camer	Griffiths	30/08/2003	ICT Support Technician	Tawara Digital Academy
Iona	Williams	01/12/2003	Systems Programmer	Tawara Digital Academy
Nikita	ain	25/12/2003	Multimedia Designer	Tawara Digital Academy
Ryan		31/12/2003	IT Technical Support Officer	Tawara Digital Academy

Format/Display:*Birth_Date* displays as day month year

1 mark

New record *Lina Schneider* inserted only once, does not replace *Ryan Coleman*

1 mark

New record 100% accurate

1 mark

Select records (32):

Based on trainee table only (no duplicated records)

1 mark

Training_Provider includes the text digital

1 mark

Birth_Date is in 2003

1 mark

Title

Correct, 100% accurate

1 mark

PUBLISHED**Calculated field**

Heading 100% accurate

1 mark

% calculated - correct values

1 mark

Displayed as % 0dp

1 mark

Weekend Testing

First_Name	Family_Name	Subject	Test_Date	Test_Day	Start_Time	Mark_Achieved	%_	Result
Elena	Micu	Mathematics Level 3	19-Sep-20	Saturday	14:58	40	80%	Pass
Andras	Kovacs	Mathematics Level 2	13-Feb-21	Saturday	11:43	27	60%	Fail
Leanne	Sutherland	Mathematics Level 2	23-Jan-21	Saturday	15:08	44	96%	Pass
Thibault	Coulthard	Mathematics Level 2	13-Feb-21	Saturday	13:35	25	54%	Fail
Wesley	Cowell	Mathematics Level 2	05-Sep-20	Saturday	15:39	41	91%	Pass
Felita	Rodriguez	Mathematics Level 2	05-Sep-20	Saturday	13:04	26	58%	Fail
Jaydon Andrew	Clarkson	Mathematics Level 1	31-Oct-20	Saturday	13:41	30	67%	Pass
Francesca	Jones	Mathematics Level 1	23-Jan-21	Saturday	14:28	45	100%	Pass
Myra	Khan	Mathematics Level 1	02-Jan-21	Saturday	15:42	29	66%	Pass
Baek Hyeon	Chong	Mathematics Level 1	03-Oct-20	Saturday	12:16	28	64%	Fail
Rajinder	Begum	Mathematics Level 1	31-Oct-20	Saturday	13:47	35	78%	Pass
Waleed	Khoury	Mathematics Level 1	21-Nov-20	Saturday	12:02	31	70%	Pass
Nikita	Hussain	Mathematics Level 1	17-Oct-20	Saturday	13:20	40	89%	Pass
Courtney	Sullivan	Mathematics Level 1	26-Sep-20	Saturday	16:31	42	93%	Pass
Natasha	Blanchard	Mathematics Level 1	19-Sep-20	Saturday	15:34	43	98%	Pass
Lewis	Burnell	English Level 3 Writing	08-Aug-20	Saturday	15:24	31	69%	Pass
Paul	Davies	English Level 3 Writing	01-Aug-20	Saturday	09:25	26	58%	Fail
Mathias	Ostberg	English Level 3 Writing	14-Nov-20	Saturday	13:54	29	64%	Fail
Mary	Schmidt	English Level 3 Writing	05-Sep-20	Saturday	12:49	32	71%	Pass
Joel	Markham	English Level 3 Writing	02-Jan-21	Saturday	11:49	30	67%	Pass
Liam	Schofield	English Level 3 Reading	23-Jan-21	Saturday	17:12	35	78%	Pass
Lee	Stennett	English Level 2 Reading	05-Dec-20	Saturday	15:15	30	86%	Pass
Jack	Davies	English Level 2 Reading	23-Jan-21	Saturday	10:30	27	79%	Pass
Parminder	Singh	English Level 1 Writing	17-Oct-20	Saturday	13:25	30	86%	Pass
James	Rushton	English Level 1 Writing	16-Jan-21	Saturday	13:44	34	94%	Pass

Name, centre number, candidate number

Select records (40):*Test_Day* is **Saturday** or **Sunday**

1 mark

Mark_Achieved is **>=25**

1 mark

PUBLISHED**Format/Display:***Test_Date* displays as dd-MMM-yy 1 mark*Start_Time* displays hh:mm 1 mark

First_Name	Family_Name	Subject	Test_Date	Test_Day	Start_Time	Mark_Achieved	%_Mark	Result
Fatima	Begum	English Level 1 Writing	13-Feb-21	Saturday	12:21	25	69%	Pass
Jake	Tuohey	English Level 1 Writing	01-Aug-20	Saturday	16:35	31	86%	Pass
Aaden	Lafferty	English Level 1 Writing	31-Oct-20	Saturday	10:08	32	89%	Pass
Katharina	Schwarz	English Level 1 Writing	22-Aug-20	Saturday	12:07	31	89%	Pass
Spencer	Reed	English Level 1 Reading	02-Jan-21	Saturday	10:44	35	100%	Pass
Mohammad	Bryning	English Level 1 Reading	21-Nov-20	Saturday	13:58	28	82%	Pass
Elena	Micu	English Level 1 Reading	01-Aug-20	Saturday	14:31	33	97%	Pass
Chantelle	Shidane	English Level 1 Reading	28-Nov-20	Saturday	11:48	30	86%	Pass
Charles	Kavanagh	English Level 1 Reading	31-Oct-20	Saturday	10:49	35	100%	Pass
Leanne	Raynard	Mathematics Level 3	14-Mar-21	Sunday	11:04	25	50%	Fail
Abigail	Cole	Mathematics Level 1	14-Mar-21	Sunday	10:59	25	56%	Fail
Sian	Reeves	English Level 3 Writing	14-Mar-21	Sunday	18:48	39	87%	Pass
Tessa	Codling	English Level 3 Reading	14-Mar-21	Sunday	11:25	43	96%	Pass
Wolfgang	Odermatt	English Level 2 Reading	07-Mar-21	Sunday	11:32	26	74%	Pass
Rahmiya	Shafiq	English Level 1 Writing	07-Mar-21	Sunday	13:33	34	97%	Pass

Total tests completed

40

Calculates correct number of tests (40)

1 mark

Number of tests value under *Subject* field, positioned at end of report only, displayed as integer

1 mark

Label 100% accurate, left of value

1 mark

Name, centre number, candidate number
displays in page footer, on every page, no other data displayed 1 mark

Name, centre number, candidate number

Specified fields, correct order 1 mark
Landscape, one page wide, all base fields present 1 mark
Fields adjusted to fit with no truncation on any field 1 mark
Sort ascending *Test_Day*, descending *Subject* 1 mark

Task 4 – Mail merge

Master document printed, *Name* replaces Candidate Name, ID details in footer 1 mark**Tawara Digital Academy**7 Whitehaven Way
CAMBRIDGE
CB9 7CD

Tel: 01632 960253

Mobile: 07700 900601

Email: enquiries@tda.org.uk

Date as Postmark

«Title» «First_Name» «Last_Name»

«Add_1»

«Add_2»

«Add_3»

«Post_Code»

Dear «Title» «Last_Name»

Following your interview last week I am delighted to offer you the position of «Job» with Tawara Digital Academy. You will be working within the «Department» department and your line manager will be «Line_Manager».

As we discussed, your employment will commence on Monday, «Start_Date». Your starting salary will be £«Salary» per annum and will be paid monthly by bank transfer. Full medical insurance will be provided through our employee benefit plan. Eligibility for the company retirement plan begins 90 days after your employment commences.

All new members of staff are required to complete the company Induction Training within the first month of service. This training is designed to facilitate your integration into the company, as swiftly and as smoothly as possible.

I enclose our welcome package, which outlines our policies and procedures. Please sign to acknowledge receipt and your acceptance of our terms, and return the last page in the envelope provided.

Please let me know if you have any questions or I can provide any additional information.

Yours sincerely

Joseph Learner
Human Resources

Enc

Merge Fields inserted – Placeholders and <> replaced

Fields «Title» | «First_Name» | «Last_Name» | «Add_1» | «Add_2» | «Add_3» |

«Post_Code» | «Title» | «Last_Name» in correct position

1 mark

Fields «Job» | «Department» | «Line_Manager» in correct position

1 mark

Fields «Start_Date» | «Salary» in correct position

1 mark

Correct position and spacing for all fields present with punctuation maintained

1 mark

Tawara Digital Academy

7 Whitehaven Way
CAMBRIDGE
CB9 7CD

Tel: 01632 960253

Mobile: 07700 900601

Email: enquiries@tda.org.uk

Date as Postmark

Ms Ruby Stewart
17 Cherry Tree Lane
Ipswich
Suffolk
IP5 9ZZ

Dear Ms Stewart

Following your interview last week I am delighted to offer you the position of Systems Programmer with Tawara Digital Academy. You will be working within the Research and Development department and your line manager will be Gurdeep Dasgupta.

As we discussed, your employment will commence on Monday, 17/05/2021. Your starting salary will be £21460 per annum and will be paid monthly by bank transfer. Full medical insurance will be provided through our employee benefit plan. Eligibility for the company retirement plan begins 90 days after your employment commences.

All new members of staff are required to complete the company induction training within the first month of service. This training is designed to facilitate your integration into the company, as swiftly and smoothly as possible.

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Please let me know if you have any questions or I can provide any additional information.

Yours sincerely

Joseph Learner
Human Resources

Enc

Merge result – correct 4 letters printed –
Ruby Stewart, Waleed Patel, Harrison Wiesinger, Abigail Buchanan only 1 mark

Name, centre number, candidate number

Tawara Digital Academy

7 Whitehaven Way
CAMBRIDGE
CB9 7CD

Tel: 01632 960253

Mobile: 07700 900601

Email: enquiries@tda.org.uk

Date as Postmark

Mr Waleed Patel
32 Windsor Gardens
Thame
Oxfordshire
OX9 3LP

Dear Mr Patel

Following your interview last week I am delighted to offer you the position of **Website Content Administrator** with Tawara Digital Academy. You will be working within the **Technical Services** department and your line manager will be **Louie Whitehead**.

As we discussed, your employment will commence on Monday, **07/06/2021**. Your starting salary will be **£18500** per annum and will be paid monthly by bank transfer. Full medical insurance will be provided through our employee benefit plan. Eligibility for the company retirement plan begins 90 days after your employment commences.

All new members of staff are required to complete the company induction training within the first month of service. This training is designed to facilitate your integration into the company, as swiftly and smoothly as possible.

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Yours sincerely

Joseph Learner
Human Resources

Enc

Name, centre number, candidate number

Tawara Digital Academy

7 Whitehaven Way
CAMBRIDGE
CB9 7CD

Tel: 01632 960253

Mobile: 07700 900601

Email: enquiries@tda.org.uk

Date as Postmark

Mr Harrison Wiesinger
18 Chinnor Road
Colchester
Essex
CO8 5UP

Dear Mr Wiesinger

Following your interview last week I am delighted to offer you the position of Team Leader with Tawara Digital Academy. You will be working within the Accounting and Finance department and your line manager will be Caitlin Akhtar.

As we discussed, your employment will commence on Monday, 14/06/2021. Your starting salary will be £19870 per annum and will be paid monthly by bank transfer. Full medical insurance will be provided through our employee benefit plan. Eligibility for the company retirement plan begins 90 days after your employment commences.

All new members of staff are required to complete the company induction training within the first month of service. This training is designed to facilitate your integration into the company, as swiftly and smoothly as possible.

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Joseph Learner
Human Resources

Enc

Name, centre number, candidate number

Tawara Digital Academy

7 Whitehaven Way
CAMBRIDGE
CB9 7CD

Tel: 01632 960253

Mobile: 07700 900601

Email: enquiries@tda.org.uk

Date as Postmark

Mrs Abigail Buchanan
45 Blossom Avenue
Gerrards Cross
Bucks
SL9 7PG

Dear Mrs Buchanan

Following your interview last week I am delighted to offer you the position of **IT Software Engineer** with Tawara Digital Academy. You will be working within the **Technical Services** department and your line manager will be **Malcom Jones**.

As we discussed, your employment will commence on Monday, **07/06/2021**. Your starting salary will be £**18000** per annum and will be paid monthly by bank transfer. Full medical insurance will be provided through our employee benefit plan. Eligibility for the company retirement plan begins 90 days after your employment commences.

All new members of staff are required to complete the company induction training within the first month of service. This training is designed to facilitate your integration into the company, as swiftly and smoothly as possible.

I enclose our welcome package, which outlines our policies and procedures. Please sign to acknowledge receipt and your acceptance of our terms, and return the last page in the envelope provided.

Please let me know if you have any questions or I can provide any additional information.

Yours sincerely

Joseph Learner
Human Resources

Enc

Name, centre number, candidate number

Task 6 – Presentation

Presentation complete – slides imported, title/bullet layout, no blank slides/no text changed
 Name, centre number, candidate number in header, same position on every slide 1 mark
 All slides printed as handouts, 6 to page 1 mark

22/03/2021

*Vocational Skills Championships**WorldSkills*

- the global hub for skills excellence and development
- 82 WorldSkills member countries and regions, covering more than two-thirds of the world's population
- raising the profile and recognition of skilled people
- raising standards in technical and vocational education
- demonstrating the importance of skills in achieving economic growth and personal success

About the Championships

- showcases vocational qualifications as a positive and valued choice at all levels
- raises the profile of vocational education
- promotes excellence in skills development, vocational training and craftsmanship
- provides global benchmarking
- demonstrates that vocational training is as valuable as academic qualifications

Competition Skill Classifications

- Construction and Building Technology
- Creative Arts and Fashion
- Information and Communication Technology
- Manufacturing and Engineering Technology
- Social and Personal Services
- Transportation and Logistics

45th WorldSkills Competition

- event held in Kazan, Russia in August 2019
- 1,354 competitors
- representing 63 member countries and regions
- competing in 56 skills across a wide range of industries
- 4 days of competition
- 200,000 visitors
- largest international event in Russia in 2019

International Skills Competitions

Event/Year		Location	
Year	Location	Year	Location
2019	Spain/Poland/Belgium	2018	Leipzig, Germany
2018	11th World Skills, France	2017	San Paulo, Brazil
2017	Colombo, Sri Lanka	2016	Shanghai, China
2016	Poland & Hungary	2015	Seoul, Korea
2015	Iran, Jordan	2014	Shanghai, China
2014	10th WorldSkills, Russia	2013	Leipzig, Germany

- Slide layout changed on correct slide to title and (4×7) table 1 mark
- All data copied into table 1 mark
- Table fits on slide with all data fully visible, plain table style, text displays on one line, all gridlines displayed 1 mark
- New row inserted as first row of table 1 mark
- Text **EuroSkills** and **WorldSkills** entered accurately 1 mark
- Cells merged - row 1, cols 1 and 2, cols 3 and 4 1 mark
- All rows 1.5cms high 1 mark
- All text within table centre aligned vertically 1 mark
- All text within table centre aligned horizontally 1 mark

Name, centre number, candidate number

International Skills Competition

EuroSkills		WorldSkills	
Year	Location	Year	Location
2012	Spa-Francorchamps, Belgium	2013	Leipzig, Germany
2014	Lille Grand de Palais, France	2015	Sao Paulo, Brazil
2016	Gothenburg, Sweden	2017	Abu Dhabi, United Arab Emirates
2018	Budapest, Hungary	2019	Kazan, Russia
2020	Graz, Austria	2021	Shanghai, China
2022	St. Petersburg, Russia	2023	Lyon, France

Biennial events held alternate years

- International Skills Competitions* slide – speaker notes added – correct position and accurate 1 mark
- International Skills Competitions* slide printed as presenter/speaker notes layout 1 mark

EVIDENCE DOCUMENT

Step 1 - EVIDENCE 1

File saved as NEWSLETTER with evidence of correct file type 1 mark

NEWSLETTER.docx

02/09/2019 07:57

Microsoft Word Document

20 KB

Step 3 - EVIDENCE 2

Modify Style

Properties

Name: VE-subhead

Style type: Paragraph

Style based on: Normal

Style for following paragraph: VE-subhead

Formatting

Arial 14 B I U Automatic

Font: 14 pt, Bold, Italic, Centered, Space After: 6 pt, Style: Show in the Styles gallery Based on: Normal

☒ Add to the Styles gallery ☐ Automatically update

☒ Only in this document ☐ New documents based on this template

Format OK Cancel

VE-subhead

VE-subhead style created, named correctly, based on normal/default 1 mark

Sans-serif 14pt, bold, italic, centre aligned 1 mark

Single line spacing, 0pt before 6pt after 1 mark

Step 6 – EVIDENCE 3

Modify Style

Properties

Name: VE-title

Style type: Paragraph

Style based on: Normal

Style for following paragraph: VE-title

Formatting

Arial 22 B I U Automatic

Font: 22 pt, Bold, Italic, Centered, Style: Automatic Based on: Normal

☒ Add to the Styles gallery ☐ Automatically update

☒ Only in this document ☐ New documents based on this template

Format OK Cancel

VE-title style modified

Evidence of VE-title style modified, based on *Normal*

1 mark

Step 17 - EVIDENCE 4

N2102TRAINEE	
Field Name	Data Type
Family_Name	Short Text
First_Name	Short Text
Trainee_No	Short Text
Birth_Date	Date/Time
Gender	Short Text
Trainee_Job	Short Text
Training_Provider	Short Text

EVIDENCE 5

N2102RESULTS	
Field Name	Data Type
Test_Date	Date/Time
Test_Day	Short Text
Start_Time	Date/Time
Subject	Short Text
Test_Version	Number
Student_ID	Short Text
Duration	Date/Time
Mark_Achieved	Number
Total_Marks	Number
Pass_Mark	Number
Test_Type	Short Text
Result	Short Text

DB table structures

Trainee table - field names and data types as given,

Trainee_No as primary key

1 mark

Results table - field names and data types as given,

no primary key

1 mark

Step 18 - EVIDENCE 6

Edit Relationships ? X

Table/Query:	Related Table/Query:	OK
N2102TRAINEE	N2102RESULTS	Cancel
Trainee_No	Student_ID	Join Type..
		Create New..

☐ Enforce Referential Integrity
☐ Cascade Update Related Fields
☐ Cascade Delete Related Records

Relationship Type: One-To-Many

1-to-Many relationship between *Trainee_No* and *Student_ID* 1 mark

Step 21 - EVIDENCE 7

=Count(*)

Database formula to calculate number of tests 1 mark

Step 24 - EVIDENCE 8

Query Options ?

Filter Records Sort Records

Field:	Comparison:	Compare to:
Salary	Greater than or equal	18000
And		

Clear All OK Cancel

Mail Merge selection

Evidence of automated filter to select*Salary* is >=18000

1 mark