



Cambridge Assessment International Education
Cambridge International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Practical Test A

May/June 2018

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.

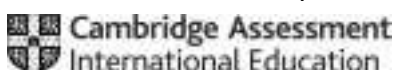
Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the May/June 2018 series for most Cambridge IGCSE™, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

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This syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **16** printed pages.



PUBLISHED**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.

Name, Centre number, Candidate number

Header: Name, Centre number, candidate number left aligned,
page number right aligned, no placeholders

1 mark

1

Get Ahead With An Apprenticeship

Produced by: Candidate name

Title

Data entry 100% accurate,

1 mark

TA-Title style seen in EV3 and applied - sans-serif, 30pt, centre, bold, italic, no space after 1 mark

**Subtitle:** Name inserted, TA-Subtitle style seen in EV3 and applied –
sans-serif, 18pt, left underlined only, 0 space after

1 mark

Image

Image inserted in correct position

1 mark

Aligned to top of text and left margin, text wrapped

1 mark

Resized to 4 cm wide, aspect ratio maintained

1 mark

Structure

Employability Skills

Subheadings (5)TA-Subhead style applied - matches style
defined in Evidence Document 2

1 mark

Columns

Section break correct position

1 mark

2 columns, 2 cm column spacing

1 mark

BulletsTA-Bullet style seen in EV3 and applied to correct text –
sans-serif 14pt, italic

1 mark

Bullets indented 2 cms from left margin, ✓ shaped bullet, single line, 0 space after 1 mark

- ✓ *Intermediate apprenticeship (level 2)*
- ✓ *Advanced apprenticeship (level 3)*
- ✓ *Higher apprenticeship (levels 4-7)*
- ✓ *Degree apprenticeship (levels 6-7)*

All apprenticeships start at a Level 2, or Intermediate Apprenticeship. Once this is achieved the learner is able to progress onto Advanced Apprenticeships (Level 3) and in some cases onto a Higher Apprenticeship (Level 4) after that.

Employers across all industries are looking for more than just academic qualifications. An offer of employment will often depend

moment their apprenticeship begins and this puts them a step ahead in a highly competitive job market.

Engineering Apprenticeships

There is a massive shortage of engineering skills in this country and in order to meet demand there is a need to attract a greater talent pool

Footer: Filename with path right aligned, no placeholders

1 mark

C:\FACTSHEET.DOCX

Name, Centre number, Candidate number

2

into engineering over the next five to ten years. There has been particularly strong growth in the take up of engineering apprenticeships in recent years and this is seen as the way forward.

The engineering sector currently employs 5.4 million people across 542,440 engineering companies. It is predicted that by 2020 engineering companies will have 1.86 million job openings which will require engineering skills. Current intermediate level apprenticeship vacancies available are:

Vacancy_ID	Vacancy	Wage
TT488098	Apprentice Field Service Engineer	£150.00
TT418265	Control System Engineering Apprentice	£150.00
TT490111	Apprentice CAD Engineer	£153.80
TT418025	Apprentice Software Engineer	£160.60
TT418058	Apprentice IT Support Engineer	£175.50
TT539159	Apprentice Maintenance Engineer	£180.00
TT436069	Apprentice Fork Lift Truck Engineer	£203.00
TT418057	Apprentice Microsoft Software Engineer	£225.00
TT539384	Mechanical Design Engineering Apprentice	£230.00
TT418060	Apprentice IT Engineer	£260.50

These positions offer good benefits in terms of pay, time spent training, level of skill imparted, and the prestige and future career opportunities. Additional funding from the government will result in 20,000 higher apprenticeship places in professional careers such as engineering over the next three years. This will offer solid progression routes for those starting an apprenticeship now.

Traineeships

Traineeships are designed for unemployed young people aged 16 to 24 who want to get an apprenticeship or job but lack the skills and

experience that employers are looking for. Many employers offer both traineeships and apprenticeships so it may be possible to progress to an apprenticeship with the same employer.

Traineeships are unpaid and last from six weeks to six months. A high quality work placement is central to the training programme which aims to develop workplace skills. It also covers work preparation skills such as CV writing, interview preparation, job search skills, self-discipline and inter-personal skills. English and maths are included along with industry specific content and vocational qualifications.

Higher Apprenticeships

DB Extract

RTF extract imported, correct position, within column width, data on 1 line, fully visible, no title on extract

1 mark

Correct fields with field headings displayed, correct order

1 mark

Vacancy contains *Engineer*

1 mark

Level is *Intermediate*

1 mark

Wage is $\geq$ £150

1 mark

Sorts *Wage* in ascending order

1 mark

TA-Table style seen in EV3 and applied to correct text (serif, 12pt, left, 0 space after each row)

1 mark

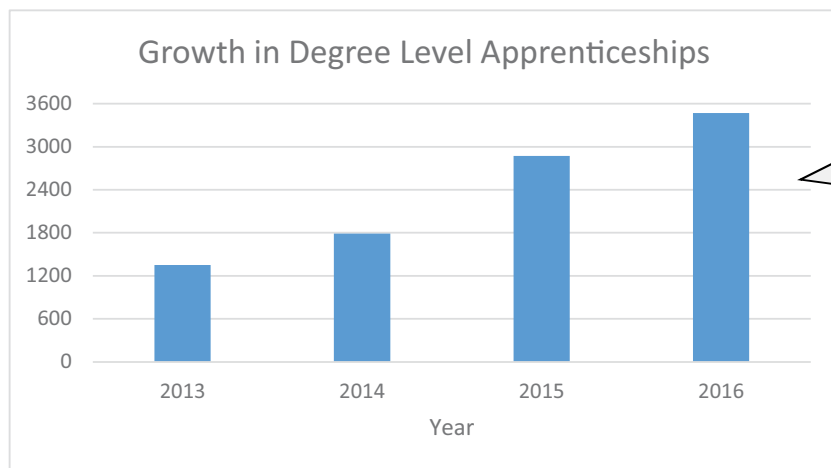
work in industry. Those starting a university course now are predicted to graduate with at least £60,000 of debt due to the rising cost of tuition fees and living expenses. Understandably many students do not want to start their working careers with these crippling debts. Higher apprenticeships offer a great alternative to a traditional full-time university degree. Learners split their time between college or university and the workplace. They can earn as much as £300 to £500 a week, receive on and off the job industry training, gain degree level qualifications and have many progression opportunities available to them. All without paying hefty tuition fees or running up student debts.

Name, Centre number, Candidate number

3

In the past apprenticeships were seen as the only option for those not achieving the grades to progress to university. This is no longer the case. There are some very challenging apprenticeship schemes available, with tough application processes and fierce competition for places.

Higher Level apprenticeship numbers are rising steadily. There were 19,800 Higher Level apprenticeship starts in 2014 which is up 2% on the previous year. The growth in the number of higher apprenticeships advertised over recent years can be seen in the following graph:

**Chart**

Vertical bar chart created using correct data, year labels present 1 mark

Chart in correct place, within margins, all data fully visible 1 mark

Chart title 100% accurate 1 mark

Y-axis maximum displays 3600 1 mark

Y-axis increments of 600 1 mark

Category axis label Year, no legend or other titles 1 mark

The UK government is committed to expanding the number, range and quality of apprenticeships that offer training to degree level. The

Apprentice
organisat
their wag
levy aims
Higher a

Page layout

TA-Body text seen in EV3 and applied to all text – serif, 12pt, justified, single line, 0pt before, 6pt space after 1 mark

Doc complete/paras intact, A4, landscape, margins 2cm, spacing consistent, cols balanced at top, no widows/orphans, split lists, chart or extract, no overlap in chart, no blank pages, 6pt after extract 1 mark

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Title

Correct, 100% accurate, large font size, fully visible 1 mark

Calculated field

Heading 100% accurate 1 mark
 Bonus_Wage calculated (*1.04) - correct values 1 mark
 Same currency symbol as Wage, 2dp 1 mark

Vacancies list for August

Name, Centre number, ... number

Vacancy	Level	Closing_Date	Employer_Name	Day_Release	Wage	Bonus_Wage
Apprentice Backend Developer	Advanced	20-Aug-18	Edigital Advanced Services	Yes	£274.75	£285.74
Business Administration Apprentice	Advanced	07-Aug-18	Holder Law Specialists	No	£247.90	£257.82
Apprentice Mobile Developer	Advanced	28-Aug-18	Digital Solutions Ltd	Yes	£235.75	£245.18
IT Networking Apprentice	Advanced	29-Aug-18	Dreamscape Web Services	Yes	£230.62	£239.84
Mechanical Design and Technical Engineering Apprentice	Advanced	10-Aug-18	AMEC Nnc Ltd	Yes	£230.00	£239.20
Social Media Apprentice	Advanced	31-Aug-18	Flash Mountain Media Enterprise	Yes	£230.00	£239.20
Electrical Design Engineering Apprentice	Advanced	07-Aug-18	Rossi Sparks Electrics	Yes	£230.00	£239.20
Welder/Fabrication Apprentice	Advanced	27-Aug-18	Rossi Sparks Electrics	Yes	£230.00	£239.20
IT Software Engineer Apprentice	Advanced	08-Aug-18	Technical System Projects Ltd	Yes	£225.00	£234.00
Change and Transformation Apprentice	Advanced	24-Aug-18	Ombudsman Services Energy	Yes	£221.15	£230.00
Apprentice Mechanical Engineer	Advanced	25-Aug-18	MGC Engineering Company	No	£180.50	£187.72
Business Administration Apprentice	Advanced	13-Aug-18	Kernow Medical Services	Yes	£168.75	£175.50
IT Test Engineer Apprentice	Advanced	20-Aug-18	Ruddlemoor Digital Services	Yes	£156.60	£162.86
Electrical Apprentice	Advanced	03-Aug-18	Tatum Electrical	Yes	£150.00	£156.00
Digital Marketing/SEO Apprentice	Advanced	21-Aug-18	Techno Group Limited	Yes	£150.00	£156.00
Marketing Assistant Apprentice	Advanced	24-Aug-18	Sonus Marketing	Yes	£150.00	£156.00
Digital Marketing Apprentice	Advanced	31-Aug-18	Dreamscape Web Services	Yes	£145.50	£151.32
Apprentice Asset Engineer	Advanced	29-Aug-18	United Energy Care	Yes	£145.00	£150.80
Digital Content Apprentice	Advanced	15-Aug-18	Progressive Futures	Yes	£133.00	£138.32
Apprentice Butcher	Advanced	03-Aug-18	Crealy Farm Shop	Yes	£132.00	£137.28
Apprentice Graphic Designer	Advanced	14-Aug-18	Flash Mountain Media Enterprise	No	£132.00	£137.28
	Advanced	29-Aug-18	Oakes Nuttall Professional	Yes	£123.75	£128.70

Both records *Digital Content Apprentice/*
Apprentice Butcher present 1 mark

Sort ascending on *Level*, then descending on *Wage*, no grouping 1 mark
 Specified field headings and data, correct order 1 mark
 Landscape, one page wide, all base fields present, fully visible 1 mark
Closing_Date displays dd-MMM-yy, *Day_Release* as Yes/No, 1 mark
Wage currency 2dp

Select records (40):

Level is Advanced or Higher 1 mark
Closing_Date is <= 31-Aug-18, *Subject_Name* <> Accounting 1 mark

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Cambridge IGCSE – Mark Scheme

May/June 2018

PUBLISHED

Vacancy	Level	Closing_Date	Employer_Name	Day_Release	Wage	Bonus_Wage
Business Analyst Apprentice	Advanced	10-Aug-18	Reeves Insurance Services	Yes	£123.00	£127.92
Social Media Apprentice	Advanced	13-Aug-18	Yellow Spider Media Limited	No	£115.50	£120.12
Apprentice Technician - Heavy Vehicle	Advanced	15-Aug-18	Tawara Motors Ltd	Yes	£109.20	£113.57
Apprentice Mechanic	Advanced	23-Aug-18	Sherman Motors of Excellence	Yes	£109.20	£113.57
Apprentice Software Developer	Advanced	20-Aug-18	Digital Solutions Ltd	No	£103.00	£107.12
Apprentice Administrator	Advanced	16-Aug-18	Positive Recruitment Solutions	No	£102.40	£106.50
Apprentice Web Designer	Advanced	17-Aug-18	Online Digital Services	Yes	£102.38	£106.48
Microsoft IT Technical Support Apprentice	Advanced	13-Aug-18	IT Service Solutions	Yes	£101.01	£105.05
Apprentice Dental Nurse	Advanced	23-Aug-18	The Smile Clinic	Yes	£81.90	£85.18
Apprentice Engineer	Higher	17-Aug-18	Tiger Tank Cars	Yes	£330.00	£343.20
Apprentice Software Engineer	Higher	29-Aug-18	Willow Project Services	Yes	£298.07	£309.99
Apprentice Production Engineer	Higher	13-Aug-18	Prospect Engineering	No	£280.08	£291.28
Digital Business Apprentice	Higher	29-Aug-18	Techno Group Limited	Yes	£250.12	£260.12
Project Management Apprentice	Higher	16-Aug-18	Carter Engineering	Yes	£250.00	£260.00
Apprentice Quantity Surveyor	Higher	05-Aug-18	Progress Solution Services	Yes	£250.00	£260.00
Cyber Security Apprentice	Higher	31-Aug-18	Digital Solutions Ltd	Yes	£230.62	£239.84
Apprentice Business Intelligence Developer	Higher	22-Aug-18	Harper Associates	No	£200.00	£208.00
Software Support and Database Analyst	Higher	15-Aug-18	Digital Solutions Ltd	Yes	£160.00	£166.40

Number of jobs

40

Calculates correct number of vacancies, positioned under *Level* field 1 mark
 Label *Number of jobs* to left of value, 100% accurate 1 mark

Task 5 – Mail merge

Name, Centre number, candidate number

Tawara Training

16 Guineaport Road

BRISTOL

United Kingdom

Tel: 01643 882781

18 May 2018

Master document printed, Name replaces Candidate Name,
Name, Centre number and candidate number in the header 1 mark

Dear «First_Name»

Further to your recent interview, I am delighted to offer you the position of «Vacancy» with «Employer». This is a full-time position for a fixed term of two years with an initial probationary period of one month. The weekly wage is «Wage», and the normal working hours are from 8.30 am to 5.00 pm each weekday. You will be entitled to 4 weeks annual leave plus bank holidays.

As part of your apprenticeship a Training Plan will be agreed with you. You will receive supervised on-the-job training and will be released to attend college for one day per week.

I hope that your
this position please
return a copy to
me.

Merge Fields inserted – placeholders and <> correctly replaced,
punctuation and spacing maintained

«First_Name» | «Vacancy» | «Employer». | «Wage», 1 mark

«First_Name» | «Family_Name» | «Employer» | «Vacancy» 1 mark

«Level», | «Framework» | «Start_Date» | «End_Date» 1 mark

Yours sincerely

A Candidate

Training Manager

APPRENTICESHIP AGREEMENT

Apprentice name:	«First_Name» «Family_Name»
Employer:	«Employer»
Occupation for which you are being trained:	«Vacancy»
Apprenticeship level and framework:	«Level», «Framework»
Start date:	«Start_Date»
Estimated completion of learning date:	«End_Date»

Signatories:

Apprentice:		Date:
Employer:		Date:

Name, Centre number, candidate number

Tawara Training
16 Guineaport Road
BRISTOL
United Kingdom
Tel: 01454 882781
Email: stangemanager@tawara.org.uk

18 May 2018

Dear **Zenib**

Further to your recent interview, I am delighted to offer you the position of **Apprentice Logistics Negotiator with Payment Estate Agents Ltd**. This is a full-time position for a fixed term of two years with an initial probationary period of one month. The weekly wage is **130.05**, and the normal working hours are from 9.30 am to 5.00 pm each weekday. You will be entitled to 4 weeks annual leave plus bank holidays.

As part of your apprenticeship a Training Plan will be agreed with you. You will receive supervised on-the-job training and will be released to attend college for one day per week.

I hope that your association with the company will be successful and rewarding. If you wish to accept this position please sign a copy of the Apprenticeship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Training Manager

APPRENTICESHIP AGREEMENT

Apprentice name:	Zenib Bibi
Employer:	Payment Estate Agents Ltd
Occupation for which you are being trained:	Apprentice Logistics Negotiator
Apprenticeship level and framework:	Intermediate, Property Services
Start date:	17/06/2018
Estimated completion of learning date:	14/06/2020

Signatories:

Apprentice:		Date:
Employer:		Date:

Name, Centre number, candidate number

Tawara Training
16 Guineaport Road
BRISTOL
United Kingdom
Tel: 01454 882781
Email: stangemanager@tawara.org.uk

18 May 2018

Dear **Muhammed**

Further to your recent interview, I am delighted to offer you the position of **Apprentice Pharmacy Assistant with Oxford Pharmacy**. This is a full-time position for a fixed term of two years with an initial probationary period of one month. The weekly wage is **120.65**, and the normal working hours are from 8.30 am to 5.00 pm each weekday. You will be entitled to 4 weeks annual leave plus bank holidays.

As part of your apprenticeship a Training Plan will be agreed with you. You will receive supervised on-the-job training and will be released to attend college for one day per week.

I hope that your association with the company will be successful and rewarding. If you wish to accept this position please sign a copy of the Apprenticeship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Training Manager

APPRENTICESHIP AGREEMENT

Apprentice name:	Muhammed Khan
Employer:	Oxford Pharmacy
Occupation for which you are being trained:	Apprentice Pharmacy Assistant
Apprenticeship level and framework:	Intermediate, Health and Pharmacy Services
Start date:	17/06/2018
Estimated completion of learning date:	14/06/2020

Signatories:

Apprentice:		Date:
Employer:		Date:

Name, Centre number, candidate number

Tawara Training
16 Guineaport Road
BRISTOL
United Kingdom
Tel: 01454 882781
Email: stangemanager@tawara.org.uk

18 May 2018

Dear **Alex**

Further to your recent interview, I am delighted to offer you the position of **Web Developer Apprentice with Green House Media Ltd**. This is a full-time position for a fixed term of two years with an initial probationary period of one month. The weekly wage is **115.25**, and the normal working hours are from 9.30 am to 5.00 pm each weekday. You will be entitled to 4 weeks annual leave plus bank holidays.

As part of your apprenticeship a Training Plan will be agreed with you. You will receive supervised on-the-job training and will be released to attend college for one day per week.

I hope that your association with the company will be successful and rewarding. If you wish to accept this position please sign a copy of the Apprenticeship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Training Manager

APPRENTICESHIP AGREEMENT

Apprentice name:	Alex Munro
Employer:	Green House Media Ltd
Occupation for which you are being trained:	Web Developer Apprentice
Apprenticeship level and framework:	Intermediate, IT and Software and Web & Telecoms Professional
Start date:	17/06/2018
Estimated completion of learning date:	14/06/2020

Signatories:

Apprentice:		Date:
Employer:		Date:

Result of merge - 3 letters printed
i.e. Zenib Bibi, Muhammed Khan, Alex Munro only 1 mark

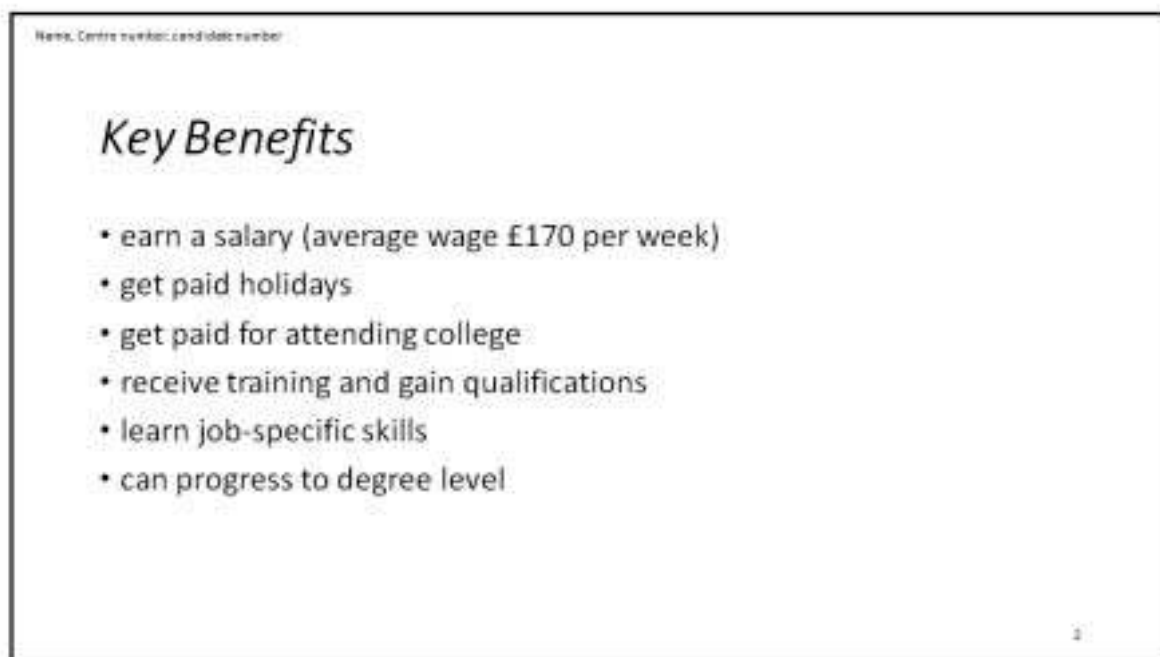
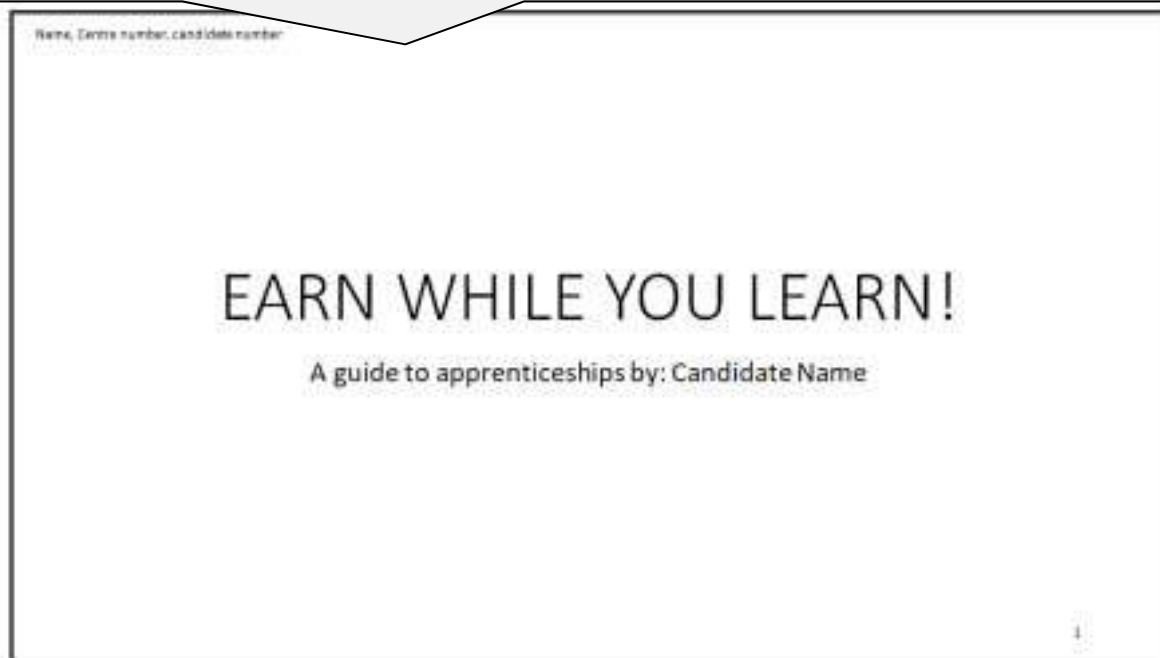
Task 6 – Presentation

Slides imported as title with bulleted list, no blank slides, no text changed, no overlap, master slide used to display name, Centre and candidate numbers, slide numbers

1 mark

Slide 1 – Title slide, title and subtitle centred, name inserted

1 mark



14/05/2018

Name, Centre number, candidate number

Who is Eligible?

- anyone above 16 years old
- lives in England
- eligible to work in England
- employed in a relevant job for at least 30 hours a week
- not in full time education
- does not already hold a Degree

3

Name, Centre number, candidate number

Progression Routes

Levels of Apprenticeship			
Name	Level	Length	Equivalent educational level
Intermediate	2	12 – 18 months	5 GCSE passes at grades A* to C NVQ Level 2
Advanced	3	18 – 48 months	2 A level passes NVQ Level 3 National Certificate/Diploma Higher National Certificate (HNC) Certificate of Higher Education (C/HE)
Higher	4	24 months +	Certificate of Higher Education (C/HE) NVQ Level 4
	5		Higher National Diploma (HND) Diploma of Higher Education (DipHE) Foundation Degree
Degree	6		Bachelor's Degree with honours (e.g. BA Hons, BSc Hons) Graduate Certificate/Diploma Ordinary Degree (without honours)
	7		Master's Degree Postgraduate Certificate/Diploma Master's Degree (e.g. MA, MSc, MPhil, PhD) Integrated Master's Degree (e.g. MEng)

Slide 4 - layout changed to title and plain 4 · 7 table, all gridlines displayed

1 mark

All data copied into table

1 mark

New row inserted as first row text entered – 100% accurate

1 mark

First row cells merged, title centred over 4 columns

1 mark

Only rows 1 and 2 shaded, bold and 20pt font size

1 mark

Print slides 1-4 only, handouts 2 slides to page

1 mark

0417/22

Name: _____ Centre number: _____ candidate number: _____

Progression Routes

Levels of Apprenticeship			
Name	Level	Length	Equivalent educational level
Intermediate	2	12 – 18 months	5 GCSE scores at grade 4-7 (or 5)
Advanced	3	18 – 48 months	APAS (level 2)
			2-4 Apprenticeships
			Advanced level 3
			National Certificate/Diploma
			Higher National Certificate (HNC)
			Certificate of Higher Education (CHCE)
			Level 4 (level 4)
			Higher National Diploma (HND)
			Diploma of Higher Education (DipHE)
			First Year (1st) Degree
			Bachelor's Degree with Honours (e.g. BA Hons, BSc Hons)
			Ordinary Certificate/Diploma
			Ordinary Degree (Ordinary Degree)
			Master's Degree
			Postgraduate Certificate/Diploma
			Master's Degree (e.g. MA, MSc, MPhil, PhD)
			Ordinary Degree (e.g. BA, BSc, BEd)

Always get advice on the best qualification to suit you and your future plans.

Print Progression Routes slide with notes –

Text inserted as presenter notes for correct slide, single slide printed as notes

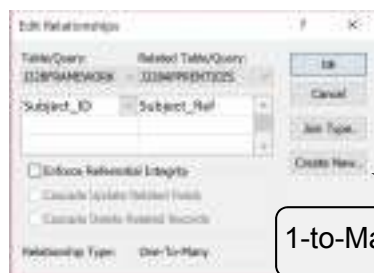
1 mark

Presenter notes text entered with 100% accuracy

1 mark

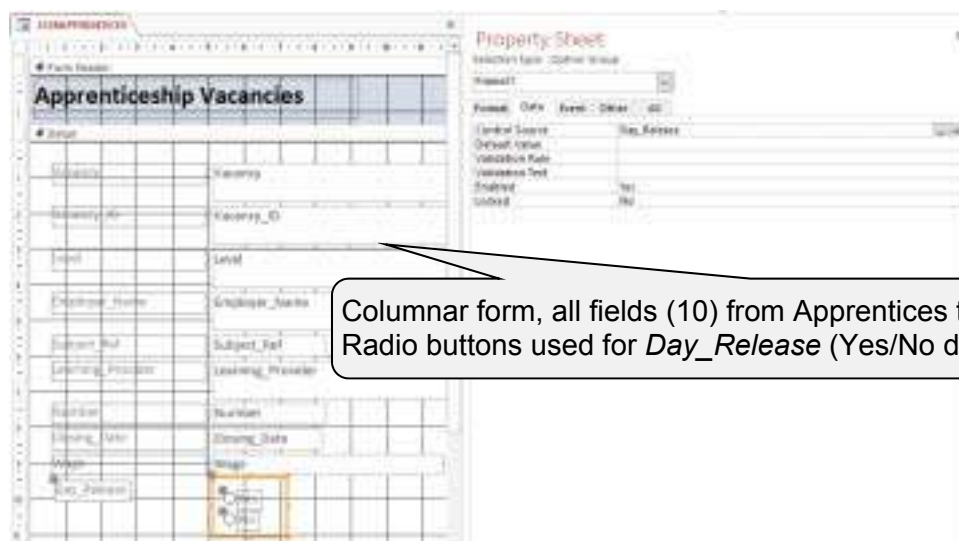
Step 19 – **EVIDENCE 5** – Relationship between the two tables screen shot here:

OR



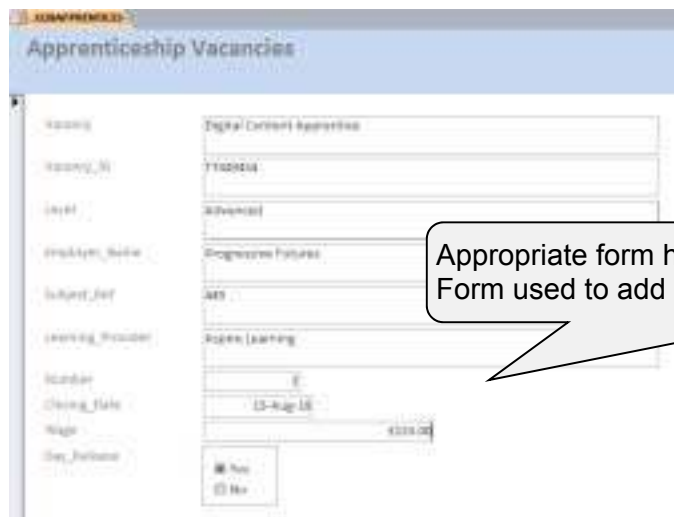
1-to-Many relationship between *Subject_ID* and *Subject_Ref* 1 mark

Step 20 – **EVIDENCE 6** – Data Entry form design



Columnar form, all fields (10) from Apprentices table, fully visible 1 mark
Radio buttons used for *Day_Release* (Yes/No displayed/visible) 1 mark

Step 21 – **EVIDENCE 7** – Data Entry form completed



Appropriate form heading inserted, large, bold 1 mark
Form used to add new record – 100% accurate 1 mark

Step 22- **EVIDENCE 8** – Formula evidence:

Number of jobs	=Count(*)
----------------	-----------

Formula to calculate number of vacancies 1 mark

Step 24 – **EVIDENCE 9**

Extract export and saved as RTF file 1 mark



Report_Extract_Step_24.rtf

23/08/2016 11:20

Rich Text Format

7 KB

Step 25 – **EVIDENCE 10** – AO1

(a) Describe what is meant by data verification:

Reducing/preventing errors when data is copied from one medium to another/checking accuracy of data entered exactly matches original source [1 mark]

(b) Name two methods of data verification and for one of these methods explain how it could be used with this database

Double (data) entry [1 mark]

Visual (verification/check) [1 mark]

One from:

Double (data) entry – data entered twice (using two people) and the computer compares the two entries

Visual (verification/check) – comparing data on screen with the original source

[1 mark]

Step 28 – **EVIDENCE 11** – AO3**Many jobs are now being replaced by IT systems.**

Evaluate in your own words the effects of IT on potential employment for these apprentices.

Fewer jobs available as taken over by robots/computer controlled warehouses/labour intensive work

Reduction in manual workers

Creation of new ICT jobs

Increase in jobs in writing software/programs

Increase in jobs relating to maintenance of robots and IT equipment

Increase in jobs relating to web designers/advertising

Increase in computer engineers/project managers/systems analysts

People need to be trained in new technology

Tend to work in a cleaner/safer working environment

People may not have full time/permanent jobs (part time jobs/compressed hours/job sharing)

Working from home/remote/workers do not need to be in a fixed location/near factory

1 mark per statement

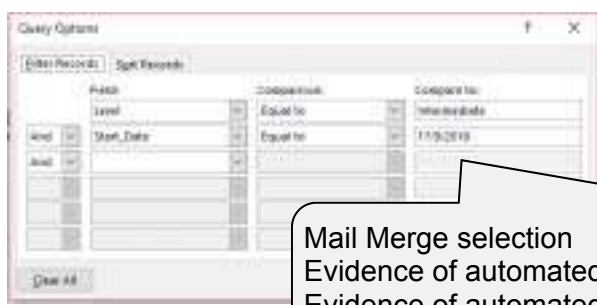
[4 marks]

Step 29 – **EVIDENCE 12** – – date field screen shot:

Evidence of date field for today's date with correct format dd MMMM yyyy

1 mark

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

Step 32 – **EVIDENCE 13** – – Mail merge selection:

Mail Merge selection

Evidence of automated filter select *Level* is Intermediate

1 mark

Evidence of automated filter to select *Start Date* is 17/09/2018

1 mark