**USE A GUI-BASED WORD PROCESSOR TO CREATE MERGED DOCUMENTS**

**US STANDARD ID: 116942**

**NQF LEVEL:** 3

**CREDITS: 3**

**NOTIONAL HOURS: 30**



**ASSESSMENT INSTRUMENT**

|  |  |
| --- | --- |
| **Name** |  |
| **Contact Address** |  |
| **Telephone (H)** |  |
| **Telephone (W)** |  |
| **Facsimile** |  |
| **Cellular** |  |

##### Assessment Process Flow

Assessment Plan agreed by candidate & completed by the assessor before the actual assessment

Knowledge Questionnaire conducted as per the Assessment Plan

Observation conducted as per the Assessment Plan

Portfolio of Evidence compiled as per the Assessment Plan

A detailed Assessor Report compiled & forwarded for Moderation

Record of Learning Updated

Appeal form completed by the candidate in the event of dispute

Feedback Report Completed by Assessor & individual feedback given to the candidate

Assessment Results Moderated

Action Plan Completed by Assessor

All records & evidence filed

Completed Assessor Report / Moderator Report / Record of Learning

Approval & Certification obtained

Certificate of Competencies issued to successful candidates

Register candidates on the Learner Record Database

Portfolio of Evidence submitted as per the Assessment Plan

**SETA**

**ASSESSMENT**

**CAND**

**I**

**DATE**

##### Agreed Assessment Plan

|  |  |
| --- | --- |
| **Candidate's Name:**  |  |
| **Assessor's Name:** |  |
| **Standard Title:** | Use a GUI-based word processor to create merged documents |
| **EVENT** | **DATE, TIME AND LOCATION** | **RESOURCES REQUIRED** | **EVIDENCE TO BE GENERATED** |
| Attend Training |  | Training material, equipment as specified  | Attendance Register |
| Complete formative assessment |  | Formative workbook | Completed formative workbook |
| Complete summative assessment |  | Summative workbook | Completed knowledge questionnaire |

Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION A: FORMATIVE ASSESSMENT**

*Answer the following questions;*

**Question 1 (SO 1, AC 1)**

With aid of two examples, describe the use of merging of documents. (10)

**Question 2 (SO 1, AC 2, SO 2, AC 2)**

1. Describe the benefits of merging documents. (8)
2. Explain the nature of documents that can be suitable for merging. (2)

**Question 3 (SO 1, AC 1)**

Identify the components of document merging (3)

**SECTION B: SUMMATIVE ASSESSMENT**

*Complete the following practical task in the presence of the assessor.*

**PRACTICAL TASK 1 (SO 2, AC 1, AC 2, AC 3, AC 4)**

Assume you work as an administrator at a college branch. You have been instructed by your manager to type the following project management course report and enter the following student results information in a spreadsheet. After completion, the two documents must be merged.

Below are the marks for various students for different courses

* Obakeng got 75% (subject A), 70 % (Subject B), 50 % (Subject D), 60% (Subject C), 70% Subject F, 60% Subject E
* Thabo got 80%, 60% (subject A), (Subject C) 90% (Subject D) ,76% (subject B), 60% (Subject E), 50% (Subject F)
* Lebogang got 50% (subject B), 55% (subject A), 90% (Subject D) , 60% (Subject E), 79% (Subject F) and 50% (Subject C)
* Lionel got 60% (subject A), 67% (subject B),, 70% (Subject D) 40% Subject F, 49 Subject E and 90% (subject C),
* Memory got 68% (subject A),72% (subject C),, 78% (subject D), 60% Subject F, 66% Subject E and 100% (subject B)
* Senzo got 80%, 40% (subject A), (Subject C) 30% (Subject D) ,76% (subject B), 60% (Subject E), 50% (Subject F)
* Daniel got 50% (subject A), 67% (subject B), 80% (Subject D) 40% Subject F, 49 Subject E and 90% (subject C),
* Refilwe got 50% (subject B), 55% (subject A), 50% (Subject D) , 40% (Subject E), 59% (Subject F) and 50% (Subject C)

|  |
| --- |
| **PROJECT MANAGEMENT PROGRAMME REPORT: SK COLLEGE****Introduction**The project management training intervention for Department of health took place on the 20th of February 2012. Learners were given three months to complete their assessments for the 6 unit standards that form the project management programme i.e.* Subject A
* Subject B
* Subject C
* Subject D
* Subject E

**Duration**The contact sessions for each group were 5 days beginning from 8.30 am to 4pm every day.**Composition of the delegates**Delegates who attended this learning event were from different administration divisions and various institutions under the Department of health. Most of them were;* managers
* Administrators
* Assistant administrators
* Office clerks

**Previous project management exposure**98% of the delegates were new to the field of project management.**Assessment package**As part of the learning intervention, delegates were given two practical assignments to complete. These assignments were meant to assist the delegates to apply what they have learnt in their work context. The results of the assessment are shown at the end of this report.**Workshop progression**The workshop was conducted under the theme *‘if you fail to plan, you plan to fail’.* This theme tied with the key outcomes of the course which centered on using project tools and techniques in project planning.The facilitator used a range of facilitation techniques to motivate learning. The following are some of the tried and tested techniques that were used;* Contact mode
* Discussions
* Role plays
* Practical demonstrations

The delegates showed a kin interest towards learning. This can be reflected by;* Active participation
* Minimal absenteeism
* Ease in applying theory to their practical experience

Basing on contact sessions, results of the assessment, and evaluation reports, delegates benefited a lot from this workshop. A common phase among delegates at the end of the sessions was *‘the workshop was a unique discovery path that enabled us to better understand the field of project management in the context of the health’*In my opinion, the outcomes of the course were achieved. This can be evident by the ability of delegates to prepare a project plan and project proposals for their work related projects. **Challenges**The following challenges were experienced;* Lack of printing facilities for delegates who decided to type their assignments
* Lack of access to the internet for research. Internet access was important because some of the assessment questions required delegates to use Google (search engine).

**Solutions**In the future venues that offer printing and internet access must be used in order to give delegates enough resources to support the learning process.In conclusion, the workshop was a worthwhile investment as it helped to equip health officials with necessary knowledge and skills to manage projects and reduce projects failure.**ASSESSMENT RESULTS**(to be merged) |

Demonstrate the following in relation to merging of documents.

* Create a spreadsheet in Ms Excel 2010 to record the student marks. (**Note:** Rows- Name of students and Columns Subject mark). Save the document as Learner Marks 2012.
* Write the report in Ms Word 2010 and save it as Project management programme report.
* Create a merged document and save through the use of merge function of word processing application.
* Edit marks for Thabo subject B to 80; Lebogang marks for Subject A to 40%; Memory Subject A to 100% and reproduce a merged document (i.e. add record, delete record or change record).
* Save the merged document as Report and Student Results 2012.

**Evaluation checklist**

|  |  |
| --- | --- |
| **NAME 1:** ……………………………………….**COMPANY**…………………………………..**ID**……………………………………………..**UNIT STANDARD NO:**  | **EVALUATION CHECKLIST**DATE:TIME: TASK  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Items to be evaluated** | **Met requirements**  | **Not yet requirements**  | **Comments** |
| 1 | Create and save data source that will be merged with other documents. (NB. Data source must contain at least 5 fields and 5 records) |  |  |  |
| 2 | Create a merged document and save through the use of merge function of word processing application. |  |  |  |
| 3 | Edit a data source and reproduce a merged document (Editing means add record, delete record, sort record or change record |  |  |  |
| **GENERAL COMMENTS:** |
|  |
| Date…………………….. | Time started……………….. | Time completed………………. |
| **FACILITATOR NAME****………………………………** | **FACILITATOR SIGNATURE****…………………………………….** | **ASSESSOR ENDORSEMENT****(SIGNATURE)****………………………………….** |