

Word Processing Techniques Intermediate

8975-23-023
(IT-WPT 23)
51059A

This paper must be returned
with the candidate's work.
Failure to do so will result in
delay in processing the
candidates' scripts.



Specialist Tutor's instructions

To be handed to the Specialist Tutor before the date of the examination, together with the disk supplied. **No other part of the examination paper may be handed to the Specialist Tutor.**

- 1 In advance of the date of the examination, you are asked to create documents on the storage medium for the enclosed tasks. You can do this by using the disk supplied or by keying in the tasks.

You may use any acceptable font and a point size between 11 and 14 unless otherwise specified. However, you must use a page format which would result in a minimum left-hand margin of 2.5 cm (1"). With the exception of line endings, please follow the text **exactly** including 'deliberate mistakes' where indicated. However, at your discretion infill points/stop codes may be inserted in the standard document, replacing the bracketed numbers/characters.

Check that the text matches the hard copy supplied. **All tasks must then be printed out.**

- 2 Copies of these documents should be created on the storage medium for the exclusive use of each individual candidate, and a suitable file name for each task must be allocated eg TASK 1, TASK 2 etc. File names should be recorded on paper.
- 3 **The Specialist Tutor's instructions, disk, printout of tasks and list of file names must be sealed in an envelope and handed to the Examinations Officer for safe-keeping.**
- 4 The preparation of all examination material must be regarded as strictly confidential and should be carried out under the supervision of the Invigilator. No details of the content of the examination may be divulged, and the Specialist Tutor and Invigilator are asked to sign the Attestation Form to this effect.
- 5 All material must be erased from the system and storage medium at the end of the examination after the completion of all the required printing.

Specialist Teacher to input

The following paragraphs need to be keyed in so that the candidates can recall them to produce standard letters. If your system has a library facility then they can be typed into this. If no such facility exists, please key them into separate files.

*Please key in either with enter points or by inserting code symbols eg & or @ to indicate enter points. Do **not** key in the headings **STANDARD PARAGRAPH 1** etc.*

TASK 1

(Candidate's Name)

STANDARD PARAGRAPH 1

Dear @

We have been able to offer a number of successful training seminars to our staff and have pleasure in confirming your place on the forthcoming seminar, @ on the @.

STANDARD PARAGRAPH 2

You will have already received your briefing pack for this seminar and have contact names of the key personnel within the Human Resources department.

STANDARD PARAGRAPH 3

You have successfully passed the initial stage of this programme and are now able to progress to the next stage.

STANDARD PARAGRAPH 4

Should you require any further information please do not hesitate to contact a member of the Human Resources team.

Yours sincerely

Pritash Patel
Training Manager

Specialist Teacher to input

Key in the following text using an 11 point sans serif font and a ragged right margin. 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly. Margins should **not** exceed 2.5 cm (1").

TASK 2

(Candidate's Name)

JOHNSON & MATTHEWS LTD - HUMAN RESOURCES TEAM

Guidance on writing job descriptions and person specifications

Drawing up the Person Specification
(See also additional Workshop Notes)

Leave 3 clear line spaces

The following notes give guidance on drafting a person specification. The associated selection criteria pro forma may be used for the purpose of developing the person specification and recording how applicants measure up.

The Person Specification should be derived from and therefore drawn up after the job description and before advertising for the post.

The criteria set out in it are the only criteria against which the appointee should be assessed at the short listing, test and interview. The criteria must:

be justifiable in relation to the job needs

be specific

not be un necessarily restrictive (for example, in relation to the level and type of qualifications required).

Insert page break

Criteria are categorised as essential or desirable:

Essential criteria are those which a successful appointee must possess, otherwise, they will be unable to adequately perform the job; inflation of the job requirements (for example, the amount of previous work experience required) should be avoided.

Desirable criteria are those that may enable the appointee to perform better or require a short familiarisation period.

It is important that the need to travel is stated clearly. Candidates need to be aware of this prior to making an application for employment.

Specialist Teacher to input

Key in the following text using a ragged right margin. 'Deliberate' mistakes are circled and you must ensure that these errors are copied exactly.

TASK 3

(Candidate's Name)

JOB DESCRIPTION AND PERSON SPECIFICATIONS WORKSHOP

You is scheduled to attend the above workshop and we are confident that studying this short brief will assist you with the workshop

Remember – to help convert your idea into a practical working reality, you will need to develop an job description and a person specificatoin. This will help you gather all the nesessary information needed to recrute to the post. It will also help you to identify and clarify any uncertainties and doubts about the new job role and it's place in the team. Listed below are selections of referencebooks, which willl assist you when drafting these documents.