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| School In A Box Logo | **My School**  Cambridge TEC (Certificate/Diploma) in Business  **Unit 04 – Provide Administrative Support** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 04 - Assignment Checklist - DD-MM-20YY

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| **TASKS & LEVEL** | **ACTIVITIES** | **Student**  **Staff** |
| **LO1 - Be Able to Maintain Office Equipment** | | |
| **P1.1 – Task 01** | Create a report that outlines the 4 different ways of controlling and maintaining office supplies and equipment. |  |
| **P1.2- Task 02** | In the image, outline 12 potential problems, and state what the risk is in terms of low (annoyance), medium (injury) or high (potential death) are. |  |
| **P2.1 - Task 03** | Produce a report describing the problems, dangers and preventative measures employees/ employers need to take to prevent injury or injuring others. |  |
| **P2.2 – Task 04** | In terms of Manual Handling, RSI and PAT testing, describe the correct office procedures that a school should introduce to train new staff. |  |
| **P2.2 – Task 05** | Demonstrate maintaining a piece of office equipment safely. |  |
| **P3.1 – Task 06** | Report a hazard or issue relating to a specific piece of office equipment. |  |
| **M1.1 – Task 07** | Complete the process for reporting an office equipment maintenance issue. |  |
| **D1.1 – Task 08** | Produce a report that outlines and makes recommendations to your school on how to reduce office waste. |  |
| **LO2 - Be Able to Order, Maintain and Issue Stationery and Supplies** | | |
| **P4.1 – Task 01** | Complete a stock check using the spreadsheet provided. |  |
| **P5.1 – Task 02** | Order and issue stock for use in an office, incorporating all key factors for consideration. |  |
| **P5.2 – Task 03** | Explain the ordering process and the considerations your school takes when placing orders. |  |
| **M2.2 – Task 04** | Evidence how to contact the supplier for some stock products and evidence how to source an alternative product from that supplier. |  |
| **M2.2 – Task 05** | In a report describe three different methods of communicating with a supplier and for the scenario, describe the situations where these forms would be best suited. |  |
| **M2.3 – Task 06** | Contact the supplier to resolve issues with stock. |  |
| **M2.3 – Task 07** | Explain the consideration that need to be taken when dealing with suppliers and supply issues. |  |
| **LO3 - Be Able to Organise Business Travel and Accommodation for Colleagues** | | |
| **P6.1 – Task 01** | Explain why it is important to take the right procedures when booking travel arrangements.. |  |
| **P6.1 – Task 02** | Explain the benefits of researching travel procedures when making travel arrangements. |  |
| **P6.2 – Task 03** | Explain the purpose and considerations that need to be taken when organising travel arrangements for a colleague. |  |
| **P6.2 – Task 04** | Research, catalog and explain the booking process for getting a colleague to a location. |  |
| **M3.1 – Task 05** | Obtain and log all relevant travel requirements for a number of colleagues with different requirements. |  |
| **P7.1 – Task 06** | Obtain and log all relevant travel requirements for a number of colleagues with different requirements. |  |
| **P7.1 – Task 07** | Research and identify the options for all relevant travel and accommodation requirements for a colleague. |  |
| **M4.1 – Task 08** | Research and identify the options for all relevant travel and accommodation requirements for a number of colleagues with different requirements. |  |
| **D2.1 – Task 09** | Make recommendations regarding travel and accommodation to colleagues, including contingency arrangements, providing justification for your recommendations. |  |
| **P8.1 – Task 10** | Confirm and book business travel and accommodation requirements for a colleague. |  |
| **P8.2 – Task 11** | Explain in a report why it is important to considerer travel and accommodation issues for a colleague. |  |
| **D3.1 – Task 12** | Create a procedure for obtaining, logging, booking and confirming the travel and accommodation requirements of colleagues. |  |
| **LO4 - Be able to Manage Diaries and Diary Systems** | | |
| **P9.1 – Task 01** | Explain the different diary systems in context of a school, stating the advantages and disadvantages of each. |  |
| **P9.2 – Task 02** | Explain best practice models in using an online or diary management system. |  |
| **P9.3 – Task 03** | Create, use and maintain a diary for individual colleagues. |  |
| **M5.1 – Task 04** | Manage the diaries of several colleagues in order to book an event. |  |
| **D4.1 – Task 05** | Negotiate diary entries with others to ensure that diaries of required colleagues can agree with and attend. |  |
| **LO5 - Be Able to Manage Incoming and Outgoing Mail** | | |
| **P10.1 – Task 01** | Explain in a report with examples, the different kinds of mail that arrive at a school each day and how they are dealt with. |  |
| **P10.2 – Task 02** | In terms of Filtering and sorting, explain the role of admin in dealing with mail for your school. |  |
| **P10.3 – Task 03** | Sort, distribute and organise incoming mail in a business, using the most appropriate option. |  |
| **P11.1 – Task 04** | Discuss the options and nature of dispatching outgoing mail. |  |
| **P11.2 – Task 05** | Dispatch outgoing mail using the most appropriate option |  |