



UK Skills Contest - Skills Show NEC

2015

Data Processing (Basic Course)

1. Task Assignment

The competition will require each contestant to:

- Complete tasks working in a role of an Administration Assistant in an office environment
- Update the administration database [Microsoft Access 2010 or 2013] as directed in the task sheet

Judging will be marked against the criteria set out for:

- Select software, open & use an existing database
- Create new and/or delete records; amend and/or replace data
- Select and/or sort data on one or more criteria
- Produce reports either as simple tabular or pre-defined format, including page orientation and data presentation

Allocated Time: 2 hours and 30 minutes of competition.

2. Requirements

- Contestants will start and finish work as instructed by the judges
- Equipment will be provided. However if the contestant prefers they may bring along their own keyboard/mouse
- Specialist equipment required for contestant's individual needs will need to be supplied by the contestant or their organisation

- If there is a power stoppage, breakdown of equipment or accident, the contestants must act accordingly to the instruction of the organiser
- If during the competition a contestant feels they must leave their work (e.g. medical reasons, toilet break), they will have the time recorded on a 'time out' sheet by a member of staff
- No mobile telephones are allowed in the competition room
- The judges' decision is final
- Contestants who arrive late for the event will not receive additional time
- Any contestant caught cheating, talking to someone from the public or using a communication device will suffer a penalty of 5 points for the first transgression. A second transgression will lead to an exclusion from the contest.

3. Procedure

Contestants will be welcomed to the work area for Data Processing (Basic Course) by the members of the jury. A briefing about the organisation of the contest and the safety rules will be arranged and the jury will perform an inspection of the contestant's equipment. Contestants will draw lots to be assigned to a work station.

List of provided equipment

Computer

Screen

Keyboard

Mouse

Microsoft Access 2010 / 2013

Pens/pencils

Contestants may bring along:

Keyboard / mouse

Specialist equipment