

Text Production Level 1



Model Answers

Series 3 2008 (Code 1074)

Vision Statement

Our vision is to contribute to the achievements of learners around the world by providing integrated assessment and learning services, adapted to meet both local market and wider occupational needs and delivered to international standards.



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Certificate in Text Production Level 1

Series 3 2008

How to use this booklet

Model Answers have been developed by Education Development International plc (EDI) to offer additional information and guidance to Centres, teachers and candidates as they prepare for LCCI International qualifications. The contents of this booklet are divided into 3 elements:

- (1) Questions – reproduced from the printed examination paper
- (2) Model Answers – summary of the main points that the Chief Examiner expected to see in the answers to each question in the examination paper, plus a fully worked example or sample answer (where applicable)
- (3) Helpful Hints – where appropriate, additional guidance relating to individual questions or to examination technique

Teachers and candidates should find this booklet an invaluable teaching tool and an aid to success.

EDI provides Model Answers to help candidates gain a general understanding of the standard required. The general standard of model answers is one that would achieve a Distinction grade. EDI accepts that candidates may offer other answers that could be equally valid.

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CANDIDATE INSTRUCTION SHEET

Scenario

You work for Christine Maddison, Senior Childcare Adviser of Athena House Group, an organisation offering childcare services.

Mrs Maddison likes her letters to be completed:

Christine Maddison
Senior Childcare Adviser

Requirements

Mrs Maddison has passed to you one in-tray document which relates to at least one of the three tasks to be undertaken. Follow her instructions and present the documents in a businesslike and consistent format, ready for signature where appropriate.

Mrs Maddison has given you a note of the documents to be produced, as shown below:

		Approximate number of words
Document 1	Letter to Mrs Rita Whitton The Grange 12 Alexandra Terrace Brighton BN2 4DR	225
Document 2	Memorandum to Members of the Childcare Advisory Team	155
Document 3	Leaflet	237

You will need the following information to complete the documents:

Jayne Evans, Senior Childcare Officer
Athena House Group website – www.athenahouse.org.uk

IMPORTANT INFORMATION FOR CANDIDATES

THE IN-TRAY DOCUMENT(S) MAY BE DETACHED FOR EASE OF REFERENCE.

IN-TRAY DOCUMENT

EMAIL MESSAGE

To Christine Maddison (cmaddison@athenahouse.org.uk)
From James Carter (jcarter@athenahouse.org.uk)
Date 4 June 2008 1000
Subject LEAFLET: BECOMING A CHILDMINDER

Here are the notes concerning the Children Act 1989 and Ofsted you requested for insertion in the revised leaflet.

What does the law require?

The Children Act 1989 states that those persons wishing to provide care for children under 8 years of age must be registered by Ofsted - Office for Standards in Education.

Ofsted will register and inspect all childminders.

Is registration necessary & if so, why?

The Act exists to ensure that quality standards are met by providers of early years Children services. The main purpose is to:

Use
bullets
or
asterisk

- Protect children
- Provide reassurance to the person whose child is being looked after
- Ensure standards are acceptable

Please let me have a copy of the finalised leaflet in due course.

↑
Insert into
leaflet

Prepare the following letter to
Mrs Rita Whitton. Head it CHILDMINDERS

Copy Jayne Evans, S-C-O-

Dear Mrs W. —

Thank you for yr email ^{enquiring} about our childcare services. Full details of the services we offer are given on our website on (insert web address) but below is a brief overview of the form this may take to help you to decide on the type of childcare you'd prefer for yr child. [All the ^{following} services have to be registered & are regularly inspected by Ofsted - Office for standards in education.

Childminders look after one or more children ^{under} 8 years of age in their own home for 2 hours or more each day.

Day Nurseries ^{are where the staff} look after & educate children from a few mths old to 5 years of age through play opportunities.

Pre-school Playgroups operate in a ~~number~~ ^{variety} of venues & provide integrated care & education for children aged ^{between} 2 & 5 years on a sessional basis ~~during~~ during term time.

Sessions usually last 2 to 4 hours & provide ^{a range of} activities which offer children the opp to learn through play.

If we can be of any further ^{help} ~~assistance~~, please don't hesitate to contact Jayne Evans, our S-C-O- on 08707 202909.

Yr S. —

MODEL ANSWER TO DOCUMENT 1

Athena House Group

Athena House West Street London SW1Y 2AR

Tel: +44 (0) 20 8302 0261 Fax: +44 (0) 20 8302 4169 email: athena@intl.co.uk

CM/

5 June 2008

Mrs Rita Whitton
The Grange
12 Alexandra Terrace
Brighton
BN2 4DR

Dear Mrs Whitton

CHILDMINDERS

Thank you for your email enquiring about our childcare services. Full details of the services we offer are given on our website on www.athenahouse.org.uk but below is a brief overview of the form this may take to help you to decide on the type of childcare you would prefer for your child.

All the following services have to be registered and are regularly inspected by Ofsted – Office for Standards in Education.

Childminders look after one or more children under 8 years of age in their own home for 2 hours or more each day.

Day Nurseries are where the staff look after and educate children from a few months old to 5 years of age through play opportunities.

Pre-school Playgroups operate in a variety of venues and provide integrated care and education for children aged between 2 and 5 years on a sessional basis during term time. Sessions usually last 2 to 4 hours and provide a range of activities which offer children the opportunity to learn through play.

If we can be of any further assistance, please do not hesitate to contact Jayne Evans, our Senior Childcare Officer on 08707 202909.

Yours sincerely

Christine Maddison
Senior Childcare Adviser

Copy: Jayne Evans, Senior Childcare Officer

Prepare the following memo to
Members of the Childcare Advisory Team
Head it COURSES FOR CHILDMINDERS

At our last mtg we revised the info leaflet on
becoming a childminder & I now attach a copy of the
updated leaflet for yr info.

At our mtg in my office next Wed (insert date) at
1000 I'd like to review the types of courses we ~~are~~
currently offer our team of child(minders). These
^{courses} ~~courses~~ fall into three categories:

1 ^{new} Courses for applicants - the initial training we
offer all new applicants.

3 2 Supervisory courses - the type of training we offer
experienced staff who are responsible for overseeing
our team of childminders.

2 3 Refresher courses - the annual in-service
courses we provide for our ^{registered} childminders.

I attach copies of our ^{current} training leaflets & the feedback
forms we've recd from the members of staff who
~~took part~~
~~participated~~ in these courses.

MODEL ANSWER TO DOCUMENT 2

MEMORANDUM

To Members of the Childcare Advisory Team
From Christine Maddison, Senior Childcare Adviser
Ref CM/
Date 5 June 2008

COURSES FOR CHILDMINDERS

At our last meeting we revised the information leaflet on Becoming a Childminder and I now attach a copy of the updated leaflet for your information.

At our meeting in my office next Wednesday 11 June at 1000 I should like to review the types of courses we currently offer our team of childminders. These courses fall into three categories:

- 1 Courses for new applicants – the initial training we offer all new applicants.
- 2 Refresher courses – the annual in-service courses we provide for our registered childminders.
- 3 Supervisory courses – the type of training we offer experienced staff who are responsible for overseeing our team of childminders.

I attach copies of our current training leaflets and the feedback forms we have received from the members of staff who participated in these courses.

Encs

Prepare the following in single line spacing. Do not include date and reference

A - H - G -

BECOMING A CHILDMINDER

What is a Childminder?

(other than a parent or relative)
A childminder is someone who looks after one or more children in their own home for more than 2 hours a day for reward. Childminders provide care for babies, toddlers and school age children in the childminder's home.

← Insert encircled text from James Carter's email

What will I need in order to qualify for registration?

You can care for up to 6 children aged ^{under} 8, or ~~under~~, of these no more than 3 must be under 5. Children of yr own are taken into a/c & included in these nos.

hrs Your premises must be suitable and you must have sufficient toys and equipment. You'll also be reqd to keep records.

Do I need a qualification?

do not
hrs You need to hold formal qualifications but you will be expected to have had recent experience in the guidance and care of young children.

Will I have to pay a fee?

for registration
There is an initial fee followed by an annual inspection fee.

MODEL ANSWER TO DOCUMENT 3

ATHENA HOUSE GROUP

BECOMING A CHILDMINDER

What is a Childminder?

A childminder is someone (other than a parent or relative) who looks after one or more children in their own home for more than 2 hours a day for reward. Childminders provide care for babies, toddlers and school age children in the childminder's home.

What does the law require?

The Children Act 1989 states that those persons wishing to provide care for children under 8 years of age must be registered by Ofsted – Office for Standards in Education. Ofsted will register and inspect all childminders.

Is registration necessary and, if so, why?

The Children Act exists to ensure that quality standards are met by providers of early years services. The main purpose is to:

- Protect children
- Provide reassurance to the person whose child is being looked after
- Ensure standards are acceptable

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Your premises must be suitable and you must have sufficient equipment and toys. You will also be required to keep records.

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