

# Learning Assessment Guide

## Unit Standard 18743 – Version 2

### Produce a spreadsheet from instructions

#### Level 1 – 2 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

This Learning Assessment Guide is made up of:

- tasks for you to complete
- a verification form for the person who issued the instructions to complete
- assessment results that the assessor will use to assess your competence.

The tasks in this assessment are designed to show your assessor that you can produce a spreadsheet from instructions:

## Assessment Task One – Element 1

This task is designed to show the assessor that you can produce a spreadsheet from instructions.

### **Task one**

Provide your assessor with a folio of a spreadsheet you have produced from instructions. The folio should contain:

- a copy of the instructions the spreadsheet was produced from
- an electronic copy of the spreadsheet, with details of the operating system and spreadsheet program used to produce it (e.g. Windows XP, Excel 2003). This may be provided in the form of an e-mail, CD or other portable memory, or access by the assessor to a computer with it on the hard drive or network. Discuss this with the assessor.
- a printout of the spreadsheet.
- The spreadsheet should be one that contains the following features:  
Data entered has labels, values and formats according to instructions.
- Cell functions and/or formula include add, subtract, multiply, divide and sum.
- Two different types of graphs that have been produced from spreadsheet cell ranges.

The assessor will assess the folio against the criteria in the **Assessment results** on page 6 below. The assessor will probably also want to interview you and discuss aspects of your spreadsheet.

## Assessment Task Two – Element 1

Task two involves verification that the spreadsheet is your own work, and that you have produced other spreadsheets, from the person who issued the instructions.

### ***Task two instructions***

Find out from your assessor whether they require oral verification (through direct contact with the person who issued the instructions), or written verification.

If written verification is required:

- 1 Brief the person who issued the instructions on the content of this unit standard.
- 2 Ask the person who issued the instructions to complete the following verification form.
- 3 Ensure that the completed form is given to your assessor.

### Learner verification form – unit standard 18743

<b>Name of learner:</b>	
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This learner is currently being assessed toward unit standard 18743 – Produce a spreadsheet from instructions. Your knowledge of the learner is sought to verify whether or not the learner produced the submitted spreadsheet to your instructions.

Please complete this form and arrange for it to be passed on to the 18743 assessor.

Did the learner produce the submitted spreadsheet to your instructions?	<b>Yes</b>	<b>No</b>
Has the learner produced other spreadsheets to instructions?	<b>Yes</b>	<b>No</b>

<b>Comments:</b>
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<b>Name:</b>		<b>Phone:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Email:</b>			

## Assessment Results

These are the judgements that your assessor will use to assess you.

Does the learner's folio provide sufficient and appropriate examples of the required spreadsheet features?	<b>Yes</b>	<b>No</b>
Does the learner's folio demonstrate an ability to produce a spreadsheet with those features?	<b>Yes</b>	<b>No</b>
Does the response from the person who issued the instructions endorse the learner's ability to produce a spreadsheet from instructions?	<b>Yes</b>	<b>No</b>