### 13937 Formative assessment

13937 Formative assessment 1 SO1, AC1-4

#### Group practical activity

In a group, design the following forms on a computer:

* Stationery stock sheet
* Stationery requisition form

Find out from the college what stationery they use. Make a list of the stationery that is required.

Determine minimum and maximum levels of at least 6 items.

Do a stock take of the 6 items you have identified and note the items that have reached minimum levels.

Fill out an order form to order these items from the supplier.

Make a list of the suppliers and their contact details

Find out from the college how stationery is issued and controlled. Compare the procedure to the one suggested in the learner guide and develop a procedure for issuing stationery.

Formative assessment 2

#### Basic numeracy skills -Individual activity

Use a copy of the stock card and do the following exercise:

The balance of the stock of black ball point pens was 15. You ordered a box containing 144 pens. Add this to the stock. Deduct the orders for pens for the following departments:

* Sales 12
* Finances 3
* Marketing 18
* Production 7

Calculate the balance after you have issued office supplies.

The price quoted for the pens was 1028.16 for the box, excluding VAT. Calculate the VAT at 14% for the box of pens, to determine the total amount payabale.

Calculate the price for individual pens, including VAT.

Formative assessment 2SO2, AC1-4; SO3, AC1-6

#### Group practical activity

* Do a survey amongst college staff or your colleagues at work about the procedure for ordering stationery. Analyse the replies and write a memo to your supervisor wherein you make suggestions for improving the procedure.
* Your group has to issue the stationery to the college (or your place of work) at least once, following the procedures laid down by the college. Identify and highlight areas of non-conformance and make suggestions to improve the procedure.
* Make a list of suppliers as suggested in the learner guide