

VCE VET Business Administration

Written examination – November

Introduction

The 2004 examination for VCE VET Business Administration will be based on all units of competence that make up the Unit 3–4 sequence.

The five units of competence are:

BSBCMN207A	Prepare and process financial/business documents
BSBCMN302A	Organise personal work priorities and development
BSBCMN305A	Organise workplace information
BSBCMN306A	Produce business documents
BSBADM305A	Create and use databases

Sample questions on the following pages provide examples of how each competency may be examined.

Previous VCE VET Business (Office Administration) examinations (2000–2003) provide a reliable guide to the format of the examination paper and the range of question types. Many questions from previous examinations remain relevant to the revised program.

Question 3

Use the six cards provided and number them (1–6) in the alphabetical order in which they would be filed.

William Owen McConnell

Date of Birth: 11 August 1920
 Where: Mepunga
 Date of Marriage: 10 August 1946
 Where: Allansford
 Date of Death: 27 May 1991
 Where: Melbourne
 Where Buried: Hampton

William McConnell

Date of Birth: 11 May 1820
 Where: Ballymena NI
 Date of Marriage: 23 April 1841
 Where: Ballymena NI
 Date of Death: 27 May 1991
 Where: Warrnambool
 Where Buried: Warrnambool

HerbertWilliam McConnell
 7 Nelson Street
 SANDRINGHAM VIC 3191

Date of Birth: 23 March 1946
 Where: Sandringham
 Date of Marriage: 1 May 1968
 Where: Sandringham
 Date of Death:

Where:

Where Buried:

Alexander James McConnell
 24 McConnell Road
 WARRNAMBOOL VIC 3280

Date of Birth: 30 March 1950
 Where: Allansford
 Date of Marriage: 1 August 1975
 Where: Warrnambool
 Date of Death:

Where:

Where Buried:

Rupert Albert Roy McConnell
 2 Murrumbeena Road
 MURRUMBEENA VIC 3163

Date of Birth: 26 April 1975
 Where: Melbourne
 Date of Marriage: 1 October 1999
 Where: Brighton
 Date of Death:

Where:

Where Buried:

Stanley Crawford John McConnell
 29 Elgar Road
 GLENORCHY TAS 7010

Date of Birth: 11 May 1940
 Where: Hobart
 Date of Marriage: 10 July 1976
 Where: Hobart
 Date of Death:

Where:

Where Buried:

3 marks

Question 5

Jane has asked you to seek feedback from family members on how successful the reunion was. You decide to prepare a questionnaire seeking their opinions on the following.

- meals
- accommodation
- the family BBQ
- the presentation on the family history by Jane on the Friday night
- the family history book
- other activities that were provided for the weekend

- a. In the space provided prepare **two** questions that might be appropriate for a survey of this type. Include the rating scale you would use for people to respond to the questions.

- b. Explain what purpose these two questions might serve on a survey of this type.

4 + 2 = 6 marks