



Mark Scheme

Sample Assessment Materials

Pearson LCCI  
Level 2 Award in Text Production (VRQ)  
(ASE20078)

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## General marking guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than be penalised for omissions.
- Examiners should mark according to the mark scheme, not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.



## SISKIN PARKWAY GROUP

**Siskin House Middlemarch Business Park COVENTRY CV3 4PE United Kingdom**

Telephone +44 (0) 2476 516505 Website [www.siskinparkway.com](http://www.siskinparkway.com)

SL/

*Today's date*

Mrs Elizabeth Jackson  
23 Norton Road  
MAIDSTONE  
Kent  
ME3 2RS

Dear Mrs Jackson

### ACTIVITY DAY CAMPS

Thank you for your email message seeking further information about our activity day camps for your 13-year old son, Daniel.

As you have seen from our website, we offer day camps for young people between 7 and 17 years during school holiday periods at activity centres across the UK. We recently completed negotiations with Leybourne School in Manor Road, Maidstone. In the very near future we shall be offering activities there on weekdays only. The opening date will be announced on our website on *(date for two weeks' time)*.

We note your concerns about health and safety. Our instructors are fully qualified. All hold either a qualified first-aider certificate or undergo training for this certificate as soon as they join us. We take every possible safety precaution using harnesses, life jackets and protective helmets etc for all relevant activities.

I enclose an information sheet on the activities that will be available at Leybourne School. These will be limited in our first year only because the site is new to us. We are sure that we have activities available that your son will enjoy.

For further information or to make a reservation, please contact our Customer Service staff as soon as possible on 0845 333 444 between 9.00 am and 7.00 pm Mondays to Saturdays.

Yours sincerely

Sebastian Lopez  
ACTIVITIES MANAGER

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**SISKIN PARKWAY GROUP**

**LEYBOURNE SCHOOL, MAIDSTONE**

**PROPOSED ACTIVITIES DURING OUR FIRST YEAR**

**1 CANOEING**

Enjoy 'messing about in boats' on Leybourne Lake. Learn about paddling and capsizing techniques in canoes and kayaks. Life jackets are provided.

**2 CLIMBING/ABSEILING**

Climb man-made rock walls and platforms. Once confident, try your hand at abseiling down the rock walls. Safety helmets and harnesses are provided.

**3 CRICKET AND FOOTBALL**

Master the techniques of batting and bowling. It is necessary to attend for 5 days to play in a cricket match. Bats and pads are provided.

Improve your football skills and participate in 5-a-side competitions on artificial grass pitches which look and play like real grass. Bring your own boots!

**4 HORSE RIDING**

This is offered in conjunction with Leybourne Stables which are adjacent to the school. Classes for beginners and improvers. Riding hats are provided.

**5 WINDSURFING**

Always a popular choice but dependent on the weather! Tuition is available at the north end of Leybourne Lake on the waterside and then on the lake itself. Boards and wetsuits are provided.

*FOR FURTHER INFORMATION AND BOOKINGS, PLEASE CONTACT CUSTOMER SERVICE ON 0845 333 444 OR BOOK THROUGH OUR WEBSITE:  
[www.spgactivitydaycamps.com](http://www.spgactivitydaycamps.com).*

*FEES FROM £25 TO £35 PER DAY DEPENDENT UPON THE ACTIVITIES SELECTED.  
DISCOUNTS FOR 5-DAY BOOKINGS.*

*PLEASE NOTE THAT ALL COURSES ARE DAY COURSES.*

SL/  
*Today's date*

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## *LEYBOURNE HOUSE*

Siskin Parkway Group recently completed negotiations to offer activity day camps for boys and girls at Leybourne School in Maidstone, Kent during the school holidays. The history of Leybourne House (now housing the school) is interesting.

The house was built in 1789 by the 16th Earl of Shrewsbury. By 1799 the property was owned by the Prince Regent (later to become George IV) whose daughter, Princess Charlotte, lived there for several years.

The house has changed hands many times and in 1985 was purchased by the Leybourne School Trustee Company and converted. It now offers a magnificent environment where students can study and participate in a variety of sports. It also provides a superb venue for meetings.

Siskin Parkway Group will be offering day camp activities here later this year comprising canoeing, climbing and abseiling, cricket, football, horse riding and windsurfing on the 8.5 hectare lake. Activities will gradually expand and next year Siskin Parkway expects to offer additional activities such as quad biking, mountain biking and go-kart racing.

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MEMORANDUM

To Joanne Gooding, Purchasing Manager

From Sebastian Lopez, Activities Manager

Ref SL/

Date *Today's*

PROMOTIONAL GIFTS

Andrew and I have agreed that a promotional gift for boys and girls at the end of their time with us would be a good idea. Would you, therefore, please order from the Guardian Gifts catalogue the following items:

- Item Number 4500 2500 Green Hanover Drawstring Bags
- Item Number 4501 2500 Red Hanover Drawstring Bags

As regards overprinting on the fronts of the bags, we should like **SISKIN PARKWAY** **ACTIVITY DAY CAMPS** plus our website details in gold. On an order for 5000 bags, the price per bag is 60p which means that the total bill will be £3000.

Now that we have made the decision, delivery is urgent – within 14 days ideally.

Copy: Andrew Sullivan, Marketing Manager

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