



Mark Scheme

Sample Assessment Materials

Pearson LCCI
Level 3 Award in Text Production (VRQ)
(ASE20079)

LCCI qualifications

LCCI qualifications come from Pearson, the world's leading learning company. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information, please visit our website at qualifications.pearson.com

About Pearson

Pearson is the world's leading learning company, with 40,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the learner at the centre of everything we do, because wherever learning flourishes, so do people. Find out more about how we can help you and your learners at qualifications.pearson.com.

ISBN 9781446935071

All the material in this publication is copyright

© Pearson Education Ltd 2017

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

DB/

Day Month Year

Miss Sally Morrison
48 Yewtree Drive
CARLISLE
CA4 2TK

Dear Miss Morrison

RENTAL PROPERTIES IN WARWICK

Thank you for your recent telephone call in which you asked for information on rental properties in Warwick. I have pleasure in enclosing details of several properties which are currently on our books. All are within walking distance of the railway station and are located in quiet neighbourhoods. They will all be available for occupation within the next few weeks.

Yesterday I received details of another property which I feel would be ideal for you. It is a 2-bedroomed penthouse apartment which is in the centre of the town. The apartment is spacious and beautifully decorated and the views are magnificent. The owner has just left the country to work overseas on a 3-year contract, so he is keen to find a reliable tenant as soon as possible.

You mentioned that you will be visiting the area early next week. If you would like me to arrange for you to visit any of the properties, please let me know. I shall be happy to accompany you and give you full details of costs, maintenance charges and any other legal obligations.

If you would like further information, please do not hesitate to contact me by email at denise.bentley@siskinparkway.com. My direct line is 02476 516523 if you prefer to get in touch by telephone.

I look forward to hearing from you soon.

Yours sincerely

Denise Bentley
Rentals Manager

Encs

Copy: Graeme Wilson, Rentals Team Leader

Error Tolerance: 15

RETIREMENT PROPERTIES IN LEAMINGTON SPA

Enjoy a stress-free and secure retirement in Leamington Spa!

Jones and Company recently completed fifteen purpose-built rental apartments. Designed for residents over 60 years of age, these beautiful properties are close to all amenities and enjoy marvellous views of open parkland.

Each apartment comprises

One or two bedrooms
Spacious lounge with patio doors and balcony
Fitted kitchen with dining area
Bathroom with shower
Entrance hall with storage

The apartment block features

Laundry room
Lifts to all floors
Communal lounge
Communal garden

Rental charges start at £650 per month

The rental charge includes the services of a House Manager and all maintenance and service charges.

Viewing starts on Monday (date). To make an appointment, please contact

Denise Bentley, Rentals Manager, Siskin Parkway Group

on 02476 516523

We look forward to hearing from you soon!

Error Tolerance: 10

RETIREMENT PROPERTIES FROM JONES AND COMPANY

Siskin Parkway Group will act as the sole agents for Jones and Company's new retirement properties in Leamington Spa and we invite you to take a look at the fantastic opportunities available.

Here are some FAQs to help you.

1 WHY SHOULD I RENT IN LATER LIFE?

Many people decide to rent a property in later life because it frees them from the worry of maintaining their own property.

2 WHAT IS AN ASSURED TENANCY?

An Assured Tenancy is a legal agreement between the landlord and the tenant which states that the tenant can remain in the property for as long as s/he wishes.

3 THE RENTAL CHARGES SEEM QUITE HIGH. WHY IS THIS?

Retirement properties are built to provide security, comfort and peace of mind for residents. They are built to the highest standards, include many safety features and are usually situated in central locations. Additionally, each apartment building enjoys the services of a House Manager as well as a maintenance team to keep the building and gardens in good order. Such services are expensive; therefore the rental charges are higher to reflect the services provided.

4 HOW OLD MUST I BE TO LIVE IN A RETIREMENT PROPERTY?

Jones and Company will lease apartments to anyone aged 60 or over.

5 CAN I CONTINUE TO WORK IF I AM A RESIDENT?

Of course. Many residents continue to work in paid or voluntary positions. The only stipulation is that you may not run a business from your apartment.

2

6 WHAT HAPPENS IF I BECOME ILL?

If you have to spend time in hospital, your tenancy is unaffected, provided that your rent is being paid. If you need short-term care at home, this can also be arranged.

However, if you need to move to a residential care home, we would expect you to terminate your rental agreement and vacate the property.

7 I AM INTERESTED. WHAT SHOULD I DO NEXT?

You will need to provide details of 3 referees (financial, medical and personal) and let us have a reservation fee of £400. If you change your mind within 14 days, the fee will be refunded in full.

You will also need to provide a deposit (the equivalent of one month's rent). Your deposit will be refunded at the end of your tenancy, provided that the property is left in a good state of repair.

DB/
Month Year

MEMORANDUM

To Graeme Wilson, Rentals Team Leader

From Denise Bentley, Rentals Manager

Ref DB/

Date Day Month Year

James and I will be attending the International Housing Conference at the NEC tomorrow, so could you please deal with the following matters in my absence.

1 SALLY MORRISON

I attach a copy of my letter to Miss Morrison, giving details of rental properties in Warwick. If she contacts me about a viewing, please make the necessary arrangements and log them in my diary.

2 JONES AND COMPANY

As you know, we are the sole agents for Jones and Company relating to the rental of their new retirement properties in Leamington Spa. I have prepared an advert which will appear in the Leamington press next week. I have also put together an information sheet about retirement properties so that we can send it out with the other details. Please check it through and let me have your comments.

If you have any problems, just give me a call.

Thank you.

Encs