

Working it out – Produce a report

Introduction

The structure of each question paper may vary, but these examples are typical of the activities that learners are expected to complete.

The examples of learner work are based on the sample paper *P000189 Company Car*. Additional notes are included to give guidance when working with other assessment papers as tasks and mark allocations will vary. The notes are intended to inform the preparation for all papers, and are therefore not only related to the Company Car sample paper.

The comments on the responses are intended to support improved preparation for the assessment, through encouraging an understanding of the skills required. The information provided is not intended to indicate what is a perfect, model answer as the activities can often be approached in different ways and with outcomes that look a little different. More important is that learners demonstrate the appropriate range of skills using ICT tools and features in the applications they have chosen to use.

Levels of response - Response A and Response B

The sample responses show different levels of performance. 'Response A' shows a good level of response from the learner, with a high or full mark likely. 'Response B' shows a response with some weaknesses or omissions that will result in the loss of marks, and demonstrates common weaknesses that are seen in live assessments.

Question 3: Produce a report

Your manager has asked you to produce a short report for management which explains and compares the two options: leasing or buying a company car.

You will need to open and use the file **car costs report.doc**

The report must:

- follow the company style for reports
 - Page setup: Page size A4, portrait orientation
 - Reports must contain:
 - a title page with the report title, name of the author, and date
 - an introduction section
 - a summary section
 - page numbers in the footer
 - Charts must be labelled, starting from Figure 1.
- include a statement comparing the CO² emissions of the car with the average CO² emissions for new cars
- include the costs of buying and leasing a car over the 3 year period, including the chart created in **Question 2**.

The file **car costs report.doc** already includes the details of the car the company are considering leasing or buying, and some information about buying and leasing cars.

The report must display this information:

- suitably formatted
- making use of a table to display the information about buying and leasing cars.

Your manager wants the report to:

- be no longer than three pages
- be free of errors.

Check the final version of the report for errors.

Marks available: 23

Response A:

Buying or Leasing a Company Car

By

**Tony Daniels
20/05/2016**

The report includes a title page,
name and date as required

Buying or Leasing a Company Car

Introduction

The company wants to acquire a company car for the sales team, but is unsure whether to lease a car for 3 years, or buy one and sell it after 3 years. This report explains and compares the two choices: leasing and buying.

The car

The care we are comparing is as follows:

- Car Ford Mondeo 2.0 TDCi 140 Zetec 5 door
- Date of registration: 1st April 2011
- Engine: 2.0i Duratec Petrol
- CO2 Emissions: 139g/km
- Transmission: Automatic

The CO2 emissions figure for the car is 139g/km which is a very near the average CO² emissions for new cars of 140.3g/km

Buying versus leasing

If the company decides to buy a company car, the full cost of the car will have to be paid up front. In addition, each year it will have to pay for:

- Vehicle licensing
- Servicing
- Insurance
- Fuel costs

At the end of 3 years the company can sell the car, and can expect to receive 40% of the original purchase price. If the company leases a car, it never actually owns it, it merely pays a hire fee each month plus the fuel costs. In addition, a deposit will have to be paid up front. However this deposit is significantly lower than the cost of purchasing a car.

Advantages of leasing a company car

The advantages of leasing a car include:

- Low initial outlay compared to purchasing a vehicle
- Fixed monthly payments which make budgeting easier
- Servicing & maintenance, road tax etc costs are included
- You can lease a new car every 2 or 3 years, with no worries about selling your existing car.

The report includes:

- an introduction
- page numbers
- suitable content, with the use of a table to present information.

Documents may also require the use of a footer, with details to identify the learner.

Comparing the costs

The graph below shows the annual costs of buying or leasing a Ford Mondeo 2.0 TDCi 140 Zetec 5 door over a 3 year period. As the graph shows, the initial cost of buying the car make the first year cost much higher (£22,326). Thereafter the annual costs are lower (less than £3,300 per year) compared to leasing a car (over £7,000 per year). In addition, the company can expect to sell the car at the end of the 3 year period for about 40% of the initial cost, which would be approximately £7,800.

Annual costs of buying and leasing a company car

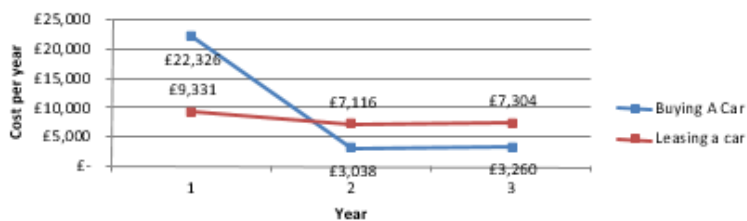


Figure 1. Graph showing the yearly costs of buying and leasing a Ford Mondeo 2.0 TDCi

The report includes:

- the chart with a suitable label
- a summary.

Summary

This document has explained and compared leasing or buying a company car. The car used in the comparison is a Car Ford Mondeo 2.0 TDCi 140 Zetec 5 door. The initial cost of buying a car makes the first year cost much higher, but in subsequent years the cost is lower than for leasing. The company can also expect to sell the car for approximately £7,800 at the end of the 3 years.

Examiner comment:**Marks available: 23 Full marks shown in () below****Marks awarded: 23****Reasons:**

The learner has:

- edited and saved the report file – 1 mark (1)
- edited the report to use up to 3 pages in portrait orientation – 2 marks (2)
- followed style rules, with a title page, appropriate sections, chart label, page numbers and formatted headings and text – 6 marks (6)
- included a statement on the CO2 emissions of the chosen car – 1 mark (1)
- used a table to show the differences between buying and leasing a car – 5 marks (5)
- included their costs of buying and leasing a car, with explanation – 3 marks (3)
- presented their data with the chart from the spreadsheet, suitably sized and positioned, with explanation – 3 marks (3)
- checked for accuracy, removing spelling or other errors – 2 marks (2)

Response B:

Leasing or buying - Time to decide



This example of the report has some omissions, such as:

- a title page is not included
- there is no introduction section
- page numbers are not used.

When deciding on a company car, there is always the same question, to buy or lease? In this report I will be looking at the arguments for and against the purchase of a Ford Mondeo, or the lease of a Ford Mondeo.

Firstly, we must look at what we will be included in the costs of buying or leasing a car. When leasing a car you will initially pay a up-front one time deposit and over an agreed amount of time pay monthly instalments on the car, these monthly instalments will include any repairs, tyre changes, servicing, parts and road tax. Extra payments on leasing will include paying for your own insurance and fuel. When buying a car, the payments we must look at are the payment for the car, road tax, servicing, insurance and fuel.

Charlotte Daniel 11/06/15 102756083

For leasing a car

There are many benefits to leasing. For example, it can be a great option for those who may be able to buy a car up front, this makes leasing an attractive option, especially for those on a low income. Road tax, servicing and repairs are covered in your monthly payments, this means you don't need to worry about a scary bill, or accidentally scrape as it can be taken care of without you having to waste any time searching for companies to take care of the damage.

For buying a car

There are many benefits to buying a car. Firstly, you don't need to worry about being able to afford monthly payments to cover the cost of the car because it would have already been paid for. For those who are able to afford an up-front one-time cost to pay for a car, it is (in the long run) financially beneficial for you and considered a major investment. As it is your car, you always have the freedom to sell at any time.

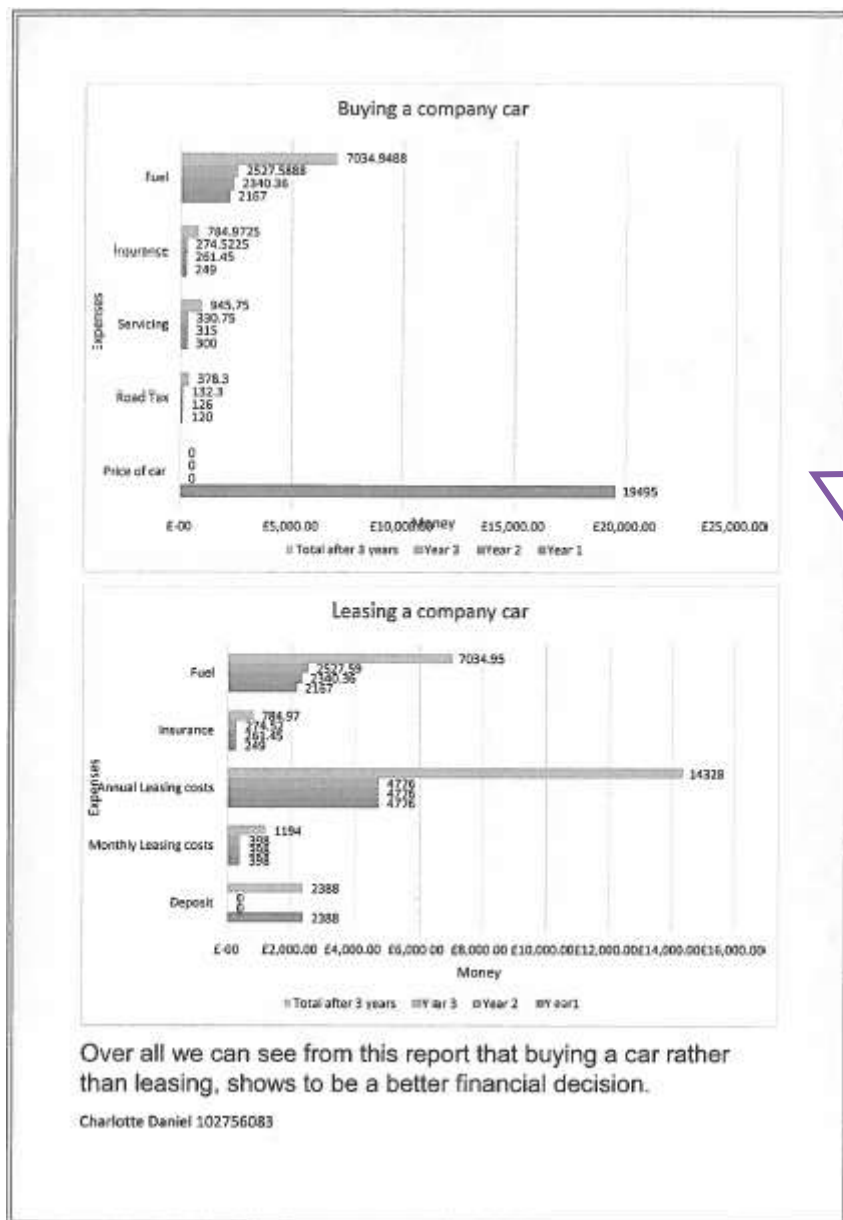
The Ford Mondeo

After doing some research, we compared the CO2 emissions of the Ford Mondeo to the average CO2 Emissions for a new car, out results were the following; The Ford Mondeo's CO2 emissions are 139 grams per km were the average CO2 emissions are 135.7 grams CO2 per kilometre.

The reports

My reports below show the potential financial costs for a Ford Mondeo from leasing, to buying.

Charlotte Daniel 102756083



Further errors include:

- charts have been included, based on the work completed in the spreadsheet question. The charts are appropriately sized and positioned, but they have not been labelled as requested.
- the learner has not presented their findings with the use of a table.

Examiner comment:**Marks available: 23 Full marks shown in () below****Marks awarded: 10****Reasons:**

The learner has:

- edited and saved the report file – 1 mark (1)
- edited the report to use up to 3 pages in portrait orientation – 2 marks (2)
- followed some style rules but has not included a title page or an introduction and has not added page numbers – 2 marks (6)
- included a statement on the CO2 emissions of the chosen car – 1 mark (1)
- not used a table to show the differences between buying and leasing a car – 0 marks (5)
- not included their costs of buying and leasing a car – 0 marks (3)
- presented their data with the chart from the spreadsheet, suitably sized and positioned, but without adequate explanation. The charts are accepted even with incorrect data, as the skill being assessed is the ability to insert their chart – 2 marks (3)
- checked for accuracy, removing spelling or other errors and the report is generally accurate and fit for purpose – 2 marks (2)
- This example is typical of assessments often seen in live assessments. The work is well presented, indicating that the learner has appropriate formatting skills, but the main problems are with omissions of content. The most common cause of loss of marks in the document task is that the task instructions are not followed carefully, resulting in an incomplete task.

Examiner tip:

Documents, posters, flyers etc.: Candidates should show the examiner what they are capable of. Given a page of basic text and images, the candidate can make use of a whole range of ICT tools to develop the document. This might include text formatting, columns, tables, text boxes, text and page borders etc.