



BSBTEC302

ASSESSOR GUIDE

## Design and produce spreadsheets

Assessment 2 of 5

Project

## Assessment Details

### Planning a Fixed Asset Register

#### Task overview

The following assessment tasks use a simulated business called Complete Business Solutions Australia (CBSA). To complete the assessment tasks, students must access information, templates, policies and procedures associated with CBSA.

The supporting documents you need to complete the assessment can be accessed from the Assessment 2 tab on the LMS and will automatically download once clicked.

For this assessment task, you must plan, design, produce and finalise a Fixed Asset Register spreadsheet.

This assessment task is divided into two (2) parts:

- Part A: Collaboration with stakeholders concerning planning and design of the Fixed Asset Register.
- Part B: Production and finalisation of the Fixed Asset Register.

Further instructions for each part are provided below.

#### Additional resources and supporting documents

To complete this assessment, you will need:

- Access to your learning materials.
- Access to a computer, Internet, e-mail and spreadsheet software
- E-mail Attachment 1 – Notes on Sharon's requirements (embedded in this document)
- E-mail Attachment 2 – Spreadsheet Planning Template (embedded in this document)
- E-mail Attachment 3 – Asset Register Data, relating to Sharon's business (embedded in this document)
- [BSBTEC302\\_02\\_Style Guide CBSA](#) - located on LMS
- [BSBTEC302\\_02\\_Email Template CBSA](#) - located on LMS.



## Assessment Information

### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.



### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

the processes for conducting the assessment (e.g. allowing additional time)  
the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

## Task instructions (for the student) Part A: Planning a Fixed Asset Register

To begin this part, read the following e-mail and its attachment, then complete the following tasks.



To: Erin.bright@cbsa.com.au  
From: Gavin.stead@cbsa.com.au  
Date/time: Monday 09:45 a.m.  
Subject: Fixed Asset Register  
Attachment: Spreadsheet Planning Template, Asset Register Data

Good morning Erin,

I hope you are well. I am writing to you this morning as I require you to assist with planning, designing, preparing, and finalising a Fixed Asset Register for one of our valued clients.

The client is a small marketing and advertising business owned and operated by Miss Sharon Taylor. After recent discussions with Sharon, it has been highlighted that there is a need to:

- keep track of the value and status of each asset
- calculate accumulated depreciation
- calculate the net book value of each asset.

Considering the above, I hope you can use your spreadsheet skills to develop a Fixed Asset Register for Sharon's business.

To plan and develop the Fixed Asset Register, you will need to access the following documents that are attached to this e-mail:

- Attachment 1 – Notes on Sharon's requirements
- Attachment 2 – Spreadsheet Planning Template.
- Attachment 3 – Asset Register Data relating to Sharon's business.

I have attached some notes from my meeting with her requirement for planning and designing her spreadsheet, Attachment 1 – Notes on Sharon's requirements contains:

- The purpose of the spreadsheet and the audience requirements.
- Complete the attached Spreadsheet Planning Template concerning:
  - Organisational and task requirements:
    - data entry
    - saving and storage
    - output
    - timeline.
  - Presentation format.
    - readability
    - appearance
    - style guide.
- Identify the spreadsheet application to be used.
- Confirm the formulas and test them to ensure they are correct.

When you have completed the Spreadsheet Planning Template, I would like to review and approve it before you create and finalise the spreadsheet document.

I appreciate your help on this project.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



E-mail Attachment 1 – Notes on Sharon's requirements.

**Additional information for the Fixed Asset Register spreadsheet**

Audience:

- The management team will use the spreadsheet to forecast profits and cash flow relating to maintenance, upgrading, and replacement of assets.
  - To obtain finance, financiers will typically require an up-to-date assets register.
  - I will use the spreadsheet to help determine the true value of my business.
1. Saving and storage:
    - The spreadsheet document will be saved electronically.
    - Save the document to a PC or laptop while you are working.
    - Save and submit the document to Gavin Stead via e-mail once complete. Gavin will then e-mail it to me after his final review.
    - When saving the document, title the document 'Fixed Asset Register' and allocate a version number, i.e., Version 1.
  2. Output and formulae:
    - The spreadsheet must be easy to read and fit neatly on one page (workbook).
    - You will need to calculate Accumulated Depreciation and Net Book Value. The formulas I want you to use are as follows:
      - Formula to calculate Accumulated depreciation is:  $= (\text{Cost of acquisition} - \text{Scrap value}) / \text{Useful life}$ .
      - The formula to calculate Net book value is:  $= \text{Cost of acquisition} - \text{Accumulated depreciation}$ .
  3. Timeline: Ensure you develop the spreadsheet within seven to ten days.
  4. Software application: Use MS Excel (or a similar) application as this will meet our organisational resource needs and workplace policies/procedures.
  5. Organisational requirements and style guide:
    - Ensure that you follow the Organisation's Style Guide concerning style and layout. This includes:
      - tabular form must be used (columns and rows)
      - main headings must be in Calibri 24pt
      - all subheadings must be in Calibri 11pt and Bold
      - all headings and subheadings must be shaded blue
      - all content is to be Left Aligned in each cell
      - all figures are to be Right Aligned in each cell
      - standard font to be Calibri 11pt
      - use all borders plus a thick outside border
      - ensure grid lines are removed once completed.
    - Ensure that monetary figures are expressed in currency (\$).
    - Make sure you highlight cells over \$500.00 in the Accumulated depreciation column.
  6. Presentation:
    - You must arrange the data logically using sub-headings. Column sub-headings must include:
      - identification or serial number
      - acquisition date
      - description of asset
      - location
      - class of asset
      - scrap value

- useful life
- accumulated depreciation
- net book value.
- Also, make a key/legend with the class of asset, i.e.:
  - FA (Fixed Asset)
  - FF (Furniture & Fittings)
  - OD (Office Desk).

E-mail Attachment 2 – Spreadsheet Planning Template.

Spreadsheet Planning Template	
Planning and design topics and key questions	Planning and responses Use the space provided below to write your plans and response to the questions.
<p>Task purpose</p> <p>Why is the spreadsheet needed? (30-40 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>The spreadsheet is needed to track each asset's value and status.</p> <p>The spreadsheet will be used to calculate accumulated depreciation and each asset's net book value.</p>
<p>Audience</p> <p>Who will be using the spreadsheet? (40-60 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>There will be multiple users.</p> <p>The management team will use the spreadsheet to forecast profits and cash flow relating to maintenance, upgrading, and replacement of assets.</p> <p>To obtain finance, financiers will typically require an up-to-date assets register.</p> <p>Sharon will use the spreadsheet to help determine the true value of her business.</p>
<p>Data entry</p> <p>What data needs to be entered into the spreadsheet? (50-60 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>I will need to start with a new/blank MS Excel Workbook.</p> <p>At this stage, no data is available in spreadsheet format to import; therefore, I must manually type in all data as provided on the Asset Register Data (Attachment 1).</p> <p>Data includes Asset Number, Acquisition date, Description of Asset, Location of Asset, Class of Asset, and Cost of acquisition.</p>



Spreadsheet Planning Template	
Planning and design topics and key questions	Planning and responses Use the space provided below to write your plans and response to the questions.
<p>Saving and storage</p> <p>How will the spreadsheet documents be saved?</p> <p>(50-100 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>The spreadsheet document will be saved electronically.</p> <p>Sharon has requested that I save the document to a PC or laptop while working.</p> <p>Sharon has requested that I save and submit the document to Gavin Stead via e-mail once complete. Then, Gavin will review and send the final spreadsheet document to Sharon once approved.</p> <p>When saving the document, I must title the document Fixed Asset Register and I must allocate a version number, i.e., Version 1.</p>
<p>Output required</p> <p>Make a simple sketch to indicate the type of output required.</p> <p>(40-50 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>I have made a simple tabular sketch highlighting the following concerning output:</p> <p>space has been provided for output</p> <p>the output will include Accumulated Depreciation and Net Book Value</p> <p>the spreadsheet will fit neatly onto one page.</p> <p>The results will be displayed in a meaningful and logical way.</p>
<p>Timeline</p> <p>When is the spreadsheet due?</p> <p>(15-20 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>Sharon has given me seven to ten days to complete the Fixed Asset Register spreadsheet.</p>

Spreadsheet Planning Template	
Planning and design topics and key questions	Planning and responses Use the space provided below to write your plans and response to the questions.
<p>Software Application</p> <p>Which application meets requirements concerning resources, policies, and procedures? (20-40 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>Sharon has informed me that I am to use MS Excel (or similar) to create the spreadsheet as it is comparable with her organisation's resources, policies, and procedures.</p>
<p>Organisational requirements</p> <p>How will I ensure consistency of design and layout? Which software functions must I use? (120-160 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below; however, student answers may vary.</p> <ul style="list-style-type: none"> <li>• I must ensure that I follow the Style Guide concerning style and layout as provided by Sharon. This includes:</li> <li>• A tabular form must be used.</li> <li>• Main headings must be in Calibri 24pt.</li> <li>• All subheadings must be in Calibri 11pt and Bold.</li> <li>• All headings and subheadings must be shaded blue.</li> <li>• All content is to be Left Aligned in each cell.</li> <li>• All figures are to be Right Aligned in each cell.</li> <li>• Standard font to be Calibri 11pt.</li> <li>• Use all borders plus a thick outside border.</li> <li>• Ensure grid lines are removed once completed.</li> <li>• I must ensure that monetary figures are expressed in currency (\$).</li> <li>• Functions will include:</li> <li>• Font, font size, font colour.</li> <li>• Theme colours and fill.</li> <li>• Borders.</li> </ul>

Spreadsheet Planning Template	
Planning and design topics and key questions	Planning and responses Use the space provided below to write your plans and response to the questions.
	<ul style="list-style-type: none"> <li>• Cell format, i.e., currency.</li> <li>• Align Left and Align Right.</li> <li>• Highlight cell rules (Conditional Formatting). Note: conditional formatting may be used otherwise. 'Theme colours and fill' concerning highlighting cells over \$500 in under Accumulated depreciation.</li> </ul>
Presentation How can I make the data easy to read? How will I arrange the data to enhance appearance? (120-160 words)	<b>Marking criteria</b> Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below; however, student answers may vary. <ul style="list-style-type: none"> <li>• I will use a standard tabular design of columns and rows to express all data.</li> <li>• I will ensure that I consider the following design aspects when creating the spreadsheet:</li> <li>• Clear style as per Style Guide (above) to present data.</li> <li>• Use a clear hierarchy of font sizes as per the Style Guide (above). This improves readability and visual consistency.</li> <li>• Use of white space to improve readability.</li> <li>• Shading alternate rows to improve readability, for example, using a light blue.</li> <li>• Use grid lines sparingly and not place too much emphasis on the individual cell.</li> <li>• Arranging the data logically using sub-headings as provided:</li> <li>• Identification or serial number.</li> <li>• Acquisition date.</li> <li>• Description of the asset.</li> <li>• Location.</li> <li>• Class of asset.</li> <li>• Scrap value.</li> <li>• Useful life.</li> </ul>

Spreadsheet Planning Template	
Planning and design topics and key questions	<p>Planning and responses</p> <p>Use the space provided below to write your plans and response to the questions.</p>
	<ul style="list-style-type: none"> <li>• Accumulated depreciation.</li> <li>• Net book value.</li> <li>• Creating a key/legend related to the asset class, i.e., FA, FF, and OD.</li> <li>• Stating all formulas used to calculate accumulated depreciation and net book value.</li> </ul>
<p>Formulae</p> <p>What formula must I use?</p> <p>How will I test the accuracy of entered formulas?</p> <p>(50-100 words)</p>	<p><b>Marking criteria</b></p> <p>Aligned with the word count, students must complete the table section showing their planning; a sample answer that could be provided is shown below.</p> <p>I must use the following two formulas, which must be entered correctly with brackets as required:</p> <ul style="list-style-type: none"> <li>▪ Formula to calculate Accumulated depreciation is: = (Cost of acquisition – Scrap value) / Useful life.</li> <li>▪ The formula to calculate Net book value is: = Cost of acquisition – Accumulated depreciation.</li> </ul> <p>I will ensure the accuracy of all formulas by manually testing them, and viewing formulas entered into cells to ensure calculations are correct.</p>

E-mail Attachment 3 – Asset Register Data, relating to Sharon's business

<i>Asset Register Data</i>							
Number	Acquisition date	Description	Location	Class of asset	Cost of acquisition	Scrap value	Useful life
#001	12/05/2020	Computer	Reception	FA	\$3,500.00	\$220.00	5
#002	15/06/2019	Computer	SalesDL	FA	\$2,200.00	\$200.00	5
#003	22/03/2019	Computer	Accounts	FA	\$2,800.00	\$250.00	5
#004	2/06/2020	Computer	Management	FA	\$2,800.00	\$250.00	5
#005	5/07/2019	Computer	Human Resources	FA	\$2,200.00	\$200.00	5
#006	12/02/2018	Chair	Reception	FF	\$295.00	\$50.00	10
#007	6/07/2018	Chair	Sales	FF	\$198.00	\$20.00	10
#008	1/03/2018	Chair	Accounts	FF	\$180.00	\$20.00	10
#009	16/08/2018	Chair	Management	FF	\$180.00	\$20.00	10
#0010	1/01/2020	Chair	Human Resources	FF	\$198.00	\$20.00	10
#0011	3/09/2019	Chair	Leadership	FF	\$200.00	\$20.00	10
#0012	6/05/2018	Desk	Reception	OD	\$450.00	\$100.00	20
#0013	7/05/2018	Desk	Sales	OD	\$150.00	\$75.00	20
#0014	6/05/2018	Desk	Accounts	OD	\$155.00	\$75.00	20
#0015	6/05/2018	Desk	Management	OD	\$200.00	\$80.00	20
#0016	7/08/2019	Desk	Human Resources	OD	\$200.00	\$80.00	20
#0017	6/05/2018	Desk	Leadership	OD	\$200.00	\$80.00	20
#0018	6/06/2021	Laptop	Leadership	FA	\$1,500.00	\$350.00	3

<i>Asset Register Data</i>							
Number	Acquisition date	Description	Location	Class of asset	Cost of acquisition	Scrap value	Useful life
#0019	12/05/2020	Printer	Reception	FA	\$750.00	\$100.00	4
#0020	12/05/2020	Printer	Sales	FA	\$750.00	\$100.00	4
#0021	12/05/2020	Printer	Accounts	FA	\$250.00	\$50.00	4
#0022	12/06/2019	Printer	Management	FA	\$250.00	\$50.00	4
#0023	12/05/2020	Printer	Human Resources	FA	\$250.00	\$50.00	4
#0024	8/02/2019	Printer	Leadership	FA	\$250.00	\$50.00	4
#0025	12/05/2020	Mobile phone	Sales	FA	\$800.00	\$250.00	3
#0026	16/08/2019	Mobile phone	Management	FA	\$650.00	\$150.00	3
#0027	17/08/2019	Mobile phone	Leadership	FA	\$800.00	\$250.00	3
#0028	21/08/2019	Telephone	Accounts	FA	\$250.00	\$60.00	7
#0029	21/03/2018	Telephone	Human Resources	FA	\$250.00	\$60.00	7
#0030	20/02/2018	Telephone	Reception	FA	\$450.00	\$100.00	7
#0031	30/07/2020	Vehicle (Fleet)	Sales	FA	\$25,000.00	\$18,000.00	5
#0032	30/07/2020	Vehicle (Fleet)	Sales	FA	\$25,000.00	\$18,000.00	5
#0033	30/07/2020	Vehicle (Fleet)	Leadership	FA	\$35,000.00	\$30,000.00	5

## Task Instructions

To complete this task, you must undertake the following steps:

1. Carefully read the e-mail from Gavin Stead and then access the following documents as outlined in the e-mail:
  - E-mail Attachment 1 – Notes on Sharon's requirements – embedded in this document
  - E-mail Attachment 2 – Spreadsheet Planning Template – embedded in this document
  - E-mail Attachment 3 – Asset Register Data, relating to Sharon's business - embedded in this document.

These documents provide the planning template and financial data needed to plan and design the Fixed Asset Register spreadsheet.

2. Carefully read the Spreadsheet Planning Template to familiarise yourself with key planning and design aspects. You will notice that the template covers the following areas and questions, which you must complete using Sharon's input. Planning and design aspects are as follows:
  - Task purpose: Why is the spreadsheet needed?
  - Audience: Who will be using the spreadsheet?
  - Data entry: What data needs to be entered into the spreadsheet?
  - Saving and storage:
    - How will the spreadsheet documents be saved?
  - Output required: Make a simple sketch to indicate the type of output required.
  - Timeline: When is the spreadsheet due?
  - Software Application: Which application meets requirements concerning resources, policies, and procedures?
  - Organisational requirements:
    - How will I ensure consistency of design and layout?
    - Which software functions must I use?
  - Presentation:
    - How can I make the data easy to read?
    - How will I arrange the data to enhance appearance?
  - Formulae:
    - What formula must I use?
    - How will I test the accuracy of entered formulas?
3. Research spreadsheet applications and related functions to meet consistency of design and layout when developing business spreadsheets. For example, MS Excel's mathematical formulas and styles, etc. This research will enable you to address some of Sharon's concerns as your brainstorm and complete the Spreadsheet Planning – Template.
4. Investigate spreadsheet design concerning presentation and readability of data and information. For example, MS Excel's shading, borders, fonts, etc. This research will allow you to address Sharon's concerns about quality design and spreadsheet readability and complete the Spreadsheet Planning Template.
5. Read carefully through Attachment 1 – Notes on Sharon's requirements; taking note of her requirements; you will use this document to complete the planning template.
6. Either by yourself or with another student or colleague, reflect on the e-mail from Gavin Stead and brainstorm some ideas for spreadsheet design and functions of spreadsheet applications, adding your notes to the Spreadsheet Planning Template downloaded from the LMS.
7. As you brainstorm, type notes using the provided template about the spreadsheet's specifications and requirements, i.e., data entry, saving and storage, output, reporting and presentation. Then, complete the plan for the spreadsheet document as per the template. Once the plan has been developed using suitable software, you must submit it to Gavin Stead. Please refer to point eight below concerning e-mail submission requirements.

8. Compose an e-mail to Gavin Stead – Managing Director (assessor), providing a summary of the outcome and your plan for the spreadsheet considering all information gathered. Use [BSBTEC302\\_02\\_Email Template CBSA](#) provided on the LMS for this purpose. Your e-mail must include:
  - a brief description summarising the purpose of the e-mail
  - summary of outcome
  - completed Spreadsheet Planning Template attached to the e-mail
  - timeframe by which you must develop the spreadsheet
  - your name and position title.
9. Save your e-mail as a word document titled "*BSBTEC302 AT2\_email\_1*" and load it to the LMS
10. Save your completed Spreadsheet Planning Template as "*BSBTEC302 AT2\_Spreadsheet Planning Template\_1*" and load it to the LMS

### Submission instructions

Submit your assessment via the LMS. See the submission instructions at the beginning of this assessment tool.



## Assessor instructions – Part A: Planning a Fixed Asset Register

### Purpose of task

This part is designed to ensure students can demonstrate the ability to plan and design a Fixed Asset Register spreadsheet document in consultation with the stakeholder. Students are provided with the opportunity to plan resources and prepare spreadsheet designs.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

### Marking criteria – Part A: Planning a Fixed Asset Register

### Assessment Checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Part A: Interview and agree on successful applicants		
1	Completed Spreadsheet Planning Template	<input type="checkbox"/>
2	E-mail to Gavin Stead (assessor) specifying completion of the planning spreadsheet.	<input type="checkbox"/>

### Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the Spreadsheet Planning Template for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	<p>The student completed the Spreadsheet Planning Template, covering the following areas:</p> <ul style="list-style-type: none"> <li>• Task purpose.</li> <li>• Audience.</li> <li>• Data entry.</li> <li>• Saving and storage.</li> <li>• Output required.</li> <li>• Timeline.</li> <li>• Software Application.</li> <li>• Organisational requirements.</li> <li>• Presentation.</li> <li>• Formulae.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	<p>The student identified the task purpose and audience in the planning document</p> <ul style="list-style-type: none"> <li>• Task purpose: <ul style="list-style-type: none"> <li>○ The spreadsheet is needed to track each asset's value and status.</li> <li>○ The spreadsheet will be used to calculate accumulated depreciation and each asset's net book value.</li> </ul> </li> <li>• Audience requirements: <ul style="list-style-type: none"> <li>○ There will be multiple users.</li> </ul> </li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
	<ul style="list-style-type: none"> <li>○ The management team will use the spreadsheet to forecast profits and cash flow relating to maintenance, upgrading, and replacement of assets.</li> <li>○ To obtain finance, financiers will typically require an up-to-date asset register.</li> <li>○ Sharon will use the spreadsheet to help determine the true value of her business.</li> </ul>		
3.	<p>The student identified spreadsheet requirements for data entry, saving and storage, output, timeline, and presentation format (see VOs 2&amp;3). Must include:</p> <ul style="list-style-type: none"> <li>● Data entry.</li> <li>● Storage.</li> <li>● Output.</li> <li>● Timeline, timeframe/deadline for spreadsheet development.</li> <li>● Presentation format –organisational and task requirements.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.	<p>The student chose the appropriate spreadsheet application per organisational (CBSA) resources and procedures, e.g., MS Excel — comparable with CBSA resources, policies, and procedures.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.	<p>The planning document and spreadsheet design showed results of taking on ideas for readability and appearance, for example:</p> <ul style="list-style-type: none"> <li>● Using a clear hierarchy of font sizes as per Style Guide (as instructed).</li> <li>● Using white space to improve readability.</li> <li>● Shading of alternate rows to improve readability.</li> <li>● Using gridlines sparingly, not placing too much emphasis on an individual cell.</li> <li>● Arranging data logically using sub-headings as provided.</li> <li>● Creating a key/legend concerning the class of asset, i.e., FA (Fixed Asset), FF (Furniture &amp; Fixtures), and OD (Office Desk).</li> <li>● Stating formulas to calculate accumulated depreciation and net book value.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.	<p>The student identified at least three (3) spreadsheet software functions to be used for consistency of design and layout of the planning document</p> <ul style="list-style-type: none"> <li>● Font: size and colour</li> <li>● Theme colours and fill</li> <li>● Borders</li> <li>● Cell format, i.e., currency</li> <li>● Align Left and Align Right</li> <li>● Highlight cell rules (Conditional Formatting) or 'Theme colours and fill' concerning highlighting cells over \$500 under Accumulated depreciation.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
7.	<p>The student's spreadsheet demonstrated the results of consultation with the correct formulae used to meet output requirements:</p> <ul style="list-style-type: none"> <li>● The formula to calculate accumulated depreciation is: = (Cost of acquisition-Scrap value)/Useful life.</li> <li>● The formula to calculate net book value is: = Cost of acquisition – Accumulated depreciation.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
8.	<p>The student's spreadsheet demonstrated the results of the consultation; for example they:</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
	<ul style="list-style-type: none"> <li>Ensured accuracy of formulas by manually testing them.</li> <li>Ensured accuracy by viewing formulas entered (cells) to ensure correct calculations.</li> <li>Applied brackets and ensured they were present as needed.</li> </ul>		
9.	<p>Submitted their completed Spreadsheet Planning Template via an e-mail to Gavin Stead – Managing Director (assessor).</p> <p>Students e-mail included:</p> <ul style="list-style-type: none"> <li>A brief description summarising the purpose of the e-mail, e.g., "I am writing to advise that I have completed the planning template. Please find this template attached".</li> <li>A summary of the outcome reached, "I worked through the planning and design template, considering your requirements. I now have all the information I need to create the Fixed Asset Register".</li> <li>The timeframe by which the student must develop the spreadsheet, e.g., "Sharon has advised me that I must complete this template within 7 to 10 days".</li> <li>Student name and position title, e.g., Erin Bright (Administrative Officer) CBSA.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

## Task instructions (for the student) Part B: Producing a Fixed Asset Register

To begin this part, read the following e-mail and its attachment, then complete the following tasks.



To: Erin.bright@cbsa.com.au  
From: Gavin.stead@cbsa.com.au  
Date/time: Wednesday 09:00 a.m.  
Subject: Fixed Asset Register Development.

Good morning, Erin,

Thank you for putting together such comprehensive plans for spreadsheet development. I am pleased with the quality of your work. It was great to see you have incorporated Sharon's requirements.

I am keen to have the spreadsheet document created as soon as possible in keeping with the current timeframe. Therefore, immediately start work on the Fixed Asset Register spreadsheet as per your Spreadsheet Plan. Ensure all data is logically sequenced and accurate per the Asset Register Data sent in my previous e-mail.

Once you have created the spreadsheet, ensure you review the document thoroughly. Then, please e-mail me the final spreadsheet document, as I must approve it as soon as possible.

Thanks again for your assistance on this project, and I look forward to hearing from you.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



### Task Instructions

You must create and finalise a Fixed Asset Register Spreadsheet document per your spreadsheet plan developed during Part A of this assessment.

To complete this task, you must undertake the following steps:

1. Carefully read the e-mail from Gavin Stead and then review the following documents as retained from Part A of this assessment task:
  - E-mail Attachment 2 – Spreadsheet Planning Template – embedded in this document
  - E-mail Attachment 3 – Asset Register Data, relating to Sharon's business - embedded in this document.

These documents provide the planning and development information and the financial data needed to create the Fixed Asset Register spreadsheet.

Important: you must refer to these two documents throughout this task to meet organisational and task requirements and those related to style, design, and layout.

2. Carefully read through your completed Spreadsheet Planning Template to ensure you create the spreadsheet successfully covering all information and data. You must consider all topics/elements and questions when creating the spreadsheet.
3. Use suitable technology (computer/laptop, keyboard, mouse) and spreadsheet software applications such as MS Excel to enter all information and data in tabular form.
4. As you create the Fixed Asset Register spreadsheet, continuously check and amend data to keep the consistency of design and layout as per your completed Spreadsheet Plan. For example, columns (width), rows (height), headings, sub-headings, etc. If in doubt use the help functions for guidance rectifying any issues.
5. Use software application functions to format the spreadsheet as per your completed Spreadsheet Plan. For example, font, shading, borders, etc. Remember to use the help functions if you need assistance rectifying any issues with the document.
6. Enter formulae carefully as per your completed Spreadsheet Plan. Then, test formulae to ensure accuracy and that calculations meet data output requirements. For example: enter and test formulae and calculations relating to accumulated depreciation and net book value.
7. Once complete, thoroughly review and edit the Fixed Asset Register spreadsheet document as needed to ensure you have adhered to all organisational and task requirements, design elements, style, and layout. For example: make changes as needed to ensure consistency of design and style, such as shading, font size, column width, border thickness, etc.
8. Save the final spreadsheet document to your PC or laptop using the following file name.
  - Fixed Asset Register V1.
  - Exit the software application and close MS Excel.
9. Compose an e-mail to Gavin Stead – Managing Director (assessor), specifying that you have completed the Fixed Asset Register spreadsheet. Use [BSBTEC302\\_02\\_Email Template CBSA](#) provided on the LMS for this purpose. Your e-mail must include:
  - A brief description summarising the purpose of the e-mail.
  - Completed Fixed Asset Register spreadsheet attached to the e-mail.
  - Timeframe by which you developed the spreadsheet, i.e., number of days.
  - Your name and position title.

## Assessor instructions – Part B: Producing a Fixed Asset Register

### Purpose of task

This part is designed to ensure students can demonstrate the ability to produce and finalise a Fixed Asset Register spreadsheet using suitable software and can follow organisational task requirements, enter and check formulae, and adhere to design, style and layout requirements.

### Guidance to the assessor about the task

There is no due submission date for this task. However, students may submit this task when they are ready.

This task must be undertaken after the student has completed Part A as the student will now draw up all information gathered concerning organisational and task requirements, design, style, and layout. Therefore, ensure that the student has retained the following documents from Part A:

1. E-mail Attachment 2 – Spreadsheet Planning Template – embedded in this document
2. E-mail Attachment 3 – Asset Register Data, relating to Sharon's business - embedded in this document
3. BSBTEC302\_02\_Email Template CBSA (From the LMS).

These documents provide students with the planning and development information and the financial data needed to create the Fixed Asset Register spreadsheet. Important: students must refer to these two documents throughout this task to meet organisational and task requirements and those related to style, design, and layout.

Refer to the exemplar Fixed Asset Register for suggested responses/software functions. Review the document to familiarise yourself with software functions used when assessing Part B.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

### Marking criteria – Part B: Producing a Fixed Asset Register

### Assessment Checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Part B: Producing a Fixed Asset Register		
1	Completed Fixed Asset Register spreadsheet	<input type="checkbox"/>
2	E-mail to Gavin Stead (assessor) specifying completion of the Fixed Asset Register spreadsheet.	<input type="checkbox"/>

## Assessment marking criteria

Assessor instructions: Refer to the Fixed Asset Register BSBTEC302\_AT2\_Fixed Asset Register\_220930.xlsx for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
1.	<p>The student created and finalised a Fixed Asset Register spreadsheet</p> <ul style="list-style-type: none"> <li>• Developed according to their plan created in part A (includes all information from Part A)</li> <li>• Data entered into the spreadsheet in tabular form (columns and rows) <ul style="list-style-type: none"> <li>○ Main headings must be in Calibri 24pt.</li> <li>○ All subheadings must be in Calibri 11pt and Bold.</li> <li>○ All headings and subheadings must be shaded blue.</li> <li>○ All content is to be Left Aligned in each cell.</li> <li>○ All figures are to be Right Aligned in each cell.</li> <li>○ Standard font to be Calibri 11pt.</li> <li>○ Use all borders plus a thick outside border.</li> <li>○ Ensure grid lines are removed once completed.</li> <li>○ Use a clear style per the CBSA Style Guide to present data.</li> <li>○ Use of basic design elements such as the use of 'white space' to enhance appearance.</li> </ul> </li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	<p>The student arranged data logically using provided sub-headings</p> <ul style="list-style-type: none"> <li>• identification or serial number.</li> <li>• acquisition date</li> <li>• description of asset</li> <li>• location</li> <li>• class of asset</li> <li>• scrap value</li> <li>• useful life</li> <li>• accumulated depreciation</li> <li>• net book value.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.	<p>The student formatted the spreadsheet according to organisational (CBSA) requirements and the style guide</p> <ul style="list-style-type: none"> <li>• Font, font size, font colour.</li> <li>• Theme colours and fill.</li> <li>• Borders.</li> <li>• Cell format, i.e., currency.</li> <li>• Align Left and Align Right.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

MARKING CRITERIA		Satisfactory (S)	Not Yet Satisfactory (NYS)
	<ul style="list-style-type: none"> <li>Highlight cell rules (Conditional Formatting). Conditional formatting may be used otherwise, 'Theme colours and fill' concerning highlighting cells over \$500 in under Accumulated depreciation.</li> </ul>		
4.	<p>The student entered formulae as per their completed Spreadsheet Plan. Must include:</p> <ul style="list-style-type: none"> <li>Formula to calculate Accumulated depreciation is: = (Cost of acquisition – Scrap value) / Useful life.</li> <li>The formula to calculate Net book value is: = Cost of acquisition – Accumulated depreciation.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.	<p>The student tested formulae to ensure accuracy and that calculations meet data output requirements (e.g., calculations relating to accumulated depreciation and net book value).</p> <ul style="list-style-type: none"> <li>The student manually tested all formulas by viewing formulas entered into cells to ensure calculations were correct; shown, for example, by using correct formulas which function as required</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
6.	<p>The student's fixed Asset Register spreadsheet is correct and consistent with the student's developed Spreadsheet Planning Template (style, design, layout, formulas) and Asset Register Data.</p> <p>All data and information is accurate per organisational (CBSA) and task requirements outlined in Part A.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
7.	<p>The student saved the final spreadsheet document according to task instructions.</p> <ul style="list-style-type: none"> <li>the student saved the spreadsheet document using the correct file name (Fixed Asset Register V1)</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
8.	<p>The student E-mailed Gavin Stead – Managing Director (assessor), specifying the completion of the Fixed Asset Register spreadsheet. E-mail includes:</p> <ul style="list-style-type: none"> <li>A brief description summarising the purpose of the e-mail.</li> <li>Completed Fixed Asset Register spreadsheet attached to the e-mail.</li> <li>Timeframe taken to develop the spreadsheet (i.e., number of days).</li> <li>Student's name &amp; position title.</li> <li>The document was sent without any loss of data.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

Congratulations, you have reached the end of Assessment 2



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