

Have a Holiday**Teacher Notes****Which Free-Standing Unit does this support?**

Foundation Level - Managing Money

Evidence for Coursework Portfolio

The assignment can be used to satisfy the requirement to complete an order form. Students should find, on their own, the relevant information and show separately and clearly any necessary calculations.

What students need to know

- How to calculate with money (pounds only)
- How to calculate with dates
- How to check calculations by rounding values
- How to work out percentages
- How to use spreadsheets

General Notes and Suggestions

The Have a Holiday package includes Sunshine Holidays data sheets (pages 1 – 3), a discussion sheet (page 4), an assignment (page 5) and some sample examination questions (pages 6 – 9).

The discussion sheet and/or the Sunshine Holidays Section of the assignment could be used to introduce the topic. Note that the data sheets are complex, covering many of the items involved in booking a holiday. Foundation level students may need a lot of help.

The booking form can be completed using the Excel file, Have a Holiday Booking Form.xls. It will be necessary to reduce or extend it (depending on the number of passengers) and enter prices, supplements, discounts and spreadsheet formulae. Alternatively, the booking form could be completed by hand.

The last two sections of the assignment are open-ended, requiring students to provide their own brochures.

The sample examination questions, based on the same data sheet, can be used for practice.



Answers to Sample Questions

1. a (i) £409 (ii) £409 (iii) £149 (iv) £249
 b High c £224 d £1440
- 2 a £156 b £80
- 3 £128
- 4 £60
- 5 £1744
- 6 7.3% (to 2 significant figures)
- 7 a (ii) =D2+D3+D4+D5 b (i) =D6-D7+D8

The spreadsheet version of the booking form has been completed for the Jones family holiday. The result is given below. It could be used as an example or an exercise for students.

Holiday Number SH2416 Airport Birmingham
 Departure Date 31-Jul No. of Nights 14

Title	Surname	Initials	Age on day of travel	Basic Cost of Accommodation	Flight Supplement	Departure Tax	Insurance	Total Cost for passenger
Mr	Jones	W	46	409	39	20	32	500
Mrs	Jones	B	42	409	39	20	32	500
Mr	Jones	S	15	149	39	20	32	240
Miss	Jones	J	13	249	39	20	32	340
Total				1216	156	80	128	1580
Low Occupancy Supplement								224
Early Booking Bonus								60
Total Cost of Holiday								1744
Required Deposit							Deposit	200
Balance due							Balance	1544

£50 per person
 8 weeks before departure

