



Higher National Project-based Graded Unit Specification

General Information

This Graded Unit has been validated as part of the HND Business. Centres are required to develop a project-based assessment in accordance with this validated specification.

Graded Unit title: Business: Graded Unit 2

Graded Unit code: F8LE 35

Type of Project: Investigation

Publication date: August 2013

Source: Scottish Qualifications Authority

Version: 02

Graded Unit purpose

This Graded Unit is designed to provide evidence that the learner has achieved the following principal aims of the HND Business (G9MM 16):

- ◆ develop learner competencies in a range of specialised areas of their choice in line with their preferred career pattern or courses of further study
- ◆ provide a basis for future career and personal development
- ◆ adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the business environment
- ◆ enable learners to consider and revisit core business issues and develop a depth of understanding from a managerial perspective
- ◆ further develop organisational and investigative skills
- ◆ promote the development of transferable skills in planning, organising and evaluation and enable the learner to investigate business issues and problems in depth
- ◆ promote advanced level of entry to further academic or professional qualification
- ◆ develop underpinning knowledge which supports SVQs

Credit points and level

2 Higher National Unit credits at SCQF level 8: (16 SCQF credit points at SCQF level 8)

Higher National Project-based Graded Unit Specification: General Information (cont)

Recommended entry to the Graded Unit

It is recommended that the learner should have completed or be in the process of completing the following Units relating to the above principal aims prior to undertaking this Graded Unit:

- (F84M 34) *Business Accounting*
- (F84R 35) *Preparing Financial Forecasts*

- (F7J8 34) *Economic Issues: An Introduction*
- (F7J6 35) *Economics 1: Micro and Macro Theory and Application*
- (F86E 35) *Economics 2: The World Economy*

- (F7BX 34) *Marketing: An Introduction*

- (F84T 34) *Managing People and Organisations*
- (F7J7 35) *Business Culture and Strategy*

- (F84W 35) *Information and Communication Technology in Business*
- (D75X 34) *Information Technology: Applications Software 1*
- (F84V 34) *IT in Business: Spreadsheets*

- (DE3N 34) *Communication: Analysing and Presenting Complex Communication*
- (F84L 35) *Behavioural Skills for Business*

- (F84P 34) *Business Law: An Introduction*
- (F84N 34) *Business Contractual Relationships*

- (F84K 35) *Statistics for Business*

Core Skills

Achievement of this Graded Unit gives automatic certification of the following:

Core Skill component *Problem solving* at SCQF level 6

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Graded Unit specification.

Assessment Support Pack

The Assessment Support Pack for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable instrument of assessment. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard. Assessment Support Packs are available on SQA's secure website.

Higher National Project-based Graded Unit Specification: General Information (cont)

Equality and inclusion

This Graded Unit has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on SQA's website:
www.sqa.org.uk/assessmentarrangements

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners

Graded Unit title: Business: Graded Unit 2

Assessment

This Graded Unit will be assessed by the use of a project-based case investigation developed by centres. The project should provide the learner with the opportunity to produce evidence that demonstrates she/he has met the aims of this Graded Unit.

The project undertaken by the learner must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be unfamiliar to the learner

The project must require the learner to:

- ◆ Analyse the task and decide on a course of action for undertaking the project. A detailed brief should be developed which would enable the learner to carry out the investigation. This should include an appropriate title, the issue(s) and/or business(es) to be investigated, objectives to be achieved, clear identification and justification of the resources to be used and an explanation of the methodologies to be adopted during the investigation.
- ◆ Plan and organise work and carry it through to completion. A plan must be produced with appropriate and realistic timeframes and required resources.
- ◆ Organise and implement that plan through to completion.
- ◆ Reflect on and evaluate the Planning and Developing stages including any personal development of skills, knowledge or understanding and draw conclusions for the future.
- ◆ Produce and/or present evidence of an evaluation of the investigation and the learner's performance as well as the personal development of the learner through the task.
- ◆ Produce evidence of meeting the aims which this Graded Unit has been designed to cover.

The project must involve the investigation of a business issue and the assessment of its implications for a business or a number of businesses. The learner will choose the issue to be investigated in consultation with their lecturer but it should be one which can be directly related to topics, concepts or models studied as part of the mandatory section of the HND Business. However, the issue investigated must relate to the way in which the business or businesses meets the needs of its internal and/or external customers.

The term 'business' refers to any organisation operating in the private, public or voluntary sector of the economy. 'Customers' refers to any internal or external customer of the organisation or to a number of such customers.

It is expected that learners will carry out the investigation individually. Learners should not produce joint evidence. Each learner must provide her or his individual responses to each of the three stages of the investigation and lecturers must be satisfied that the work has been completed by the individual learner.

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Conditions of assessment

The learner should be given a date for completion of the project. However, the instructions for the project should be distributed to allow the learner sufficient time to assimilate the details and carry out the project. During the time between the distribution of the project instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The project should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the learner's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any remediation or re-assessment of stages must be undertaken before proceeding to the next stage.

At SCQF level 8 learners should work independently. Discussions should take place between the learner and lecturer to establish the suitability of the learner's chosen issue from the outset of the investigation. It is the responsibility of the centre to take reasonable steps to ensure that the project is the work of the learner. For example, centres may wish to informally question learners at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure, where research etc is carried out in other establishments or under the supervision of others, that the learner does not receive undue assistance.

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Business: Graded Unit 2

Evidence Requirements for this Graded Unit

The project undertaken by learners will consist of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 1 — Planning	<p>Develop a brief to investigate a business issue and assess its implications for an organisation or organisations. The issue must involve meeting the needs of internal or external customers. The brief must include:</p> <ol style="list-style-type: none"> 1 Initial personal assessment of the learner's skills. 2 An appropriate title of the project. 3 Statement of the issue to be investigated. This should cover how it involves meeting the needs of customers and who the relevant customers are. 4 Aims and objectives of the project. 5 Reasons for the choice of issue which must be directly related to a topic or topics covered as part of the Group Award. 6 Justification for the choice of business or businesses involved. 7 Explanation of the range of primary and secondary sources of information which will be used for the investigation and justification for the choice of each source. 8 Explanation of how the investigation will be conducted with justification for the choice of methods used. <p>Devise an action plan to carry out the investigation. The plan must include:</p> <ol style="list-style-type: none"> 9 Negotiated dates for the planning, development and evaluation of the project. 10 Interim and final timescales and dates for conducting the investigation, which should be related to the objectives of the investigation. 11 Identification of the resources (including time) required to carry out the investigation. <p>Produce a log of activities carried out by the learner. The log must include activities undertaken, resources used and time allocated.</p>	24% (18%+6%)

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

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Project stage	Minimum Evidence Requirements	% Mark Allocation
	<p>Evidence of all of the above should be presented. It may be supplemented by evidence provided orally by the learner in a discussion with their lecturer. If oral evidence is provided by the learner, a record of the main points of the discussion should be recorded.</p> <p>The learner should retain evidence of their progress, experiences and personal development during the Planning and Developing stages of the investigation. This will assist and support the learner during the evaluation stage of the project.</p> <p><i>The brief is worth 18% of the marks for the investigation while the plan is worth 6% of the marks.</i></p> <p><i>The learner must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>	
Stage 2 — Developing	<p>Prepare a report of the investigation of a business issue and its implications for an organisation or organisations. It must include:</p> <ol style="list-style-type: none"> 1 Detailed explanation of how the issue affects the organisation or organisations chosen. The explanation should be justified by explicit reference to the data collected and to concepts covered as in the mandatory Units of the Group Award. The explanation should be consistent with objectives at the Planning stage. 2 Analysis of the primary and secondary sources of information and data collected. 3 Assessment of the implications of these effects for the chosen organisation or organisations should be analysed in relation to the organisation(s), the business environment and the impact upon customers and should make reference to concepts and topics studied within the mandatory section of the Group Award. 4 Statement of the conclusions drawn from the investigation and any appropriate recommendations to be made to the organisation(s). These should be explicitly related to the issues being investigated and the needs of customers. 	52%

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Business: Graded Unit 2

Project stage	Minimum Evidence Requirements	% Mark Allocation
	<p>Produce a log of activities carried out by the learner. The log must include activities undertaken, resources used and time allocated.</p> <p>The report should consist of 2500–3500 words or equivalent, if presented verbally, and must be presented in a format suitable for a business report. This must include a contents page, a summary of findings, acknowledgements and references. The evidence may be supplemented by evidence provided orally by the learner in a discussion with their lecturer. If this is done, a record of the main points of the discussion should be recorded.</p> <p>The learner should retain evidence of their progress, experiences and personal development during the Planning and Developing stages of the investigation. This will assist and support the learner during the evaluation stage of the project.</p> <p><i>The learner must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>	
<p>Stage 3 — Evaluating</p>	<p>Providing an evaluation of the effectiveness of all parts of the investigation. The evaluation should include:</p> <ol style="list-style-type: none"> 1 A brief outline of the investigation. 2 Assessment of the extent to which each of the original objectives of the investigation have been met. This should include reference to any modifications made during the course of the investigation and their importance and to any alternative courses of action considered but rejected. Throughout, the assessment should be supported with credible reasons. 3 Commentary on aspects of the Planning and Developing stages which worked effectively and why and/or aspects of the Planning and Developing stages which did not work as effectively as expected. Three separate aspects should be covered - one for the planning brief, one for the plan and one for the development report. 4 Assessment of the reliability and validity of the primary and secondary sources of information. 	<p>24%</p>

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Business: Graded Unit 2

Project stage	Minimum Evidence Requirements	% Mark Allocation
	<p>5 Assessment of the strengths and weaknesses of the report of the investigation. This should be supported by credible reasons and cover at least one strength and at least one weakness.</p> <p>6 Recommendations for future investigations. These should be based on items above and must relate to the personal development of the learner (eg in terms of the further development of skills used in this investigation) and aspects of the process or product of the investigation (eg with respect to setting timescales, gathering information or possible future investigations). It should be clear from the recommendations that the learner has reflected on what happened and has drawn conclusions from this reflection.</p> <p>7 Assessment of new skills and knowledge gained during the process of the investigation.</p> <p>The Evaluating section of the practical assignment will be assessed by the submission of 1500 words or equivalent, if presented verbally. Learners may present this evidence in a manner which they consider appropriate but it must be negotiated and agreed with their lecturer. Evidence may be submitted using more than one type of assessment instrument. The evidence may be supplemented by evidence provided orally by the learner in a discussion with their lecturer. If this is done, a record of the main points of the discussion should be recorded.</p> <p><i>The learner must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>	

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

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Assessing and grading learners

The overall project will be marked out of **100**. Only whole marks should be used.

The percentage of marks allocated to each stage of the project is outlined in the **Evidence Requirements**.

It is a requirement that learners must meet the minimum *Evidence Requirements* for the *Planning* stage before progressing to the *Developing* stage before progressing to the *Evaluating* stage. Learners may produce evidence over and above that specified in the minimum *Evidence Requirements* and deserve more than half the available marks for that stage. Assessors should use the Grade Related Criteria outlined below to judge learner performance.

Learners are required to work independently to meet the *Evidence Requirements* of the Graded Unit. At the same time, learners need appropriate support. SQA uses the term reasonable assistance to describe the balance between supporting learners in their project and not providing too much assistance.

At the end of *each* stage there should be opportunities for remediation and re-assessment of learners for that particular stage. This includes the final *Evaluation* stage. Any re-assessment should be carried out in line with the centre's own assessment policy.

Where a learner submits a stage of the project for assessment and one or more areas within that stage are assessed as deficient, that stage of the project may be returned for remediation in these areas only. To avoid the practice of grade boosting the parts of the project that gain the minimum marks on the first submission should not be altered or remarked. Where the first submission of a stage of the project meets all of the minimum Evidence Requirements and gains at least the minimum marks resubmission should not be permitted. Resubmission after a single remediation attempt should count as the second assessment attempt.

If a learner fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project. In this case, a learner's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

Graded Unit title: Business: Graded Unit 2

Grade Related Criteria	
Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related ◆ demonstrates an accurate and insightful interpretation of the project brief ◆ is highly focused and relevant to the tasks associated with the project brief ◆ is highly focused throughout the investigation on the SMART objectives identified by the learner ◆ carefully selects information from a variety of primary and secondary sources to provide strong and valid reasons to justify points made ◆ uses a range of concepts and topics from the HND Business accurately and relevantly to justify points made ◆ is clear and well-structured throughout and language used is of a high standard in terms of level, accuracy and technical content ◆ includes a careful and considered reflection of the investigation and the skills and knowledge used, which will inform realistic recommendations ◆ is based on a well-chosen, apposite methodology and innovative methods of gathering information which are congruent with each other ◆ provides well thought-out and logical justification of points made ◆ the evaluation is coherently related to the SMART objectives of the investigation and concepts and topics from the HND Business provide a strong basis for judging its success ◆ negotiation and discussions are conducted confidently and constructively, questions are dealt with confidently and answers fully and logically justified 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ has sufficient evidence of the three essential phases of the project, is produced to an adequate standard ◆ demonstrates an acceptable interpretation of the project brief ◆ is focused and relevant to the tasks associated with the project brief ◆ meets the objectives of the investigation but may not always be focused or fully comprehensive ◆ uses information from a limited range of primary and secondary sources to support reasons given ◆ makes limited reference to concepts and topics from the HND Business which may not be fully justified in relation to the points made ◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content ◆ has some reflection but it is not comprehensive and this is reflected in the nature of any recommendations for the future that are made ◆ uses a suitable methodology and conventional methods of gathering data but does not consider carefully the relationship between them ◆ provides some justification of points made but reasons given may be limited and may lack clarity and focus ◆ the evaluation is related to the investigation but is limited in scope and may lack substantial support from concepts and topics within the HND Business ◆ negotiation and discussions are entered into positively and questions are answered accurately and concisely

Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

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Grade Related Criteria	
Grade A	Grade C
<ul style="list-style-type: none"> ◆ effectively consolidates and integrates required knowledge and skills ◆ demonstrates the learner's ability to work autonomously 	<ul style="list-style-type: none"> ◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency ◆ demonstrates independent learning with minimum support and revision during the project

The marks allocated to each stage will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the learner for this Graded Unit based on the following grade boundaries.

- A = 70%–100%
- B = 60%–69%
- C = 50%–59%

These grade boundaries are fixed and should **not** be amended.

Note: the learner must achieve all of the minimum Evidence Requirements specified in the Unit specification for each stage of the project in order to achieve the Graded Unit.

Learners must attain a minimum of 50% of the available marks for each stage. The distribution of marks is highlighted in the table below.

Stage	Element	Available marks	Minimum mark required	Total marks
Planning	Brief	18	9	24
	Plan	6	3	
Developing	Report	52	26	52
Evaluating	To be negotiated	24	12	24

If a learner does not achieve a pass or wishes to upgrade, then this must be done using a substantially different project, ie all stages are undertaken using a new project (case study, investigation or practical assignment). In these circumstances, the highest grade achieved should be awarded.

More information on reasonable assistance, remediation and re-assessment may be found in the SQA publication *Guidance for the Implementation of Graded Units in Higher National Certificates and Diplomas* (SQA, 2008, Publication code: CA4405).



Higher National Project-based Graded Unit Support Notes

Graded Unit title: Business: Graded Unit 2

Guidance on approaches to delivery and assessment of this Graded Unit

The Unit is designed to build upon previously acquired transferable skills which can be best developed through application to an issue or issues identified by the learner in relation to an organisation or organisations. This approach will facilitate the contextualisation of the knowledge and skills from the Group Award and promote the importance and understanding of integration of the knowledge of business topics and concepts and the development of transferable skills including planning, organisation, time management, research techniques, problem solving, evaluation and presentation. Using this approach learners will be able to develop their knowledge and understanding of the key business competencies and will be provided the opportunity to apply innovative and creative approaches to issues pertinent to their chosen business environment. The issue must involve meeting the needs of internal and/or external customers of the organisation. It is anticipated that opportunities to integrate content from Units within the mandatory section of the Group Award will promote greater knowledge and understanding of the interdependency of business topics and concepts. It is recommended that preparation for the investigation primarily takes the form of learner/lecturer discussions and learner led research and development.

The investigation requires the learner to demonstrate required knowledge and skills through the assessment of a challenging business situation. The issue(s) and organisation(s) should test the breadth and application of the learner's knowledge and understanding of the specific aspects of the mandatory section of the Group Award. This should enable the learner to demonstrate their depth of knowledge in specific areas of these Units and provide innovative and creative problem solving approaches and evaluation of a challenging issue(s) in a business environment.

The Unit should be delivered and assessed over an extended period of the HND course programme to enable learners to have completed or be in the process of completing the mandatory Units prior to embarking upon the Graded Unit. It is strongly recommended that a centre utilises the appropriate SQA exemplar material and support documentation that exist to support the validity and reliability of assessment evidence. Staff delivering and assessing this Unit would be advised to discuss examples of Outcomes from within the mandatory Units of the Award that would make suitable topics for an investigation of this nature. It is expected that this will facilitate the negotiation of a suitable topic for the project between the lecturer and learner.

Higher National Project-based Graded Unit Support Notes (cont)

Graded Unit title: Business: Graded Unit 2

It is best practice for a centre to ensure that all the staff involved in the delivery of the course programme and in particular, those involved in the delivery of the mandatory Units of recommended prior knowledge and skills are made aware of the requirements of the Graded Unit. Whilst there is no one best way to deliver and assess the Unit, many instances of good practice have been noted where subject experts discuss possible options for investigation with the learners. Centres should be aware that the scheduling of mandatory Units within the course programme will have an impact upon the choice of suitable topics and the development of chosen topics. Learners are likely to have studied, or be in the process of studying topics on which they base their investigation.

It is recommended that learners discuss the feasibility of possible investigations with their tutor and negotiate appropriate resources, including time that should be utilised and managed throughout the course of the investigation. Learners must keep a record of their experience through the Planning and Developing stages to facilitate and support the evaluation process. This could be done through some form of reflective log, diary or blog. The lecturer should provide a mentor/support role and facilitate a learner-led investigation. The importance of planning, SMART objectives, time management, organisation and evaluation should be discussed and reinforced on a regular basis by the lecturer. In addition, examples of good practice in terms of assessment verification have existed where second marking or cross marking has taken place to satisfy the requirements of internal and external quality processes.

Centres may wish to use previous investigations as a useful stimulus for learners to assist them in their choice of issue(s) and organisation(s). This can in turn provide an opportunity for delivery staff to provide reflective feedback and promote constructive discussion. In general terms, the more specific the topic chosen for the investigation, the more manageable the investigation shall be for learners and staff alike. This will facilitate the formulation of SMART objectives which in turn provide focus and structure for the learner's investigation. Learners should be encouraged to research a range of primary and secondary sources of information to ensure appropriate data is available for the investigation. The methodologies chosen for investigation should be clearly explained and justified by the learner. The sources of information and research methodologies should be consistent with objectives identified by the learner and should enable them to identify source material as the basis of explanation, evaluation, analysis and recommendation.

The Evaluating section of the practical assignment will be assessed by the submission of approximately 1,500 words or equivalent. Possible opportunities for presenting the evidence for the evaluation could include a submission of work in a format suitable for a business report, though evidence for specific elements such as 1, 6 and 7 could be presented using options which could include an oral presentation, a poster type presentation (eg a blog), a meeting or a question and answer session and the learner should negotiate and agree how this is to be done with the tutor in advance. Lecturers and/or fellow learners may ask questions of learners to elucidate further evidence and allow the learner to provide further explanation. Where this is done a record of the questions and responses should be kept.

Opportunities for developing Core and other essential skills

Achievement of this Graded Unit gives automatic certification of the following:

Problem Solving at SCQF level 6

Higher National Project-based Graded Unit Support Notes (cont)

Graded Unit title: Business: Graded Unit 2

The Unit offers opportunities for learners to gather evidence which could help them demonstrate achievement for all Core Skills. The following table gives further information on the Core Skills to which the Unit does or may contribute, and on the opportunities which the Unit provides for Core Skills development

Core Skill	SCQF level	Opportunities for development
Problem Solving (Automatic certification)	6	Investigation and analysis of a complex problem. Plan, organise and carry out a suggested approach using identified objectives and resources. Analyse the problem solving activity and assess Progress, implement remedial action where appropriate and evaluate process.
Communication	6	The reading and understanding of complex information relating to the vocational area, with analysis and evaluation of key concepts and terminology. Produce a well structured document containing complex information. Discuss a complex issue through an interview and during discussions and negotiation with the tutor.
ICT	6	Presentation of information using appropriate software packages. Accessing and communicating information using ICT facilities. Keeping information secure.
Numeracy	6	Statistical analysis of organisational and/or market data. Production, analysis and presentation of graphical data.
Working with Others	6	Review of involvement in the presentation of evidence of the Evaluating stage. Negotiation with lecturing staff to agree suitable topics. Organisation of and participation in presentation of Evaluating stage of the investigation. Seek support of others and provide support for others through audience interaction.

The project investigation may contribute to the development of broader skills in the areas of enterprise, employability, sustainable development and citizenship. The opportunities and depth of development will be dependent on the nature of the topic selected for investigation.

History of changes to Graded Unit

Version	Description of change	Date
02	Graded Unit specification transferred to the current Graded Unit shell to provide greater clarity for centres in relation to re-assessment.	21/08/13

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General information for learners

Graded Unit title: Business: Graded Unit 2

In this Unit you will develop skills in bringing together and applying the knowledge you have gained in the following Units:

- (F84M 34) *Business Accounting*
- (F84R 35) *Preparing Financial Forecasts*

- (F7J8 34) *Economic Issues: An Introduction*
- (F7J6 35) *Economics 1: Micro and Macro Theory and Application*
- (F86E 35) *Economics 2: The World Economy*

- (F7BX 34) *Marketing: An Introduction*

- (F84T 34) *Managing People and Organisations*
- (F7J7 35) *Business Culture and Strategy*

- (F84W 35) *Information and Communication Technology in Business*
- (D75X 34) *Information Technology: Applications Software 1*
- (F84V 34) *IT in Business: Spreadsheets*

- (DE3N 34) *Communication: Analysing and Presenting Complex Communication*
- (F84L 35) *Behavioural Skills for Business*

- (F84P 34) *Business Law: An Introduction*
- (F84N 34) *Business Contractual Relationships*

- (F84K 35) *Statistics for Business*

It is important, therefore, that you are familiar with the content of these Units. While there is no new content within the Unit, you will however work with your lecturer in identifying a suitable topic for investigation and in developing the necessary techniques and approaches to enable you to use the knowledge and understanding you have already gained and apply it to a complex business situation.

To achieve this Unit you will produce an investigative project. This will be based on a business issue(s) and organisation(s) you identify in discussion with your lecturer. The issue must involve meeting the needs of internal and/or external customers of the organisation. The choice of an appropriate investigation and SMART objectives are vital and it is strongly recommended that lecturer support and mentoring is provided to ensure a realistic and manageable issue(s) is chosen for your investigation. You must keep a record of your experience through the Planning and Developing stages to facilitate and support the evaluation process. This could be done through some form of reflective log, diary or blog.

The investigation is divided into three stages; Planning, Development and Evaluating. Planning incorporates a brief and plan and this provides the basis for the subsequent stages. The Developing Stage is the output of your practical activities as you collect and collate data, interpret and analyse information and summarise findings and draw conclusions.

General information for learners (cont)

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The Evaluation section of the practical assignment will be assessed by the submission of approximately 1,500 words or equivalent. Possible opportunities for presenting the evidence for the evaluation could include a submission of work in a format suitable for a business report, eg a written report, an oral presentation, a blog, a meeting involving other learners. The method to be used should be negotiated and agreed with the lecturer.

This Unit gives automatic certification of the Core Skill *Problem Solving* at SCQF level 6. There may also be opportunities to develop the Core Skills of *Numeracy, Information and Communication Technology (ICT), Communication* and *Working with Others* at SCQF level 6 during the course of this Unit.

This Graded Unit is marked out of 100 and to pass you must obtain at least 50% of the marks. You must also pass each of the three stages.

You must attain a minimum of 50% of available marks to pass each stage. The distribution of marks is listed in the table below.

Stage	Element	Available Marks	Minimum Mark Required	Total Marks
Planning	Brief	18	9	24
	Plan	6	3	
Developing	Report	52	26	52
Evaluating	To be negotiated	24	12	24

If you fail the project overall or wish to upgrade, then this must be done using a substantially different project, i.e. all stages are undertaken using a new project (case study, investigation or practical assignment). In this case, your grade will be based on the achievement in the re-assessment, if this results in a higher grade.

On successful achievement of the Unit a grade will be awarded based on your final mark as follows:

70%–100% = Grade A

60%–69% = Grade B

50%–59% = Grade C

This grade will apply only to this Unit and not to the full HND Business Group Award.