

Scottish Group Award Specifications

SGA in:	Business		
Level:	Higher	Code:	G5A0 12

Summary of requirements

SGA in Business at Higher

National Courses and Units required*

2 National Courses (8 credits) at Higher from:

Accounting
Administration
Business Management
Economics

Details in specific section

plus

1 National Course (4 credits) at Higher from above (not already chosen) or from:

Advertising, Marketing and Public Relations	Gaelic (Learners)
Information Systems <i>or</i> Administration	Gàidhlig
Psychology	French
Sociology	German
Retail Travel	Italian
Tourism	Russian
English	Spanish

Details in specific section

plus

8 credits at minimum of Intermediate 2

Details in open section

Core skills required*

*The above must include or cover:
5 core skills at Intermediate 2*

Details in specific section

* See Important Note on page 4.

Rules for credit contribution for specific and open sections

Important Note* Achievement above the minimum requirements

The specification shows the **minimum** requirements for this SGA. Where possible, centres may wish to encourage candidates to exceed this minimum. Candidates achieving above the minimum specification will have this achievement recorded on their Scottish Qualifications Certificate. For example the following can be achieved above the minimum requirement:

- Core Skills at levels above those specified
- more National Courses and Units at Higher instead of the credits at Intermediate 2
- National Course grades, eg grade A or B instead of grade C
- more than the required three National Courses, in which case each additional course completed counts as four credits in the open section of the specification

Hierarchies

- courses and units can be substituted by those with the same title at a higher level, eg Financial Accounting (Int 2) can be substituted by Financial Accounting (H). (See Section E)

Double counting

- courses and units with the same title at different levels cannot both contribute credits to the SGA, eg **either** Administration (Int 2) **or** Administration (H)
- courses at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Course in Economics at Higher **or** SCE Higher Grade Economics (See Section F)
- same course with different grades cannot both contribute credits to the SGA, eg **either** Higher Business Management at grade A **or** Higher Business Management at grade C
- same course or unit cannot contribute credit to both the specific and open sections of an SGA

National Course award at Grade D

National Course awards at Grade D can contribute to the SGA in the following ways:

- in place of the specified Higher Course, a grade D at Advanced Higher in the Course of the same title can contribute 4 credits to the specific section
- a grade D at Higher (or above) can contribute 4 credits to the open section.

Note - The former compensatory course awards (fallbacks) can also contribute to the SGA:

- in place of the specified Higher Course, a compensatory award for the Course of the same title taken at Advanced Higher (ie awarded at Higher) can contribute 4 credits to the specific section
- a compensatory award for a course taken at Higher (ie awarded at Intermediate 2) can contribute 4 credits to the open section.

Administration and Information Systems

- Administration and Information Systems courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Administration or Information Systems course, not both

Gaelic (Learners) and Gàidhlig

- Gaelic (Learners) and Gàidhlig courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Gaelic (Learners) or Gàidhlig course, not both

Specific section

A

This section specifies: mandatory courses, mandatory units, mandatory combinations of courses and/or units, mandatory core skill requirements and optional courses and units.

Course/unit no	Course/unit title	Credits
C209 12	Accounting (H)	4
C002 12	Administration (H) ¹	4
C010 12	Business Management (H)	4
C038 12	Economics (H)	4
plus one other National Course from the above (not already chosen) or from:		
C01H 12	Advertising, Marketing and Public Relations (H)	4
C115 12	English (H)	4
C059 12	French (H)	4
C084 12	Gaelic (Learners) (H)	4
C085 12	Gaelic (Learners) (H)	4
C041 12	Gàidhlig (H) ¹	4
C060 12	German (H)	4
C054 12	Information Systems (H) ¹	4
C061 12	Italian (H)	4
C212 12	Psychology (H)	4
C06K 12	Retail Travel (H)	4
C062 12	Russian (H)	4
C074 12	Sociology (H)	4
C063 12	Spanish (H)	4
C076 12	Tourism (H)	4

¹See Rules for credit contribution

Total credits: 12

** Core skills requirement

Communication at Intermediate 2
Numeracy at Intermediate 2
Information Technology at Intermediate 2
Problem Solving at Intermediate 2
Working with Others at Intermediate 2

** See Section D for core skills details.

Note: Candidates may substitute designated SCE Highers for National Courses at Higher in this section. (See Section F)

Open section

B

8 credits at minimum of Intermediate 2 are required to complete this SGA. These can be chosen from either one or both of the following sections:

- Open section (any qualification listed below)
- Specific section (units and courses not already chosen)

The 8 credits may be made up from any of the following. Each has a fixed credit value for the purposes of this SGA.

Qualifications	Credit
National Units at Intermediate 2 or above	each typically 1
National Courses at Intermediate 2 or above	each 4
Standard Grades at Credit Level contribute credits at <i>Intermediate 2</i> *	each 4
SCE Highers contribute credits at <i>Higher</i> *	each 4
Free-standing core skills units (if required to complete the core skills requirement)	each 1
Relevant SVQs at Level 2 in the following occupational areas contribute credits at <i>Intermediate 2</i> : 007 (Providing Goods and Services) 009 (Providing Business Services)	max 8
Relevant SVQs at Level 3 in the following occupational areas contribute credits at <i>Higher</i> : 007 (Providing Goods and Services) 009 (Providing Business Services)	max 8

*If achieved prior to 1994 please contact SQA Helpdesk ☎ 0141 242 2214.

Note: There are many ways in which the 8 credits at Intermediate 2 can be achieved and the following sections are provided for your information.

Open section: Qualifications which can contribute credits to this group award.

Programme advice: Guidance on possible combinations of units and courses which candidates might choose in order to gain the required credits.

Centres and candidates should agree the most appropriate way of gaining the required credits to meet each candidate's individual needs.

Rules for credit contribution for specific and open sections

Important Note* Achievement above the minimum requirements

The specification shows the **minimum** requirements for this SGA. Where possible, centres may wish to encourage candidates to exceed this minimum. Candidates achieving above the minimum specification will have this achievement recorded on their Scottish Qualifications Certificate. For example the following can be achieved above the minimum requirement:

- Core Skills at levels above those specified
- more National Courses and Units at Higher instead of the credits at Intermediate 2
- National Course grades, eg grade A or B instead of grade C
- more than the required three National Courses, in which case each additional course completed counts as four credits in the open section of the specification

Hierarchies

- courses and units can be substituted by those with the same title at a higher level, eg Financial Accounting (Int 2) can be substituted by Financial Accounting (H). (See Section E)

Double counting

- courses and units with the same title at different levels cannot both contribute credits to the SGA, eg **either** Administration (Int 2) **or** Administration (H)
- courses at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Course in Economics at Higher **or** SCE Higher Grade Economics (See Section F)
- same course with different grades cannot both contribute credits to the SGA, eg **either** Higher Business Management at grade A **or** Higher Business Management at grade C
- same course or unit cannot contribute credit to both the specific and open sections of an SGA

National Course award at Grade D

National Course awards at Grade D can contribute to the SGA in the following ways:

- in place of the specified Higher Course, a grade D at Advanced Higher in the Course of the same title can contribute 4 credits to the specific section
- a grade D at Higher (or above) can contribute 4 credits to the open section.

Note - The former compensatory course awards (fallbacks) can also contribute to the SGA:

- in place of the specified Higher Course, a compensatory award for the Course of the same title taken at Advanced Higher (ie awarded at Higher) can contribute 4 credits to the specific section
- a compensatory award for a course taken at Higher (ie awarded at Intermediate 2) can contribute 4 credits to the open section.

Administration and Information Systems

- Administration and Information Systems courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Administration or Information Systems course, not both

Gaelic (Learners) and Gàidhlig

- Gaelic (Learners) and Gàidhlig courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Gaelic (Learners) or Gàidhlig course, not both

Note: Advice on making up programmes of credit from the open section follows in Section C.

Candidates having met the requirements of the specific section need to achieve a further 8 credits at a minimum of Intermediate 2. The general rules are defined in Section B.

A wide choice is available to meet the 8 credits. Centres should consider individual candidate needs, eg for further specialist work within the title area of the SGA or for broadening beyond the SGA title area.

Advice has been developed in the following section on possible groupings of units and courses. This might be useful in the selection of programmes to meet individual candidates' career and progression needs in business. The groupings are not exhaustive. Centres and candidates can choose other provision from SQA's range of qualifications to build up a coherent programme.

Candidates can make up the 8 credits by selecting courses and/or units from a range of these groupings or by selecting courses and/or units from an individual grouping according to their needs.

Please note the rules on hierarchical substitution and double-counting listed in Section B when finalising individual candidate SGA programmes.

*Mandatory unit of a course. †Optional unit of a course. All other units are free-standing National Units. []Bracketed numbers indicate the former coding for these unrevised National Units.

Course/unit no	Course/unit title	Credits
Accounting		
Course:		
C209 11	Accounting (Int 2)	4
Component units of course:		
DF47 11	*Financial Accounting (Int 2)	1.5
DF4T 11	*Management Accounting (Int 2)	1.5
Free-standing National Units:		
D0WL 11	Handling Wages and Salaries (Int 2) [6171041]	1
D0VY 11	Maintaining Costing Systems (Int 2) [6130046]	1
D0W0 11	Recording of Cash Data (Int 2) [6130076]	1
D0W1 11	Recording of Credit Data (Int 2) [6130086]	1
D0W2 11	Recording of Data in Ledger (Int 2) [6130096]	1
D929 11	Recording of Financial Transactions (Int 2)	1
D0W3 11	Recording of Pay Information (Int 2) [6130106]	1
Administration and Information Processing		
Course:		
C002 11	Administration (Int 2)	4
Component units of course:		
D007 11	*Administrative Support (Int 2)	1
D008 11	*Information Technology: Office Applications (Int 2)	1
D010 11	*Word Processing 2 (Int 2)	1

Course/unit no	Course/unit title	Credits
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Course:

C052 11	Hospitality – Reception and Accommodation Operations (Int 2)	4
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Component units of course:

D293 11	*Accommodation and Facilities Servicing (Int 2)	1
D294 11	*Hospitality Administration (Int 2)	1
D292 11	*Hospitality Reception Skills (Int 2)	1

Component units of Hospitality – Reception and Accommodation Operations course:

D04S 12	*Accommodation and Facilities Operations (H)	1
D295 12	*Hospitality Reception and Marketing (H)	1

Free-standing National Units:

D0WJ 12	Administration of Resources (H) [6170426]	1
D0XA 11	Medical Reception and Records (Int 2) [6190056]	2
D0X9 11	Medical Terminology (Int 2) [6190016]	2
D0X3 11	Producing Text from Recorded Material – Legal (Int 2) [6180325]	1
D0X4 11	Producing Text from Recorded Material – Medical (Int 2) [6180335]	1
D0X8 11	Producing Text from Recorded Material (Int 2) [6181025]	1
D0WM 11	Shorthand Transcription 1 (50 wpm) (Int 2) [6180205]	3
D0WP 11	Shorthand Transcription 2 (60 wpm) (Int 2) [6180215]	1
D0WR 11	Shorthand Transcription 3 (70 wpm) (Int 2) [6180225]	1
D0WS 11	Shorthand Transcription 4 (80wpm) (Int 2) [6180235]	1
D0WV 11	Shorthand Transcription 4 (80wpm) Legal (Int 2) [6180255]	1
D0WT 11	Shorthand Transcription 4 (80wpm) Medical (Int 2) [6180245]	1
D0WW 11	Shorthand Transcription 5 (90wpm) (Int 2) [6180265]	1
D0WY 11	Shorthand Transcription 5 (90wpm) Legal (Int 2) [6180285]	1
D0WX 11	Shorthand Transcription 5 (90wpm) Medical (Int 2) [6180275]	1
D0X0 11	Shorthand Transcription 6 (100wpm) (Int 2) [6180295]	1
D0X2 11	Shorthand Transcription 6 (100wpm) Legal (Int 2) [6180315]	1
D0X1 11	Shorthand Transcription 6 (100wpm) Medical (Int 2) [6180305]	1
D931 11	Word Processing 3 (Int 2)	1
D932 11	Word Processing 4 (Int 2)	1
D933 11	Word Processing 5 (Int 2)	1
D0X7 11	Word Processing 4 (Medical) (Int 2) [6180637]	1
D0X6 11	Word Processing 5 (Legal) (Int 2) [6180565]	1
D0X5 11	Word Processing 5 (Medical) (Int 2) [6180555]	1

Advertising, Marketing and Public Relations

Course:

C01H 12	Advertising, Marketing and Public Relations (H)	4
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Component units of course:

D0Y5 12	*Advertising: An Introduction (H)	1
D0XS 12	*Marketing Research Practice (H)	1
D0YA 12	†Implementing a Public Relations Campaign (H)	1
D0YB 12	†The Role and Functions of Public Relations in Organisations (H)	1

Component unit of Marketing the Scottish Tourism Product course:

D6DL 12	*Overseas Marketing (H) [6260077]	1
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Course/unit no	Course/unit title	Credits
Free-standing National Units:		
D0XX 12	Export Marketing Services (H) [6260067]	1
D0XR 12	Image, Branding and Packaging (H) [6260016]	1
D0XV 12	Marketing Mix (H) [6260046]	1
D0XT 11	Marketing Research Principles (Int 2) [6260036]	1
D0XP 11	Marketing: Basic Principles (Int 2) [6260006]	1
D0XW 12	Promotional Mix (H) [6260056]	1

Business Management

Course:

C010 11	Business Management (Int 2)	4
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Component units of courses:

D050 11	*Business Decision Areas (Int 2)	2
D049 11	*Business Enterprise (Int 2)	1

Computing and Information Technology

Courses:

C206 12	Computing (H)	4
C206 11	Computing (Int 2)	4

Component units of courses:

DF2X 12	Computer Systems (H)	1
DF2X 11	Computer Systems (Int 2)	1
DF31 12	Artificial Intelligence (H)	1
DF31 11	Artificial Intelligence (Int 2)	1
DF2Y 12	Software Development (H)	1
DF2Y 11	Software Development (Int 2)	1
DF30 12	Computer Networking (H)	1
DF30 11	Computer Networking (Int 2)	1
DF32 12	Multimedia Technology (H)	1
DF32 11	Multimedia Technology (Int 2)	1

Courses:

C054 12	Information Systems (H)	4
C054 11	Information Systems (Int 2)	4

Component units of courses:

D094 11	*Computer Application Software (Int 2)	1
D299 12	*Database Systems (H)	1
D299 11	*Database Systems (Int 2)	1
D303 12	*Information Organisation (H)	1
D300 11	†Applications of Information Technology in Society (Int 2)	1
D094 12	†Computer Application Software (H)	1
D304 12	†Expert Systems (H)	1
D305 12	†Hypermedia (H)	1
D301 11	†Multimedia (Int 2)	1
D096 11	†The Internet (Int 2)	1

Course/unit no	Course/unit title	Credits
Customer Services		
Component unit of Hospitality – Reception and Accommodation Operations course:		
D296 12	*Implementing Customer Care (H)	1
Component unit of Tourism course:		
D445 12	†Planning Customer Care Programmes in Travel and Tourism (H)	1
Component unit of Travel and Tourism course:		
D441 11	†Interacting with Customers (Int 2)	1
Free-standing National Unit:		
D0SG 11	Consumer Studies (Int 2) [5120057]	1
Economics		
Course:		
C038 11	Economics (Int 2)	4
Component units of course:		
D206 11	*Microeconomics (Int 2)	1
D205 11	*The Economy (Int 2)	2
English /Gàidhlig		
Course:		
C115 11	English (Int 2)	4
Component units of course:		
D8VH 11	English: Language Study (Int 2)	1
D8VJ 11	English: Literary Study (Int 2)	1
D8VK 11	English: Personal Study (written response) (Int 2)	1
D8VL 11	English: Personal Study (spoken response) (Int 2)	1
Course:		
C041 11	Gàidhlig (Int 2) ¹	4
Component units of course:		
D232 11	*Appreciative Language Skills (Int 2)	1
D231 11	*Expressive Language Skills (Int 2)	1
D230 11	*Interpretative Language Skills (Int 2)	1
¹ See Rules for credit contribution		
Enterprise		
Free-standing National Units:		
D0VV 12	Considerations for Self Employment (H) [6120415]	1
D01G 11	Enterprise Activity (Int 2)	1
D0Y9 11	Identifying Opportunities: Recognising Entrepreneurial Activity (Int 2) [6350056]	1
D0VW 12	Researching a Business Opportunity (H) [6120425]	1

Course/unit no	Course/unit title	Credits
Financial Services		
Free-standing National Units:		
D0W7 12	Insurance: Law (H) [6140044]	0.5
D0W6 12	Insurance: Life and Health (H) [6140034]	1
D0W4 12	Insurance: Procedures and Documents (H) [6140014]	0.5
D0W5 12	Insurance: Risks and Market (H) [6140024]	1
D0XG 12	Introduction to Banking Practice (H) [6220096]	2
D0XE 11	Personal Financial Services (Int 2) [6220006]	1
D0XF 11	Provision of Financial Services (Int 2) [6220086]	1
D0XH 12	Structure of Financial Services (H) [6220106]	2
D0VX 12	The Stock Market and Investment (H) [6120510]	1
Law		
Component unit of Hospitality Facilities Supervision course:		
D11M 12	*Health and Safety in the Work Environment (H) [7160026]	1
Free-standing National Units:		
D0WE 12	Introduction to Administrative Law (H) [6150076]	1
D0W9 12	Introduction to Consumer and Investor Protection (H) [6150016]	1
D0WD 11	Introduction to Legal Rights, Obligations and Processes (Int 2) [6150066]	1
D32C 12	Introduction to the Law of Contract (H)	1
D0WB 12	Introduction to the Structures and Processes of the European Union (H) [6150036]	1
D0WC 12	Law in Employment (H) [6150046]	1
D32B 12	Scottish Legal Framework (H)	1
Mathematics		
Course:		
C100 11	Mathematics: Maths 1, 2 and 3 (Int 2)	4
C101 11	Mathematics: Maths 1, 2 and Applications (Int 2)	4
Component units of course:		
D324 11	Applications of Mathematics (Int 2)	1
D321 11	Mathematics 1 (Int 2)	1
D322 11	Mathematics 2 (Int 2)	1
D323 11	Mathematics 3 (Int 2)	1
Component unit of Mathematics course:		
D325 12	Statistics (H)	1
Media Studies		
Course:		
C210 11	Media Studies (Int 2)	4
Component units of course:		
DF14 11	*Media Analysis: Fiction (Int 2)	1
DF15 11	*Media Analysis: Non Fiction (Int 2)	1
DF16 11	*Media Production	1

Course/unit no	Course/unit title	Credits
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Modern Languages other than English/Gàidhlig

Courses:

C059 11	French (Int 2)	4
C084 11	Gaelic (Learners): Listening and Talking (Int 2)	4
C085 11	Gaelic (Learners): Reading and Writing (Int 2)	
C060 11	German (Int 2)	4
C061 11	Italian (Int 2)	4
C062 11	Russian (Int 2)	4
C063 11	Spanish (Int 2)	4

Any component units of any modern languages course at Intermediate 2

Any free-standing National Units in modern languages at Intermediate 2

¹See Rules for credit contribution

Personal and Social Education

Course:

C067 11	Personal and Social Education (Int 2)	4
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Component units of course:

D364 11	*Personal Awareness and Development (Int 2)	1
D365 11	*Social Awareness and Development (Int 2)	1
D366 11	*Vocational Awareness and Development (Int 2)	1

Public Administration

Free-standing National Units:

D0Y2 12	Central Government in the UK: An Introduction (H) [6280006]	1
D0Y3 12	Development of Welfare Services (H) [6290006]	1
D0Y0 12	Local Government Operation in Scotland (H) [6270006]	1
D0Y1 12	Public Sector Organisation (H) [6270016]	1
D0Y4 12	Welfare Provision in Scotland (H) [6290016]	1

Purchasing

Free-standing National Units:

D0XM 12	Introduction to Materials Management (H) [6250037]	1
D0XL 12	Inventory Planning and Control (H) [6250027]	1
D0XK 12	Techniques of Purchasing and Supply (H) [6250016]	1
D0XN 11	Materials Handling and Storage (Int 2) [6250047]	1
D0XJ 11	Principles of Purchasing and Supply (Int 2) [6250006]	1
D0ST 11	Stock Control (Int 2) [5120257]	1

Quality

Free-standing National Units:

D0R1 12	Quality Assurance Specifications and Procedures (H) [2280076]	1
D0R2 12	Quality Management Techniques (H) [2280086]	1
D0R0 11	Quality Assurance (Int 2) [2280066]	1

Course/unit no	Course/unit title	Credits
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Selling

Component unit of Salon Business Environment course:

D0Y7 12 *Sales Environment (H) [6340016] 1

Component unit of Selling Overseas Tourist Destinations course:

D0SF 11 *Selling Skills (Int 2) [5120047] 1

Free-standing National Units:

D0Y6 12 Sales Team Leadership (H) [6340006] 1

D0Y8 11 Selling Principles (Int 2) [6340026] 1

Social Subjects

Course:

C208 11 Geography (Int 2) 4

Component units of course:

DF3C 11 *Geography: Physical Environments (Int 2) 1

DF43 11 *Geography: Human Environments (Int 2) 1

DF44 11 *Geography: Environmental Interactions (Int 2) 1

Course:

C044 11 History (Int 2) 4

Component units of course:

D256 11 *Historical Study: European and World (Int 2) 1

D257 11 *Historical Study: Options (Int 2) 1

D255 11 *Historical Study: Scottish and British (Int 2) 1

Course:

C064 11 Modern Studies (Int 2) 4

Component units of course:

D345 11 *International Issues (Int 2) 1

D343 11 *Political Issues in the United Kingdom (Int 2) 1

D344 11 *Social Issues in the United Kingdom (Int 2) 1

Course:

C070 11 Politics (Int 2) 4

Component units of course:

D391 11 *Political Behaviour: An Introduction (Int 2) 1

D390 11 *Political Structure: An Introduction (Int 2) 1

D389 11 *Political Theory: An Introduction (Int 2) 1

Course/unit no	Course/unit title	Credits
Course:		
C212 11	Psychology (Int 2)	4
Component units of course:		
DF5K 11	Psychology: Understanding the Individual (Int 2)	1
DF5L 11	Psychology: Investigating Behaviour (Int 2)	1
DF5M 11	Psychology: The Individual in the Social Context (Int 2)	1
Course:		
C074 11	Sociology (Int 2)	4
Component units of course:		
D430 11	*Social Stratification: An Introduction (Int 2)	1
D429 11	*Socialisation: An Introduction (Int 2)	1
D431 11	*Research Methods: An Introduction (Int 2)	1
Supervisory Management		
Component unit of Event Planning course:		
D0VS 12	*Leadership and Motivation at Work (H) [6110546]	1
Component unit of Food Production Supervision course:		
D930 12	*Supervising People (H)	1
Free-standing National Units:		
D928 12	Operational and Control Skills for Supervisors (H)	1
D926 12	Personal and Interpersonal Skills for Supervisors (H)	1
D927 12	Personnel Skills for Supervisors (H)	1
Travel and Tourism		
Course:		
C076 12	Tourism (H)	4
Component units of course:		
D443 12	*Marketing of Visitor Attractions and Services: An Introduction (H)	1
D442 12	*Structure of the Travel and Tourism Industry (H)	1
D445 12	†Planning Customer Care Programmes in Travel and Tourism (H)	1
D444 12	†Scottish Tourism Product: An Introduction (H)	1

Course/unit no	Course/unit title	Credits
Course:		
C075 11	Travel and Tourism (Int 2)	4
Component units of course:		
D438 11	*Travel and Tourism: An Introduction (Int 2)	2
D439 11	†British Isles Tourist Destinations (Int 2)	1
D440 11	†European and Mediterranean Tourist Destinations (Int 2)	1
D441 11	†Interacting with Customers (Int 2)	1
Course:		
C06K 12	Retail Travel (H)	4
Component units of course:		
DF6K 12	*Travel Agency Practice (H)	2
DF6L 12	*Surface Travel (H)	1
Course:		
C03W 12	Event Planning (H)	4
Component units of course:		
D673 12	*Event Organisation (H)	1
D0VS 12	*Leadership and Motivation at Work (H)	1
D0XS 12	*Marketing Research Practice (H)	1
Course:		
C06J 12	Selling Scheduled Air Travel (H)	4
Component units of course:		
DF6M 12	*Air Travel: An Introduction (H)	2
D0VK 12	*Selling the Travel and Tourism Product (H)	1

Work Experience

Free-standing National Units:

D0XB 12	Work Experience in General Medical Practice (H) [6190066]	2
D0XC 12	Work Experience in Hospital (H) [6190676]	2
D36H 11	Work Experience (Int 2)	1

Course/unit no	Course/unit title	Credits
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Core Skills

Free-standing National Units:

D01B 11	Communication (Int 2)	1
D01C 11	Numeracy (Int 2)	1
D01D 11	Information Technology (Int 2)	1
D01E 11	Problem Solving (Int 2)	1
D01F 11	Working with Others (Int 2)	1

Candidates who have not achieved these core skills in other ways must select the required core skills units. See Section D for further information.

One or more core skills in this SGA may be automatically certificated through courses and units in the specific section. Where this is the case, the corresponding core skill unit in the open section cannot be counted towards the SGA.

Core skills

D

To achieve this SGA, all candidates **must achieve** the following core skills:

Core skill	Level
Communication	Intermediate 2
Numeracy	Intermediate 2
Information Technology	Intermediate 2
Problem Solving	Intermediate 2
Working with Others	Intermediate 2

Candidates can achieve core skills:

- through Standard Grades or other units which give automatic certification of core skills, eg a candidate who has completed Standard Grade English at Credit level is given automatic certification of Communication at Intermediate 2
- by selecting from the group award units and courses which give automatic certification of core skills, eg the Higher course in Administration gives automatic certification of Information Technology at Higher, and Problem Solving and Working with Others at Higher
- by selecting dedicated core skills units in the open section of the SGA

Candidates' current level of achievement in core skills is shown on the Scottish Qualifications Certificate in the form of a profile. This shows achievement against each of the core skills *components*. Where a core skill has more than one component, the candidate needs to achieve each component at the level specified for the SGA. For example, if an SGA requires Communication at Intermediate 2, a candidate whose profile shows Written Communication at Intermediate 2 and Oral Communication at Intermediate 1 would not meet the requirement and would have to improve in Oral Communication.

Details of all courses which give automatic certification of core skills is published in the *Catalogue of Core Skills in National Qualifications* (SQA, 2001/2002).

Hierarchical sequences

E

The SQA numbering system for qualifications consists of a 4 + 2 reference code.

The qualifications in a hierarchical sequence have the same title and are available at more than one level. They are identified by their reference code having the same first four digits, eg, DF47 in the example below. The last two digits are unique to each level of qualification, eg 12 equates to Higher, 11 equates to Intermediate 2.

Units

The following is an example of a hierarchical sequence of units:

DF47 11	Financial Accounting (Int 2)
DF47 12	Financial Accounting (H)

Where units which are part of hierarchical sequences are specified, candidates who achieve a unit at a higher level than the one specified can use the upper level unit to count as credit towards the group award. For example, Financial Accounting (H) can be counted instead of Financial Accounting (Int 2).

Candidates can only use one of these units to count as credit towards the group award.

In the case of unrevised National Certificate Modules, ie units which retain their original number, there are hierarchies where the title is the same and the number is different. Details of these exceptions will be published in a separate document. The pattern for these hierarchies is the same as that previously established for GSVQs.

There are also some hierarchies where the titles and numbers of the units at different levels are different. In this specification, if there are two units at different levels with heavily overlapping content, only one of these units should be used to count as credit towards the group award. Details of these exceptions will be published in a separate document.

Courses

The following is an example of a hierarchical sequence of courses:

C002 10	Administration (Int 1)
C002 11	Administration (Int 2)
C002 12	Administration (H)
C002 13	Administration (AH)

In the SGA specification, where courses which belong to hierarchical sequences are specified, candidates who achieve a course at a higher level than the one specified can use the upper level course to count as credit towards the group award. For example, Administration (AH) can be counted instead of Administration (H).

Candidates can only use one of these courses to count as credit towards the group award - a maximum of 4 credits.

SCE Highers

F

Designated SCE Highers can contribute 4 credits each to the SGA in place of National Courses in the *specific section*.

The designated SCE Highers and their corresponding National Courses, either of which can contribute to this SGA, are as follows:

SCE Higher Grade*

Accounting and Finance
Economics
Management and Information Studies
English
French
Gaelic (Learners)
Gàidhlig
German
Italian
Russian
Spanish

National Course

Accounting (H)
Economics (H)
Business Management (H)
English (H)
French (H)
Gaelic (Learners) (H)
Gàidhlig (H)
German (H)
Italian (H)
Russian (H)
Spanish (H)

*SCE Highers do not give automatic certification of core skills. Further information will be published about this in due course.

Note: Any SCE Higher can contribute 4 credits to the *open section*.

Relevant Scottish Vocational Qualifications (SVQs) from occupational areas 007 (Providing Goods and Services) and 009 (Providing Business Services) can each contribute up to eight credits to the open section of the SGA.

SVQs at Level 3 contribute credits at Higher.

SVQs at Level 2 contribute credits at Intermediate 2.

The following are **examples** of relevant SVQs.

Code no	Relevant SVQs	Level
007 Providing Goods and Services		
G3AW 22	Customer Service	2
G3A4 22	International Trade and Services	2
G3A5 22	Procurement	2
G6HT 23	Sales	3
G6HS 22	Sales	2
G427 23	Travel Services	3
G3C6 22	Travel Services	2
009 Providing Business Services		
G485 23	Accounting	3
G3JV 22	Accounting	2
G5W6 23	Administration	3
G5W5 22	Administration	2
G47X 23	Banking	3
G3JN 22	Banking	2
G47Y 23	Insurance: General	3
G3JR 22	Insurance: General	2
G47W 23	Insurance: Intermediaries	3
G3JS 22	Insurance: Intermediaries	2
G47B 23	Management	3
G6HR 23	Providing Financial Services (Banks and Building Societies)	3
G6HP 22	Providing Financial Services (Banks and Building Societies)	2
G49F 23	Use and Support of Information Technology	3
G3JY 22	Using Information Technology	2

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