

National Unit Specification: general information

UNIT Planning a Management Report (Advanced Higher)

CODE DX2D 13

COURSE Administration (Advanced Higher)

SUMMARY

This Unit is designed to provide candidates with the knowledge and skills to plan a management report which addresses administrative problems faced by modern business organisations. Candidates will also learn how to plan a screen based presentation which accurately summarises the proposed content of the report.

This Unit is a mandatory Unit of the *Administration (Advanced Higher)* Course and is also available as a free-standing Unit. It is suitable for candidates progressing from Higher Administration and provides a basis for further study.

OUTCOMES

- 1 Prepare a plan to produce a management report and an outline of a screen-based presentation which summarises the proposed content of the report.
- 2 Review and evaluate the process of producing a management report and screen-based presentation.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following:

- ◆ Higher Administration or its Units

Administrative Information

Superclass: AG

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National Unit Specification: General Information (cont)

UNIT Planning a Management Report (Advanced Higher)

CREDIT VALUE

1 credit at Advanced Higher (8 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates*

CORE SKILLS

Achievement of this Unit gives automatic certification of the following:

Complete Core Skill Problem Solving at SCQF level 6

Core Skill Components None

National Unit Specification: Statement of Standards (cont)

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Prepare a plan to produce a management report and an outline of a screen-based presentation which summarises the proposed content of the report.

Performance Criteria

- (a) Select a problem on which to base the management report.
- (b) Clearly identify the aims, methods of investigation and structure of the report.
- (c) Identify suitable administrative theories which are relevant to the report.
- (d) Identify information which, in terms of range and relevance, will be suitable for the report.
- (e) Produce an outline of a screen based presentation which summarises the proposed content of the report.

OUTCOME 2

Review and evaluate the process of producing a management report and screen-based presentation.

Performance Criteria

- (a) Review the planning of the report and screen based presentation and reach reasoned conclusions about its effectiveness.
- (b) Review the advice given during the planning of the report and presentation and draw reasoned conclusions on how it influenced the planning.
- (c) Review the sources of information identified for the report and reach reasoned conclusions about their usefulness and validity.
- (d) Draw and justify conclusions to improve the planning of future administrative reports.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Written and/or recorded oral evidence is required to demonstrate that candidates have met the requirements of all Outcomes and Performance Criteria.

Candidates should be given a clear brief which details what should be included in the report plan and the summary presentation of this plan. Teachers/lecturers should give feedback which candidates must take account of as part of their review and evaluation for Outcome 2.

The brief should explain that candidates must produce:

- ◆ a plan for the management report which includes: the title; proposed aims of the report; methods of investigation; relevant administrative theories which will be used in the report; information which will be suitable for the report.

National Unit Specification: Statement of Standards (cont)

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- ◆ an outline of a screen-based presentation which summarises their plans for the proposed content of the management report

Candidates should complete the plan and the outline of the screen based presentation on their own, under supervised conditions.

The standard to be applied and breadth of coverage are illustrated in the National Assessment Bank (NAB) items for this Unit. The NAB items include: a candidate brief for the report and summary presentation; a report planning checklist and a record sheet for teacher/lecturer comments and recommendations on the planning process. If a centre wishes to design its own assessments for this Unit they should be of a comparable standard.

National Unit Specification: support notes

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This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit is designed to enable candidates to apply their administrative knowledge and understanding to plan a report to solve and communicate an administrative management problem.

This Unit concentrates on the process of planning a management report and screen based presentation summarising the proposed content of the report. Candidates must select a problem for their report, identify their aims in tackling the problem and provide strategies and solutions to the problem. They should produce an outline of a screen-based presentation which will summarise their findings. Candidates will also evaluate the process to draw lessons for the future and show how comments they have been given by teachers or lecturers have been incorporated into their work.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Learning and teaching approaches should give candidates the opportunity to take as much responsibility as possible for their own learning during the preparation of the report. For example they should be encouraged to select the topic for their report from the suggested list. They should also identify for themselves appropriate information, including suitable sources, and appropriate methods of investigation. Teachers and lecturers do, however, have a key role in guiding candidates through all aspects as well as being a source of knowledge and expertise on which candidates can draw. Candidates should reflect on this advice and are required to demonstrate how they have made use of it. Learning and teaching approaches of this type would help to prepare candidates for higher education.

The Unit focuses on planning a management report and screen based presentation. It includes ensuring that candidates are able to present the information in a coherent and recognised report format. The Unit also requires that candidates evaluate the learning they have gained during the process of preparing the report.

Candidates may find it helpful to maintain a file of relevant information for example newspaper articles on new initiatives in working practices or effects of technology on the workforce. It is important that candidates are given firm deadlines for the various stages of planning the Management Report.

Candidates can be encouraged to evaluate their progress by, for example, keeping a diary or a record of particular events that worked well or did not work out as planned. This on-going record will help them to provide a considered and reflective evaluation as required for evidence.

National Unit Specification: support notes (cont)

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GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Assessment focuses on the process of planning and preparing a management report and screen-based presentation which focuses on solutions to the identified problem. Overall evaluation of the learning from the process is an equally important aspect of assessment.

The plan should be developed by the candidate in conjunction with advice from the teacher/lecturer. The plan for the report can be modified in the light of advice and other developments and the candidate can comment on this and why it happened as part of the evaluation.

The review and evaluation should be produced by the candidate under controlled conditions towards the end of the planning process. This will give candidates the opportunity to reflect on the entire planning process and draw conclusions for future planning.

The report and screen based presentation would be produced for the external course assessment as a natural Outcome of the process of planning.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).