

Autumn 2013

To: SQA Co-ordinator
BDMs
Local Education Authorities
Directors of Education
All centres
HMIE

Action by Recipient	
<input type="checkbox"/>	Response required
<input checked="" type="checkbox"/>	Note and pass on
<input type="checkbox"/>	None — update/information only

Contact: Alistair Wylie
Direct line: 0345 213 5488
alistair.wylie@sqa.org.uk

Dear colleague,

Subject update — Business Education

The contents of this letter should be passed to the member of staff responsible for Business Education subjects.

Appeals

Centres are reminded that Diet 2013 was the final time that examination appeals would be considered in their established format. For more information on SQA's new post-results services please go to www.sqa.org.uk/appeals and click on the Results Services 2014 tab.

Curriculum for Excellence — appointee opportunities

Centres are reminded that there are ongoing recruitment opportunities to become an SQA appointee and be involved in the marking and quality assurance of the new Curriculum for Excellence qualifications. Full details are available on SQA's Appointee Management website — www.sqa.org.uk/am

National Qualifications Support Teams

NQSTs are practitioner consultation groups that will feed back to SQA on the internal and external assessment of National Qualifications. These groups will communicate using secure online discussion forums as well as via an annual meeting. We are currently recruiting for members for the Business NQST (covering Accounting, Business at N3–N4, Business Management, Economics, and Administration and IT). For more information and to apply, please visit www.sqa.org.uk/nqst

Curriculum for Excellence — Higher implementation events

Implementation events for all Business Education subjects will take place across the country during November and December 2013 and January 2014. Centres have one place per subject and may send one delegate to the closest event. Places at all events are limited and early booking to reserve a place at the first choice venue is advisable.

The events are targeted at Principal Teachers, Faculty Heads and Course/Subject Leaders, though centres can send anyone they consider appropriate. For dates and subjects available, please visit www.sqa.org.uk/files_ccc/SubjectSpecificSupportEvents2013-2014.xlsx

All bookings will be made through SQA's online Event Booking System. To book your place please visit <http://athena.sgameet.net>

All enquiries about these subject-specific support events should be made by telephone to 0345 213 5580 or by e-mailing cfe.events@sqa.org.uk.

Unit assessment

Centres are reminded that all new Units delivered as part of National 3, 4 or 5 qualifications may be assessed under open or closed book conditions, at the delivering centre's discretion.

Further subject-specific information is contained in the following appendices:

- Appendix 1 — Accounting and Finance
- Appendix 2 — Administration and Administration & IT
- Appendix 3 — Business Management
- Appendix 4 — Economics

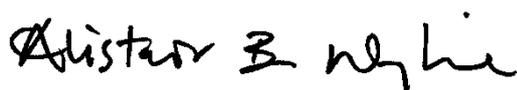
Should you require further information about the content of this letter or any other matter relating to Business Education subjects, please contact the staff listed below:

Alistair Wylie — Qualifications Manager, Business Education
0345 213 5488 or alistair.wylie@sqa.org.uk

Kirstie Casson — Qualifications Officer, Administration and Economics
0345 213 5486 or kirstie.casson@sqa.org.uk

Brian Raghoobur — Qualifications Officer, Accounting and Business Management
0345 213 5487 or brian.raghoobur@sqa.org.uk

Yours faithfully,



Alistair Wylie
Qualifications Manager
Humanities, Arts and Business

Appendix 1: Subject update — Accounting

Updated NABs — Intermediate 1, Intermediate 2, Higher and Advanced Higher

Centres are reminded that updated NABs were issued in early 2013 and only these revised NABs should be used.

For Session 2013–14, unless NABs have previously been completed in Session 2012–13, only the revised NABs will be accepted for the purposes of verification. Centres which present for verification in Session 2013–14 and have not used the revised NABs will be subject to an automatic 'not accepted' decision.

National 5

Exam

Centres are reminded that the National 5 Accounting examination has no element of choice. All questions are compulsory and the examination is worth 100 marks.

Coursework

Centres are reminded that the Coursework task will be issued in the January 2014 Coursework distribution. This is worth 50 marks and will be externally marked by SQA.

Course Assessment Specification

There have been some amendments to the Course Assessment Specification since its original publication. Version 1.1 is now available on SQA's website. Below is a summary of the changes.

Added to Version 1.1:

- ◆ Knowledge and understanding of different classification of errors.
- ◆ Provision for bad debts as a year-end adjustment (note — candidates will only be required to create a provision for bad debts; they will not be required to adjust an existing provision).
- ◆ Knowledge and understanding of sources of finance for a sole trader.
- ◆ Re-apportionment of overheads.
- ◆ A more detailed breakdown of the break-even requirements.
- ◆ Inclusion of Acid Test as a liquidity ratio.
- ◆ Calculation of accounting information from pre-given ratios (working ratios back).
- ◆ Knowledge and understanding of ways to improve short-term cash flow.

Removed:

Reference to break-even and ratio formulae being provided for assessment. There will not be any formulae provided to candidates during assessments.

Appendix 2: Subject update — Administration

National 5

The 100-mark Coursework assignment is externally assessed by SQA. Please see SQA Secure via your SQA Co-ordinator for access to the 2014 assignment. Centres are reminded that the assignment should not be undertaken until the end of the Course, ie this should happen during March/April. The uplift date for the assignment will be the end of April 2014. Further information is contained in the guidance document which accompanies the assignment and is also available from your SQA Co-ordinator.

Please be advised that if the files and tasks for the Coursework assessment were downloaded prior to 3 October 2013, all files and tasks should be discarded and a fresh download undertaken.

There are opportunities to be involved in the marking and quality assurance of the new qualifications. Please go to www.sqa.org.uk/am for more information.

Appendix 3: Subject update — Business Management

Intermediate 1 NABs

Centres are reminded that NABs at Intermediate 1 level were revised in 2012 to correct errors and inconsistencies and update the marking information. The use of previous versions of these NABs will not be accepted. All centres must make use of the revised NABs dated August 2012. All previous versions have been removed from SQA Secure.

The NABs affected are:

DV4G 10	Business Enterprise — NABs 001/2/3
DV4H 10	Business Decision Areas — NABs 001/2/3
DV4J 10	Business Information and ICT — NABs 001/2/3

National 5

Assignment

The business topics/issues for the National 5 assignment will be provided by SQA in January 2014. Other details including Marking Instructions and Instructions for candidates are already available via SQA Secure in the document *Coursework assessment task for National 5 Business Management*. Please contact your SQA Co-ordinator for access.

Marketing — point of clarification

The use of the terminology 'types' and 'methods' of market research has been debated in the past and we would like to clarify this in particular relation to its use in the new National 5 Unit Assessment Support packs. **Types** of market research at this level include desk and field. Thereafter, **methods** include telephone surveys, online surveys, focus groups, etc.

Many candidates do not differentiate between types and methods or simply use the terms interchangeably. The expectation is that where these terms have been confused but the candidate goes on to demonstrate correct knowledge in this area then they should be credited. While this notice relates to internal assessment, we will also continue to apply the same criteria to external assessment.

Assessment — point of clarification

Where questions in Unit assessments seek more than one answer, eg 'outline ways', the minimum requirement is always **at least two** (except where stated otherwise). These questions are, however, left open to allow candidates the opportunity to demonstrate the breadth of their knowledge, by going beyond the minimum competence and outlining more than two, if they can.

Appendix 4: Subject update — Existing Advanced Higher Economics Course

Dissertation topics

A list of suggested dissertation topics is available on SQA's website on the [Advanced Higher Economics subject page](#). While the list is not meant to be exhaustive, it acts as a guide to centres and candidates. Centres should note that candidates are not obliged to pick a topic from SQA's list; candidates are still free to choose their own topic in discussion with their class teacher.

Centres and candidates are also reminded that it is pivotal to the success, or otherwise, of the dissertation submitted that it contains sufficient **economic** content. Attention is drawn to the marking criteria which are published on the [Advanced Higher Economics subject page](#) of SQA's website.

There are opportunities to be involved in the marking and quality assurance of the new qualifications. Please go to www.sqa.org.uk/am for more information.