Comparison document

(Version 1.4 November 2015 compared to previous version)

National 5 Business Management Course Assessment Specification (C710 75)

The purpose of this document is to give a quick, visual guide to any amendments or clarifications made during the revision process.

Valid from August 2013

First edition: April 2012
Revised: ~~August~~November 2015, version 1.~~3~~4

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Please refer to the note of changes at the end of this Course Assessment Specification for details of changes from previous version (where applicable).

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Course outline

Course title:	National 5 Business Management
SCQF level:	5 (24 SCQF credit points)
Course code:	C710 75
Course assessment code:	X710 75

The purpose of the Course Assessment Specification is to ensure consistent and transparent assessment year on year. It describes the structure of the Course assessment and the mandatory skills, knowledge and understanding that will be assessed.

Course assessment structure

Component 1 — question paper	70 marks
Component 2 — assignment	30 marks
Total marks	**100 marks**

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course.

Equality and inclusion

This Course Assessment Specification has been designed to ensure that there are no unnecessary barriers to assessment. Assessments have been designed to promote equal opportunities while maintaining the integrity of the qualification.

For guidance on assessment arrangements for disabled learners and/or those with additional support needs, please follow the link to the Assessment Arrangements web page: www.sqa.org.uk/sqa/14977.html.

Guidance on inclusive approaches to delivery and assessment of this Course is provided in the *Course Support Notes*.

Assessment

To gain the award of the Course, the learner must pass all of the Units as well as the Course assessment. Course assessment will provide the basis for grading attainment in the Course award.

Course assessment

SQA will produce and give instructions for the production and conduct of Course assessments based on the information provided in this document.

Added value

The purpose of the Course assessment is to assess added value of the Course as well as confirming attainment in the Course and providing a grade. The added value for the Course will address the key purposes and aims of the Course, as defined in the Course Rationale. It will do this by addressing one or more of breadth, challenge, or application.

In this Course assessment, added value will focus on the following:

- breadth — drawing on knowledge and skills from across the Course
- challenge — requiring greater depth or extension of knowledge and/or skills
- application — requiring application of knowledge and/or skills in practical or theoretical contexts as appropriate

This added value consists of:

- applying business concepts to resolve issues in unfamiliar contexts interpreting and evaluating straightforward business information
- analysing business decisions in unfamiliar contexts
- selecting and researching factors that affect business activities
- making decisions that effectively resolve a variety of business issues
- communicating business ideas, opinions and information with clarity

Grading

Course assessment will provide the basis for grading attainment in the Course award.

The Course assessment is graded A–D. The grade is determined on the basis of the total mark for all Course assessments together.

A learner's overall grade will be determined by their performance across the Course assessment.

Grade description for C
For the award of Grade C, learners will have demonstrated successful performance in all of the Units of the Course. In the Course assessment, learners will typically have demonstrated successful performance in relation to the mandatory skills, knowledge and understanding for the Course.

Grade description for A
For the award of Grade A, learners will have demonstrated successful performance in all of the Units of the Course. In the Course assessment, learners will typically have demonstrated a consistently high level of performance in relation to the mandatory skills, knowledge and understanding for the Course.

Credit
To take account of the extended range of learning and teaching approaches, remediation, consolidation of learning and integration needed for preparation for external assessment, six SCQF credit points are available in Courses at National 5 and Higher, and eight SCQF credit points in Courses at Advanced Higher. These points will be awarded when a grade D or better is achieved.

Structure and coverage of the Course assessment

The Course assessment will consist of two Components: a question paper and an assignment.

Component 1 — question paper

The purpose of this question paper is to address breadth and application by drawing on and applying the skills, knowledge and understanding developed from across the Course. Learners will be required to demonstrate greater depth or extension of skills, knowledge, and understanding than those assessed in the Units of the Course.

This question paper will give learners an opportunity to demonstrate the following skills, knowledge and understanding:

- applying knowledge and understanding of business concepts, some of which may be relatively complex
- using data handling techniques to interpret straightforward business information
- evaluating straightforward business information to draw conclusions
- producing written responses with clarity

The question paper will have 70 marks (70% of the total mark). All questions are mandatory.

This question paper has two sections. Questions from each section will be sampled from the mandatory Course coverage, and will ensure there is no duplication of content and that there is a balanced coverage across the Course.

Section one will have 30 marks and will consist of a number of short answer questions based on two pieces of stimulus material. The questions will be sampled from the full range of the mandatory Course coverage. This section will mainly assess decision making and application of knowledge and understanding.

In this section learners can be asked to identify business techniques or theories from the stimulus and describe possible courses of action for a business to take in order to survive or maximise profits.

The stimulus material will be in the form of case studies based on real organisations. The questions will mostly relate to the stimulus although some questions may be based on the mandatory topics surrounding the stimulus material.

Section two will have 40 marks and will consist of extended response questions sampled from the full range of mandatory Course coverage. This section will mainly assess knowledge and understanding.

In this section there are four 10-mark questions. These questions will be broken down into sub-questions. Learners could be asked to explain business concepts and theories and outline their costs and benefits. Learners could also be asked to describe different processes used by businesses and outline factors a business would consider before adopting these.

Component 2 — assignment
The purpose of this assignment is to address challenge and application by assessing the learner's ability to apply skills, knowledge and understanding from across the Course. The assignment will require learners to apply their research, decision making and communication skills by producing a proposal to improve the effectiveness of a small to medium-sized business.

This assignment will have 30 marks (30% of the total mark).

This assignment will give learners an opportunity to demonstrate their ability to:

- select an appropriate business topic
- research and gather suitable business data/information/evidence relating to the context of the topic, from a range of sources
- apply knowledge and understanding of business concepts to explain the key features of the topic
- analyse the business data/information used to reach valid conclusions
- produce an appropriately formatted business report suitable for the purpose, intended audience and context of the assignment

The assignment will have a greater emphasis on the assessment of skills than the question paper and marks awarded will reflect this. The assignment will take the form of producing a business report. It will assess planning, research, interpretation and evaluating skills in the context of a business topic drawn from the Course coverage. To allow for personalisation and choice, learners have a high degree of choice when selecting the business topic that they will research.

For further details of the Course requirements, please see the 'Further mandatory information on Course coverage' section.

Setting, conducting and marking of assessment

Question paper
This question paper will be set and marked by SQA, and conducted in centres under conditions specified for external examinations by SQA.

Controlled assessment — assignment
This assignment is:

- set by SQA
- conducted under some supervision and control

Evidence will be submitted to SQA for external marking.

All marking will be quality assured by SQA.

Setting the assessment
Set by SQA.

Conducting the assessment
Conducted under some supervision and control.

The assignment will be conducted under some degree of supervision and control to ensure that the work presented is the learner's own work.

The assignment will be split into two parts — research and report production.

- Research should be conducted in class within the number of hours allocated to competing it.
- The research and data/collection may be completed individually or as a group, but the data from the research must be kept on an individual basis.
- Learners will produce the findings of their assignment on an individual basis, in supervised conditions, within one hour.
- Guidelines regarding the time frame for starting and completing the assignment will be provided by SQA. The use of resources for the production of the report will be prescribed by SQA.

Further mandatory information on Course coverage

The following gives details of mandatory skills, knowledge and understanding for the National 5 Business Management Course. Course assessment will involve sampling the skills, knowledge and understanding. This list of skills, knowledge and understanding also provides the basis for the assessment of Units of the Course.

When preparing learners for the Course assessment, please refer first to the 'Structure and coverage of the Course assessment' section.

Understanding Business

The question paper and the assignment can draw on any of the mandatory content listed below.

Role of business in society	Factors of production, production of goods, provision of services, consumption of goods and services, satisfaction of human wants, sectors of industry (primary/secondary/tertiary), sectors of the economy (private/public/third)
Customer satisfaction	Methods of maximising customer service and their importance
Types of business organisations	Sole traders; partners; private limited companies; local government organisations; non-profit making organisations; social enterprises. Understanding of how enterprising skills and qualities help these organisations develop
Objectives	Profit, provision of a service, social responsibility, survival, customer satisfaction, market share, enterprise
External factors	Political, environmental, social, technological, economic and competitive
Internal factors	Financial, human resources and current technology
Stakeholders	Interest in and influence on the organisation of owners, shareholders, employees, banks, customers, suppliers, the local community, pressure groups and the Government

Management of People and Finance

Recruitment and selection	Stages and methods
Training	Types, methods, costs and benefits
Motivating and retaining	Payment systems, working practices, industrial action

Legislation	Current applicable equality and health and safety legislation
Sources of finance	Appropriate to types of organisations in Understanding Business
Break-even	Types of costs, profit, break-even point
Cash budgeting	Interpretation, cash flow issues and solutions
~~Profit~~Income statement	Sales revenue, production costs, gross profit, profit for the year (net profit)
Technology	Role of technology in managing people and finance

Management of Marketing and Operations

Customers	Market segments, target market
Market research	Desk and field, methods, costs and benefits
Marketing mix	Product, price, place and promotion
Product	Product development
	Product life cycle: introduction, growth, maturity, decline
	Branding
Price	Factors to be considered when setting price
Place	Business location and distribution methods
Promotion	Promotional strategies including advertising, special offers and ethical marketing
Suppliers	Factors to be considered when choosing a supplier
Stock management	Issues associated with over-stocking and under-stocking
Methods of production	Job, batch and flow production
Quality	Quality control, quality management, employees, raw materials
Ethical and environmental	Wastage, recycling and packaging
Technology	Role of technology in managing marketing and operations

Administrative information

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History of changes to Course Assessment Specification

Version	Description of change	Authorised by	Date
1.1	Structure and coverage of Course assessment: changes to the wording for clarification purposes — all questions now mandatory in question paper. Further mandatory information on Course coverage: minor changes of wording to clarify content.	Qualifications Development Manager	June 2013
1.2	Conducting the assessment (page 7): In relation to the assignment, the following sentence has been removed: 'The business topics/issues will be provided by SQA'.	Qualifications Manager	February 2014
1.3	Change to some wording in 'Further mandatory information on Course coverage' section for clarification and to take account of International Accounting Standards terminology.	Qualifications Manager	August 2015
1.4	Further changes to wording in 'Further mandatory information on Course coverage' section for clarification and to take account of International Accounting Standards terminology.	Qualifications Manager	November 2015

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