



## **Business Management (National 5)**

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### **Draft National Course Assessment Specification**

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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

<b>Course title:</b>	Business Management (National 5)
<b>SCQF level:</b>	5 (24 SCQF credit points)
<b>Course code:</b>	to be advised
<b>Course assessment code:</b>	to be advised

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	60 marks
Component 2 — assignment	20 marks
<b>Total marks</b>	<b>80 marks</b>

This Course includes six SCQF credit points for 40 additional programmed hours to allow 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](http://www.sqa.org.uk/sqa/14977.html).

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

# Assessment

To gain the award of the Course, the learner must pass all 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:

- ◆ demonstrating breadth of knowledge of business concepts from across the Units which have some complex features
- ◆ demonstrating an in-depth understanding of business concepts which have some complex features
- ◆ interpreting and evaluating straightforward business information
- ◆ analysing the effectiveness of business decisions in familiar contexts
- ◆ selecting and researching factors that affect business activities
- ◆ making decisions that effectively solve a variety of business issues
- ◆ communicating straightforward business ideas, opinions and information appropriately

## 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. The question paper will have two Sections.

### **Component 1 — question paper**

The purpose of this question paper is to assess breadth and application by drawing on and sampling skills, knowledge and understanding from across the Units. Learners will require greater depth or extension of skills, knowledge, and understanding assessed in other Units. It will require learners to demonstrate breadth and application of knowledge and understanding of both real and theoretical business situations, some of which may have complex features.

The question paper will have 60 marks (75% of the total mark).

This question paper has two Sections.

**Section 1** will consist of a number of short answer questions in response to stimulus material drawn from the full range of the mandatory Course content. Learners will be expected to attempt all questions in this Section.

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

- ◆ interpreting and evaluating straightforward business information
- ◆ applying knowledge and understanding of business concepts in a given context

**Section 2** will consist of extended response questions. These questions will be split into two or more parts and will integrate at least two topics from the full range of the mandatory Course content. Learners will be expected to choose and attempt two questions from this Section.

This Section will give learners the opportunity to demonstrate the following skills, knowledge and understanding:

- ◆ analysing the effectiveness of business decisions made in familiar contexts
- ◆ applying in-depth knowledge and understanding of business concepts which have some complex features

## **Component two — assignment**

The purpose of this assignment is to assess the learner's ability to apply skills, knowledge and understanding from across the Units of the Course. The assignment will require learners to apply their research, decision making and communication skills by producing a proposal to help improve the effectiveness of an activity in a small to medium-sized business.

The assignment will have 20 marks (25% of the total mark).

The assignment will require learners to demonstrate challenge and application. Learners will be expected to research, analyse, evaluate and communicate their findings related to an appropriate business topic or issue.

This assignment will require learners to undertake the following tasks.

- ◆ Research the current effectiveness of a business activity. The activity to be researched will be chosen from a range provided in the assignment and so provide the learner with an opportunity for personalisation and choice. This research will involve the learner using information from a limited range of sources, some of which may have complex features.
- ◆ Decide on suitable actions that could be undertaken to enhance the future effectiveness of the chosen business activity.
- ◆ Produce an appropriately formatted proposal which clearly communicates:
  - identified areas for improvement of the business activity
  - recommendations to enhance the future effectiveness of the business activity
  - justifications for the recommendations made (with reference to the research undertaken)

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

- ◆ research factors that affect business activities
- ◆ make decisions that effectively solve a variety of business issues
- ◆ communicate straightforward business ideas, opinions and information appropriately

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.

A refreshed bank of specific themes/titles and guidelines will be provided by SQA.

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 write-up.

- ◆ Research should be conducted in class within the time specified by SQA.
- ◆ The research and data/collection can be completed individually or as a group task but data from the research must be kept individually.
- ◆ Learners will write up the findings of their assignment in class time, within one hour, on an individual basis and in supervised conditions.
- ◆ Guidelines will be provided by SQA regarding the start and finish dates for completing the assignment. The use of resources for the write-up will be prescribed by SQA.

## Further mandatory information on Course coverage

The following gives details of mandatory skills, knowledge and understanding for the Business Management (National 5) 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

Role of business in society	Production, factors of production and consumption, 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, government organisations and agencies, non-profit making organisations and social enterprises
Objectives	Profit/sales maximisation, survival, social responsibility, environment, provision of a service, 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  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	Methods, costs and benefits
Retaining and motivating	Training, appraisal, payment systems, employee relations, working practices
Legislation	Current applicable equality and health and safety legislation
Sources of finance	Appropriate to types of organisations in

## Understanding Business

Cash budgeting	Interpretation, cash flow issues and solutions
Break even	Types of costs, profit, break-even point
Profit statement	Sales, production costs, gross profit, 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  Distribution method (road, land, air, sea)
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	Capital and labour intensive
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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**Superclass:** to be advised

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## History of changes

Course details	Version	Description of change	Authorised by	Date

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Note: You are advised to check SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)) to ensure you are using the most up-to-date version of the Course Specification.