



Access 3 Administration and IT — draft Course rationale and summary

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Course rationale

Background

All new and revised National Courses reflect Curriculum for Excellence values, purposes and principles. They offer flexibility, provide more time for learning, more focus on skills and applying learning, and scope for personalisation and choice.

In this Course, and its component Units, there will be an emphasis on skills development and the application of those skills. Assessment approaches will be proportionate, fit for purpose and will promote best practice, enabling learners to achieve the highest standards they can.

This Course provides learners with opportunities to continue to acquire and develop the attributes and capabilities of the four capacities as well as skills for learning, skills for life and skills for work.

All Courses provide opportunities for learners to develop breadth, challenge and application, but the focus and balance of the assessment will be appropriate for the subject area.

Relationship between the Course and Curriculum for Excellence values, purposes and principles

The Access 3 Administration and Information Technology Course builds on the principles and practice paper and the relevant experiences and outcomes for the technologies curriculum area¹. The Course introduces learners to administration and enables them to embrace and use IT in everyday administration-related contexts, laying foundations for lifelong learning and a successful working life. The skills developed through this Course can be seen as important life skills, which will considerably enhance learners' personal effectiveness.

The Course will develop successful learners who achieve through participating in engaging, motivating and relevant learning experiences in real-life administration contexts and confident individuals who derive satisfaction from engaging in practical activities relevant to the world of work and from having their achievements recognised.

Learners become responsible citizens who take on organisational tasks willingly and become aware of their obligations. The Course also develops effective contributors who share their views with others, effectively contributing to group tasks and supporting their peers whenever appropriate.

The Course develops a range of skills for learning, life and work, which are essential to individuals' effective functioning. They include IT and aspects of literacy, numeracy and thinking skills.

Purpose and aims of the Course

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Administrative and IT skills have extensive application not only in employment but also in other walks of life and can be seen as life skills.

Through developing these skills, this Course will enhance learners' personal effectiveness and provide a set of foundation skills for those who wish to progress to further study. In preparing learners for life, it teaches them how to communicate with others using technology.

¹ Experiences and outcomes:

<http://www.ltscotland.org.uk/learningteachingandassessment/curriculumareas/technologies/eandos/index.asp>

The key purpose of this Course is to give learners a basic introduction to administration and to develop their basic IT skills and the ability to carry out simple administrative tasks. The Course aims to enable learners to develop:

- ◆ an awareness of simple administrative tasks
- ◆ the ability to use basic functions of word processing, spreadsheets and databases, or emerging equivalent technologies, to carry out simple administrative tasks
- ◆ basic skills in using the internet, e-mail, e-diary and presentation applications, or emerging equivalent technologies, in the context of gathering and communicating simple information related to administration-related functions
- ◆ the ability to integrate a limited range of skills to carry out a series of related administrative tasks

The broad structure of the Course meets its purpose and aims, which are addressed by the three Units it comprises.

The Course involves experiential learning, encouraging the integration of skills, knowledge and understanding through practical activities. Its use of real-life contexts makes it relevant to the world of work, and its uniqueness lies in developing IT skills in an administration-related context. The skills, knowledge and understanding the Course develops reflect current administrative practice and are sufficiently flexible to take account of emerging technologies.

The Course makes an important contribution to general education through developing a range of essential skills which will prepare learners for life and provide them with foundations for further learning. Its contribution to vocational education is significant.

Information about typical learners who might do the Course

This Course is designed for all learners but may be of particular interest to those who wish to develop practical IT and administrative skills. Learners who have completed the Course can use related knowledge, understanding and skills at home, in the wider community and, ultimately, in further study or employment.

Although entry is at the discretion of centres, learners are expected to have reached SCQF level 2 in terms of relevant qualifications and/or experience. The Course takes into account the needs of all learners by providing sufficient flexibility to enable them to achieve in different ways and at a different pace.

Learners will develop a range of both generic and subject-specific skills in everyday administration-related contexts. The skills include the ability to perform simple administrative tasks and to use basic functions of IT applications. Those applications cover word processing, spreadsheets, databases, desktop publishing and presentation or emerging equivalent technologies. Learners will also develop the ability to use technology, including the internet, for simple

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searching and for processing and communicating simple information in everyday administration-related contexts.

Those who have completed this Course will benefit from enhanced personal effectiveness.

The Course opens up a range of progression routes — both vertical and lateral — to further education. It may also ultimately lead to employment and/or training in various industries.

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Course summary

Course title: Access 3 Administration and IT

SCQF level 3 (18 SCQF credit points)

Course outline

Mandatory Units

IT Solutions for Administrators (Access 3)	(6 SCQF credit points)
Communication in Administration (Access 3)	(6 SCQF credit points)
Practical Administration (Access 3)	(6 SCQF credit points)

Course structure and conditions of award

The Course, which is practical and experiential in nature, develops both generic and subject-specific skills in everyday administration-related contexts. The generic skills include the thinking skills of understanding and applying and aspects of literacy and numeracy. The subject-specific skills, which include a basic ability to use IT, will enable learners to process and communicate simple information and to carry out simple administrative tasks.

This Course comprises three mandatory Units. All Units form a coherent whole, with learners' skills and related knowledge and understanding being systematically developed throughout the Course.

Units are statements of standards for assessment and not programmes of learning and teaching. They can be delivered in a variety of ways.

IT Solutions for Administrators (Access 3)

The purpose of this Unit is to develop learners' awareness of administration and simple administrative tasks and their IT skills in everyday administration-related contexts. Learners will use basic functions of the following IT applications — word processing, spreadsheets, databases or emerging equivalent technologies — to create, edit and update simple documents used in business. Spreadsheets and databases will contain simple information; word processed documents may include straightforward letters, notices, itineraries or memos and may relate to any administrative function.

Communication in Administration (Access 3)

The purpose of this Unit is to enable learners to carry out simple electronic searching and communication in everyday administration-related contexts. Learners will use basic functions of the following communications applications — desktop publishing, presentation, e-mail and e-diary or emerging equivalent technologies — to carry out a range of simple administrative tasks. These tasks may include preparing straightforward notifications, leaflets or presentations,

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sending simple e-mails or recording diary appointments. Learners will also develop a basic ability to use the internet to gather simple information related to everyday administration functions.

Practical Administration (Access 3)

The purpose of this Unit is to enable learners to perform a limited range of simple tasks in the context of a practical administrative scenario. Learners will use the basic functions of word processing, spreadsheets, databases, internet, e-mail, presentation, desk top publishing or emerging equivalent technologies to work through the series of administrative tasks given in the scenario.

To achieve the Access 3 Administration and IT Course, learners must pass all of the required Units. The required Units are shown in the Course outline section.

Access 3 Courses are not graded.

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Assessment

All Units are internally assessed against the requirements shown in Unit specifications.

They will be assessed pass/fail within centres.

SQA will provide rigorous external quality assurance, including external verification, to ensure assessment judgements are consistent and meet national standards.

Exemplification of possible assessment approaches for Units will be provided in the *National Assessment Resource*.

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