

# **Access 3 Business — draft Course rationale and summary**

**August 2011**



This edition: August 2011, draft version 1.0

Published by the Scottish Qualifications Authority  
The Optima Building, 58 Robertson Street, Glasgow G2 8DQ  
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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 Course develops knowledge and understanding gained through studying relevant experiences and outcomes from the social studies<sup>1</sup> and technologies<sup>2</sup> curriculum areas.

Learners will be introduced to basic internal and external influences on business and will develop an understanding of the attributes that encourage enterprising behaviour within a business context. The Course also provides opportunities to develop ICT skills within a business context.

The development of skills explicit to the Course will allow learners to think creatively and be flexible and resourceful in their attitudes. These skills will also support learners in becoming more confident in their abilities to make decisions, particularly regarding their own future.

Understanding the competitive, financial and economic environment in which business operates will enable learners to contribute responsibly to society.

By encouraging working with others, within practical contexts, the Course will help learners to participate effectively in our continually changing society.

The Course provides opportunities that allow learning to develop in a challenging and enjoyable way as it relates the study of business to real-life contexts. The Course covers a broad spectrum of learning that allows for progression and depth of study at a later date.

## **Purpose and aims of the Course**

Business is integral to society. We all rely on businesses and entrepreneurs to create wealth and jobs. This Course is designed to develop learners' understanding of the way in which businesses operate and to encourage enterprising attributes.

The Course involves experiential learning within practical contexts. Through the use of practical activities and knowledge of business, learners will be given an insight into what businesses do to remain competitive, customer-focused and successful.

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<sup>1</sup> Social studies:

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

<sup>2</sup> Technologies:

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

By developing enterprising and employability skills, as well as aspects of literacy and numeracy, the Course will enable learners to gain a better understanding of the personal qualities and attributes required of people involved in business.

The application of skills and knowledge gained of financial and economic awareness, through a business context, can be transferred to personal living. Learners should be able to manage their own personal financial affairs with confidence, and gain a better understanding of the influence of economic situations on their lives.

The Course aims to enable learners to develop:

- ◆ a basic knowledge of business concepts in a range of simple contexts
- ◆ a basic understanding of the actions businesses take to meet customer needs
- ◆ an understanding of enterprising skills and attributes through providing practical activities in realistic business situations
- ◆ an understanding of financial awareness through a business context
- ◆ a basic understanding of the effect of economic influences on business and our daily lives, raising economic awareness

## **Information about typical learners who might do the Course**

The Course prepares learners for everyday life, the world of work, or further study of business by developing many transferable skills. It develops knowledge of business and of the relationship between a business and its customers.

The Course brings an understanding of how people contribute to business success. As a consequence, learners will be better informed about business and be able to make effective contributions to society as consumers, employees, employers, or self-employed people.

The Course develops skills of enterprise, employability, numeracy, ICT, and citizenship, which are essential if an individual is to participate effectively in modern society. The Course also supports literacy and health and wellbeing skills.

The Course takes account of the needs of all learners. It provides sufficient flexibility to enable learners to achieve in different ways and at a different pace.

By studying this Course, learners will develop skills which include: applying understanding of the business environment to real-life business contexts; looking after customers effectively in business contexts; and numeracy and decision making.

*successful learner, confident individual, responsible citizen, effective contributor*

Learners will also develop skills which include: the ability to use ICT in a business context; and communicating effectively in a business context by working co-operatively with others to complete activities and by being able to work independently, or to lead activities when appropriate.

Successful completion of this Course opens up a range of vertical and lateral progression routes for learners. These include other National Qualifications, Skills for Work Courses, National Progression Awards, and National Certificates. It may also lead to employment and/or training in various industries.

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# Course summary

## Course title: Access 3 Business

## SCQF level 3 (18 SCQF credit points)

### Course outline

#### Mandatory Units

Business in Action (Access 3)	(9 SCQF credit points)
Influences on Business (Access 3)	(9 SCQF credit points)

### Course structure and conditions of award

The Course is practical and experiential in nature, and develops a wide range of skills for learning, skills for life, and skills for work. These include: employability skills and attributes, including flexibility and adaptability, reliability, and working with others; numeracy — by being able to interpret basic data, and by understanding money; and effective use of ICT in a business context.

Units are statements of standards for assessment and not programmes of learning and teaching. They can be delivered in a variety of ways. However, there is scope in the design of the Units to allow the Course to be taught in an integrated, experiential way.

#### **Business in Action (Access 3)**

This Unit will give learners opportunities to develop understanding of enterprising skills, and simple knowledge and understanding of the role of business in society. Through enterprising learning, it offers opportunities to be involved in activities that develop an understanding of what businesses do to remain successful and of how they meet customer needs.

#### **Influences on Business (Access 3)**

Through practical and ICT-based activities, this Unit will give learners opportunities to develop a basic knowledge of how straightforward internal and external factors can affect a business. This Unit will allow learners to develop communication and decision-making skills that are required to work effectively with business stakeholders.

To achieve the Access 3 Business 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.

## **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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