



Access 3 Business

Draft National Course Specification



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

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Course outline

Course title: Access 3 Business

SCQF: level 3 (18 SCQF credit points)

Course code: to be advised

Mandatory Units

Business in Action (Access 3)

9 SCQF credit points

Influences on Business (Access 3)

9 SCQF credit points

Recommended entry

Entry to this Course is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by the following or equivalent qualifications and/or experience:

- ◆ Access 2 Business in Practice

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Course. Further information on relevant experiences and outcomes will be given in the *Course Support Notes*.

Progression

This Course or its components may provide progression to:

- ◆ other qualifications in Business or related areas
- ◆ further study, employment and/or training

Further details are provided in the Rationale section.

Equality and inclusion

This Course Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information please refer to the *Course Support Notes*.

Rationale

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 and technologies curriculum areas.

Learners will be introduced to the effects of basic internal and external influences on business. They will also 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 further study.

Purpose and aims of the Course

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 become and remain competitive, customer-focused and successful.

The Course will enable learners to gain a better understanding of the personal qualities and attributes required of people involved in business by developing enterprising and employability skills.

Financial and economic awareness is developed through a business context. This understanding can be transferred to everyday situations, as learners should be able to manage their own personal finances with confidence and gain a better understanding of economic influences on their lives.

By participating in practical activities, the Course aims to enable learners to develop:

- ◆ an awareness of business concepts in a range of familiar contexts
- ◆ an awareness of the actions businesses take to meet and satisfy customer needs in familiar contexts
- ◆ an awareness of basic enterprising and employability skills in realistic business contexts
- ◆ basic financial awareness through a business context
- ◆ basic awareness of the effects of external influences on business and our daily lives

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. Learners will develop understanding of how businesses operate and the relationship that exists between a business and its customers.

Business is integral to society. We all rely on business and entrepreneurs to create wealth and employment. This Course develops 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 or employers.

By developing numeracy, ICT skills and an awareness of employability and enterprising skills, the Course will help an individual to participate effectively in modern society.

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

successful learner, confident individual, responsible citizen, effective contributor

after customers effectively in business contexts; and numeracy and decision making.

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 structure and conditions of award

Course structure

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 number 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 participate in activities that develop an awareness of the enterprising skills and personal attributes required to succeed in business. Learners will develop an understanding of the importance of meeting and satisfying customer needs. This Unit will also develop learners' awareness of the key functional activities that support business and will give them opportunities to demonstrate how the use of ICT supports these functional activities.

Influences on Business (Access 3)

This Unit will give learners opportunities to participate in activities that develop a basic awareness of the effects that internal financial matters and other internal influences can have on business. They will also develop awareness of the effects that a limited range of external influences can have on business. Learners will explore how the actions of stakeholders can affect business success.

Conditions of award

To achieve the Access 3 Business Course, the learner must pass all of the required Units. The required Units are shown in the Course outline section.

Access 3 Courses are not graded.

Skills, knowledge and understanding

Full skills, knowledge and understanding for the Course will be given in the *Course Support Notes*. A broad overview of the subject skills, knowledge and understanding that will be covered in the Course is given in this section.

This includes:

- ◆ developing a basic understanding of enterprising skills and personal attributes that contribute to business success
- ◆ developing skills required to look after customers effectively in familiar business contexts
- ◆ exploring how a business operates through developing an awareness of key functional activities of business
- ◆ developing fundamental skills in the use of ICT to support business activities
- ◆ developing an awareness of basic business financial matters in familiar contexts
- ◆ developing an awareness of the effects of a limited range of external influences on business activity

Skills, knowledge and understanding to be included in the Course will be appropriate to the SCQF level of the Course. The SCQF level descriptors give further information on characteristics and expected performance at each SCQF level (www.sqa.org.uk/scqf).

Assessment

Further information about assessment for the Course will be included in the *Course Support Notes*.

Unit assessment

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

They can be assessed on a Unit-by-Unit basis or by combined assessment.

They will be assessed on a pass/fail basis within centres. SQA will provide rigorous external quality assurance, including external verification, to ensure assessment judgments are consistent and meet national standards.

The assessment of the Units in this Course will be as follows:

Business in Action (Access 3)

In this Unit, learners will be required to provide evidence of:

- ◆ a basic understanding of the enterprising skills required for business success
- ◆ a basic understanding of the ways in which businesses meet and satisfy customers' needs
- ◆ a basic understanding of the key functional activities of business
- ◆ the use of ICT in supporting the key functional activities of business

Influences on Business (Access 3)

In this Unit, learners will be required to provide evidence of:

- ◆ a basic awareness of business finance in familiar business contexts
- ◆ an awareness of how a limited range of external influences affect business activity
- ◆ an awareness of the contribution of a limited range of stakeholders to business success

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

Development of skills for learning, skills for life and skills for work

(Note: The information given below reflects the initial thinking on significant opportunities for development of skills for learning, skills for life and skills for work. These may be subject to change as the development process progresses.)

It is expected that learners will develop broad, generic skills through this Course. The skills that learners will be expected to improve on and develop through the Course are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Course where there are appropriate opportunities.

2 Numeracy

2.3 Information handling

4 Employability, enterprise and citizenship

4.1 Employability

4.2 Information and communication technology (ICT)

4.4 Enterprise

5 Thinking skills

5.2 Understanding

Amplification of these skills is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills will be appropriate to the level of the Course. Further information on building in skills for learning, skills for life and skills for work for the Course is given in the *Course Support Notes*.

Administrative information

Published: October 2011 (version 1.0)

Superclass: to be advised

History of changes to National Course Specification

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) to ensure you are using the most up-to-date version of the Course Specification.