



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

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

**SCQF:** level 5 (24 SCQF credit points)

**Course code:** to be advised

### Mandatory Units

**Understanding Business (National 5) 6 SCQF credit points**

**Management of People and Finance (National 5) 6 SCQF credit points**

**Management of Marketing and Operations (National 5) 6 SCQF credit points**

**Course assessment 6 SCQF credit points**

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. Further information on the Course assessment is provided in the Assessment section.

### Recommended entry

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

- ◆ Business (National 4) or relevant component Units

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 SQA qualifications in Business Management or related areas
- ◆ further study, employment 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* and the *Course Assessment Specification*.

## **Rationale**

All new and revised National Courses reflect the 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 and fit for purpose and they 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 consolidates and further develops knowledge and understanding gained through studying relevant experiences and outcomes from the social studies and technologies curriculum areas.

The Course introduces learners to the dynamic, changing, competitive and economic environment of industry and commerce. It develops skills in communicating and presenting business-related information, in a variety of formats, to the various stakeholders of an organisation.

The development of skills explicit to the Course will enable learners to succeed in life with determination and the ability to think creatively.

These skills will support learners in becoming more confident, particularly regarding their own future education and place in the world of work. Understanding the economic and financial environment in which business operates will aid learners to contribute responsibly to society.

By encouraging working with others, the Course will help learners to participate effectively in our ever-changing global business environment.

The Course covers a broad spectrum of learning that allows for further progression and depth of study at a later date. It provides opportunities that allow learning to develop in a challenging and enjoyable way. It relates the study of business management to real-life business contexts, and is therefore of great relevance.

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

Business plays an important role in society. We all rely on businesses to create wealth and wellbeing, prosperity, jobs and choices. Therefore, it is essential society has effective businesses and business managers to sustain this role. This Course will build on the skills and knowledge and understanding gained in Business (National 4) or can act as an introduction to the world of business.

The purpose of the Course is to highlight the way in which organisations operate and the steps that they take to achieve their goals. This will be done through combining practical and theoretical aspects of business learning through the use of real-life business contexts. The skills, knowledge and understanding gained will be embedded in current business practice and theory, and will reflect the integrated nature of organisations, their functions, and their decision-making processes.

A main feature of this Course is the development of enterprise and employability skills. Learners will be able to understand and make use of business information to interpret and report on overall business performance in a range of contexts. The Course therefore includes the study of organisations in the private, public and voluntary sectors.

The Course underpins the important impact businesses have on everyday life, and therefore gives learners experiences which are topical. It develops skills for learning, life and work that will be of instant use when entering into the workplace. It supports personal financial awareness through improving knowledge of financial management in a business context.

Learners will be given the opportunity to be involved in activities which are challenging, motivating and inspiring.

The Course aims to enable learners to develop:

- ◆ knowledge and understanding of the way society relies on business to satisfy our needs
- ◆ an insight into the systems organisations use to ensure customers' needs are met
- ◆ enterprising skills and enterprising attributes by participating in activities in realistic business situations, and an understanding of financial awareness through a business context
- ◆ an insight into how organisations organise their resources for maximum efficiency
- ◆ an understanding of the steps taken by organisations to improve their overall performance
- ◆ an awareness of how external influences impact on organisations, including economic impact

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

The Course is suitable for all learners interested in entering the world of business — whether as a manager, employee or self-employed person — as it gives learners knowledge of the business environment.

The Course brings a greater understanding of how people contribute positively to business success. As a consequence, learners will be better informed about

business and be able to make a strong contribution to society as consumers, employees, employers or self-employed people.

The combination of practical and theoretical aspects and ICT-based learning will enable learners to apply their skills and knowledge to real-life business contexts.

By developing many transferable skills, the Course prepares learners for everyday life, the world of work, or further study of business and other business-related disciplines. It deepens understanding of businesses and highlights a range of business-based career opportunities that are available within all business sectors.

The Course develops the necessary skills of numeracy, enterprise, employability, ICT and citizenship, and supports literacy and health and wellbeing. It 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.

By studying this Course, learners will develop skills and attributes which include an enterprising attitude and an appreciation of taking risks in a business context; a customer focus in business contexts; entrepreneurship, by using their initiative in being creative and resourceful; and decision making, by interpreting, analysing and evaluating a range of information to make critical, ethical, responsible and effective business decisions.

Learners will also develop skills and attributes including numeracy skills, through improving knowledge of financial management, in a business context, which supports and further develops personal financial management; and using ICT to gather, analyse and communicate business information efficiently and effectively. Learners will also develop the skills and attributes of 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. The Course may also lead to employment and/or training in various industries.

## **Course structure and conditions of award**

### **Course structure**

The Course is practical, theoretical and experiential in nature. Skills and knowledge are developed through a range of real-life contexts within the broad discipline of Business Management.

The Course consists of three mandatory Units. Within each Unit there is a degree of flexibility in how study is undertaken. By its nature, the Course develops a wide range of skills for learning, life and work, through providing opportunities for active learning and real-life contexts within which learning takes place.

These skills include: essential employability skills and attitudes, including flexibility and adaptability, independence, reliability and working with others; numeracy, by being able to interpret data, tables, charts and other graphical displays to draw conclusions, 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.

#### **Understanding Business (National 5)**

In this Unit, learners will be introduced to the business environment. Learners will develop skills, knowledge and understanding by carrying out learning activities relating to the role of business and entrepreneurship within society, using real-life contexts. The Unit will allow learners to explore issues (such as competitive, political, social, economic and technical issues) relating to the external environment in which organisations have to operate, and the effects they can have on business decision-making and survival.

#### **Management of People and Finance (National 5)**

In this Unit, learners will develop skills and knowledge and understanding relating to the internal issues facing organisations in the management of people and finance. Learners will carry out activities that will enable them to grasp theories, concepts and processes relating to human resource management that will allow them to demonstrate an understanding of how to manage people in order to maximise their contribution to an organisation's success. Learners will follow basic theories, concepts and processes relating to financial aspects of business that will allow them to prepare and interpret information in order to solve financial issues and to ensure the survival of the organisation.

#### **Management of Marketing and Operations (National 5)**

In this Unit, learners will develop skills, knowledge and understanding relating to the importance of having effective marketing and operations systems. The Unit will allow learners to carry out activities that introduce them to the processes and procedures organisations use in order to maintain quality and competitiveness. It will highlight steps organisations take in order to meet customers' needs. Learners will demonstrate an understanding of how marketing can be used to communicate effectively with consumers, maximise customer satisfaction, and enhance competitiveness. Learners will explore and identify the processes and

procedures required to produce goods or services to an appropriate standard of quality.

## Conditions of award

To gain the award of the Course, the learner must pass all the Units as well as the Course assessment. The required Units are shown in the Course outline section. Course assessment will provide the basis for grading attainment in the Course award.

## Skills and knowledge

Full skills and knowledge for the Course will be given in the *Course Assessment Specification*. A broad overview of the skills, knowledge and understanding that will be covered in the Course includes:

- ◆ demonstrating knowledge of the impact of business activities on society, in contexts which have some complex features
- ◆ decision making — by applying the ideas of ethical and effective business decisions, in familiar contexts, to solve straightforward business-related problems
- ◆ communicating straightforward business ideas, opinions and information relating to the effects of internal and external factors on business activity
- ◆ demonstrating a knowledge of the entrepreneurial attributes that help business development
- ◆ demonstrating how to enhance employability skills, and knowledge of the contribution of staff to business success
- ◆ interpreting and evaluating straightforward business financial data for effective financial management
- ◆ analysing the effectiveness of a limited range of marketing activities, and demonstrating how they can be used to enhance customer satisfaction
- ◆ evaluating a range of production techniques used to maximise the quality of goods/services
- ◆ basic knowledge of the use of existing and emerging technologies in current business practice

## Assessment

Information about assessment for the Course will be included in the *Course Assessment Specification*, which will provide full details including advice on how a learner's overall attainment for the Course will be determined.

### Unit assessment

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

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

They will be assessed pass/fail 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:

#### **Understanding Business (National 5)**

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

- ◆ understanding of how entrepreneurship supports business development
- ◆ ability to communicate, in straightforward contexts, how organisations contribute to generating wealth and satisfying customers' needs
- ◆ understanding of key business terms and concepts, and knowledge of their application in familiar contexts

#### **Management of People and Finance (National 5)**

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

- ◆ ability to identify factors influencing both human resource management and financial management, and to draw conclusions on how to address issues arising from them
- ◆ understanding of key business terms and concepts relating to human resource and financial management, and knowledge of their application in familiar contexts

#### **Management of Marketing and Operations (National 5)**

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

- ◆ ability to identify factors influencing the management of marketing and operations, and to draw conclusions on how to address issues arising from them
- ◆ understanding of key business terms and concepts relating to marketing and operations management, and knowledge of their application in familiar contexts

## **Course assessment**

Courses from National 4 to Advanced Higher include assessment of [added value](#)<sup>1</sup>. At National 5, Higher and Advanced Higher, the added value will be assessed in the Course assessment. The added value for the Course must 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 and application.

In this Course, added value will focus on breadth, challenge and application.

Learners will be assessed through a combination of a Business Management [question paper](#)<sup>2</sup> and a business-related [assignment](#)<sup>3</sup>.

The question paper will require demonstration of a depth of knowledge, understanding and skills accumulated from across the Course.

The business-related assignment will extend learners' Business Management knowledge and/or skills, and will be sufficiently open and flexible to allow for personalisation and choice.

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<sup>1</sup> Definitions can be found here: [www.sqa.org.uk/sqa/45528.html](http://www.sqa.org.uk/sqa/45528.html)

<sup>2</sup> See link above for definition.

<sup>3</sup> See link above for definition.

## 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 also develop broad, generic skills through this Course. The skills that are likely to be appropriate for this 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.

### **1 Literacy**

- 1.1 Reading
- 1.2 Writing

### **2 Numeracy**

- 2.2 Money, time and measurement
- 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**

- 5.1 Remembering
- 5.2 Understanding
- 5.3 Applying
- 5.4 Analysing and evaluating

Amplification of these 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

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**Published:** April 2011 (version 1.0)

**Superclass:** to be advised

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### 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](http://www.sqa.org.uk)) to ensure you are using the most up-to-date version of the Course Specification.