



# **Advanced Higher Business Management**

---

## **Draft National Course Assessment Specification**

---



**Valid from August 2015**

This edition: December 2012, draft version 1.0

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

© Scottish Qualifications Authority 2012

# Contents

<b>Course outline</b>	<b>1</b>
Course assessment structure	1
Equality and inclusion	1
<b>Assessment</b>	<b>2</b>
Course assessment	2
Added value	2
Grading	2
Structure and coverage of the Course assessment	4
Setting, conducting and marking of assessment	6
Further mandatory information on Course coverage	7
<b>Administrative information</b>	<b>8</b>
History of changes to Course Assessment Specification	8

# Course outline

<b>Course title:</b>	Advanced Higher Business Management
<b>SCQF level:</b>	7 (32 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	80 marks
Component 2 — project	50 marks
<b>Total marks</b>	<b>130 marks</b>

This Course includes eight SCQF credit points to allow additional time for 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 is provided in the *Course Support Notes*.

# Assessment

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

- ◆ 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:

- ◆ gathering, analysing and evaluating complex business information
- ◆ evaluating the impact of business activities and policies in unfamiliar contexts
- ◆ evaluating the effectiveness of decisions and making recommendations to resolve business-related issues
- ◆ applying business concepts and ideas to explain the change management process
- ◆ communicating complex business ideas and opinions from a wide range of sources with clarity and logic

## 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 application of skills and knowledge of understanding of management theories and concepts to actual business contexts in order to aid strategic planning, control and decision making in an organisation.

**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 have demonstrated the ability to consistently apply skills and knowledge of understanding of management theories and concepts to actual business contexts in order to aid strategic planning, control and decision making in an organisation, to a high level of performance.

**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.

Draft

## Structure and coverage of the Course assessment

The Course assessment will consist of two Components: a question paper and a project.

### Component 1 — question paper

The purpose of this question paper is to address challenge and application. These will be assessed by drawing on, and sampling, the knowledge and understanding from across the Course. Learners will be required to apply their knowledge and understanding of business concepts and situations in complex contexts.

The question paper will give learners an opportunity to demonstrate the following skills, knowledge and understanding by:

- ◆ analysing complex business information to recommend resolutions to business-related issues
- ◆ applying knowledge and understanding of complex business concepts from all aspects of the Course
- ◆ using data handling techniques to interpret complex business information
- ◆ using clarity and logic when drawing conclusions to explain or justify courses of action a business has taken

The question paper will have 80 marks (62% of the total mark).

This question paper has two Sections.

**Section 1**, titled 'Case study', will have 40 marks and will consist of a set of mandatory questions based on a business case study stimulus. The questions will be drawn from across the Course. Learners will be required to demonstrate application of skills and knowledge and understanding within the context of the case study.

**Section 2**, titled 'Extended response', will have 40 marks and will consist of extended response questions drawn from across the Course.

### Component 2 — project

The purpose of this project is to address challenge and application. The project will provide learners with the opportunity to apply and extend research, analytical, evaluative and decision making skills within the context of a business topic or issue. Learners should use a wide range of business sources relevant to the context of the project, and present their findings in a business report.

The project will have 50 marks (38% of the total mark).

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

- ◆ select an appropriate business topic or issue
- ◆ evaluate business information and decisions using a variety of research and analytical techniques
- ◆ make decisions by applying relevant business concepts and theories to the context of the project
- ◆ solve problems by applying complex business ideas and concepts relevant to the context of the project

- ◆ draw conclusions from business data, concepts and evidence from a range of sources
- ◆ communicate business reasoning and conclusions with clarity and logic

For further details of the Course requirements, please see the 'Further mandatory information on Course coverage' section of this Course Assessment Specification.

Draft

## **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. Learners will complete this in 2 hours and 30 minutes.

### **Controlled assessment — project**

This assignment is:

- ◆ set by SQA
- ◆ conducted under a low degree of supervision and control

Evidence will be submitted to SQA for external marking.

All marking will be quality assured by SQA.

### **Setting the assessment**

Set by SQA.

### **Conducting the assessment**

Conducted under a low degree of supervision and control.

The business themes/issues and guidelines will be provided by SQA.

The project will be conducted under supervision and control to ensure that the work presented is the learner's own. Centres are responsible for ensuring the authentication of learners' work.

The project will involve researching, analysing and evaluating business information and presenting the findings in the form of a business report.

The research and data/collection should be completed individually. Guidelines regarding the time frame for starting and completing the project will be provided by SQA.

## Further mandatory information on Course coverage

The following gives details of the mandatory skills, knowledge and understanding for the Advanced Higher Business Management 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 the Units of the Course.

When preparing learners for the Course assessment, please refer first to the 'Structure and coverage of the Course assessment' section.

### Unit 1: The External Business Environment

Global business	Reasons for growth, methods of growth, issues raised, effects on host country, effects on home country, globalisation and its effects on business, current developments in the EU and their effect on UK organisations, other current developments and their effect on UK organisations.
Current issues	Business ethics, corporate social responsibility, environmental issues, government influence, technological developments.

### Unit 2: The Internal Business Environment

Management theory	Traditional and contemporary schools of management thought theorists.
Leadership theory	Leadership styles, factors affecting leadership styles, comparison of management and leadership.
Motivation	Motivational thought theorists, methods of motivation, application of motivational theories.
Teams	Stages of development, Belbin's team roles, characteristics of effective teams, impact of team working.
Time and task management	Principles, methods and use of.
Managing change	Stages of changes, approaches to managing change, factors affecting the success of change management.

### Unit 3: Researching a Business

Research and analytical techniques	Market research design and analysis, force field analysis, critical path analysis, Gantt charts, swot analysis. Use and value of the above techniques.
Evaluating financial information	Identifying and analysing trends in externally reported financial information.

## Administrative information

---

**Published:** December 2012 (draft version 1.0)

**Superclass:** to be advised

---

### History of changes to Course Assessment Specification

Course details	Version	Description of change	Authorised by	Date

© Scottish Qualifications Authority 2012

This specification may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged. Additional copies of this Unit can be downloaded from SQA's website at [www.sqa.org.uk](http://www.sqa.org.uk).

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.