

# National Added Value Unit Specification



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**Unit title:** Administration and IT Portfolio (National 4)

**SCQF:** level 4 (6 SCQF credit points)

**Unit code:** to be advised

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## Unit outline

This is the Added Value Unit in the Administration and IT (National 4) Course. The general aim of this Unit is to enable learners to provide evidence of added value for the Administration and IT (National 4) Course through the successful completion of a portfolio which will allow the learner to demonstrate challenge and application.

Learners who complete this Unit will be able to:

- 1 Organise and support a small-scale event to a given brief, making use of current or emerging equivalent technologies

This Unit is a mandatory Unit of the Administration and IT (National 4) Course and is also available as a free-standing Unit. The Unit Specification should be read in conjunction with the *Course Support Notes*, which provide advice and guidance on delivery and assessment approaches. Exemplification of the assessment in this Unit is given in the *National Assessment Resource*.

## Recommended entry

Entry to this Unit is at the discretion of the centre. However, it is recommended that the learner should be in the process of completing, or have completed, the following Units in the Administration and IT (National 4) Course:

- ◆ Administrative Practices (National 4)
- ◆ IT Solutions for Administrators (National 4)
- ◆ Communication in Administration (National 4)

## Equality and inclusion

This Unit 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*.

# Standards

## Outcomes and assessment standards

### Outcome 1

The learner will:

- 1 Organise and support a small-scale event to a given brief, making use of current or emerging equivalent technologies, by:**
  - 1.1 Preparing for a small-scale event, making use of appropriate technologies where necessary
  - 1.2 Preparing simple documents to support the event, using standard templates utilising basic functions of current IT applications or emerging equivalent technologies
  - 1.3 Communicating with others using e-mail or equivalent emerging technologies and showing a basic awareness of the communication's context, audience and purpose
  - 1.4 Carrying out straightforward follow-up tasks in the context of the event, making use of appropriate technologies where necessary

### Evidence Requirements for the Unit

Evidence for this Unit will be generated through a portfolio. Learners will complete a series of practical administration- and IT-based tasks which will require them to draw on, extend and apply skills, knowledge and understanding developed in the component Units of the Course. Learners will organise and support a small-scale event to a given brief, making use of appropriate technologies.

The tasks will assess learners' administrative and communication skills and the ability to make use of appropriate technologies in the context of planning, preparing for and supporting a small-scale event and carrying out straightforward follow-up tasks.

Some possible event scenarios for the assignment are suggested in the *Course Support Notes*.

- ◆ The event to be organised and supported will be agreed between the learner and the teacher/lecturer. Examples of events suitable at this level include book club meetings, parents' information evenings, interviews, coffee mornings or other small-scale charity events. It is not necessary for the event to actually take place or for all the evidence to be generated from one event only.
- ◆ For Assessment Standard 1.2, learners will use basic functions of word processing, spreadsheets, databases, presentation and/or desktop publishing or equivalent emerging technologies.
- ◆ The assignment should be carried out in class time under supervision by teachers/lecturers. Although learners will have to complete the assignment independently of the teacher/lecturer, open book conditions will enable them to refer to the work generated during the practice stage.
- ◆ The teacher/lecturer will provide overall guidance for the series of tasks and a list of questions/tasks/prompts which will lead learners through them in a logical sequence.
- ◆ The teacher/lecturer will determine the nature and amount of any support required and may offer learners guidance to help them to progress through all stages of the tasks.

- ◆ Learners will be allowed time for:
  - planning how to address the brief with the teacher's/lecturer's guidance and support
  - preparing for the assessment tasks, which is likely to include practising the relevant skills further
- ◆ The amount of time which learners may spend on assessment should not exceed eight hours.
- ◆ Assessment evidence should include:
  - (i) a record of progress through the assessment tasks, such as a check list, log book or another form of written record
  - (ii) documentation generated to organise and support the event, which should be relevant to its context, purpose and audience
  - (iii) print-outs of e-mails (or e-mail equivalents) and internet searches relevant to the event
- ◆ The above assessment evidence may be supported by audio or video recordings of those aspects which will require collaborating and oral interaction with others.
- ◆ The tasks will be assessed by the teacher/lecturer on a pass/fail basis.

Further information is provided in the exemplification of assessment in the *National Assessment Resource*. Advice and guidance on possible approaches to assessment is provided in the *Course Support Notes*.

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

Please refer to the Course Specification for information about skills for learning, skills for life and skills for work.

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## Further mandatory information on Course coverage for the Administration and IT (National 4) Course

The following gives details of mandatory skills, knowledge and understanding for the Administration and IT (National 4) Course. Assessment of this Added Value Unit will involve selecting appropriate skills, knowledge and understanding from those listed below, in line with the Evidence Requirements above. This list of skills, knowledge and understanding also provides the basis for the assessment of all the Units in the Course:

- ◆ basic skills in using the following IT applications: word processing, spreadsheets, databases and desktop publishing, or equivalent technologies, in familiar administrative contexts
- ◆ skills in organising and supporting small-scale events (including meetings; to include straightforward preparation, support on the day and follow-up activities)
- ◆ basic skills in using technology, including the internet, for electronic communication and investigation in familiar administrative contexts
- ◆ appreciation of administration in the workplace and key legislation affecting employees
- ◆ appreciation of the key features of good customer care
- ◆ basic skills in organising, processing and communicating simple information in familiar administrative contexts
- ◆ skills, qualities and attributes required of administrators in the workplace

## Administrative information



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**Superclass:** to be advised

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### History of changes

Version	Description of change	Authorised by	Date

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