

National Qualifications Review

Administration

Investigation Report Executive summary

This report is the outcome of an investigation into how to implement the agreed actions on revision of the Courses, which were detailed in the Administration Subject Review Report published in 2002. The main actions identified in the Review of Administration were:

- ◆ revision of content and structure of Courses in Administration
- ◆ enabling progression from Standard Grade through all levels of National Courses in Administration to Higher National and other further and higher education programmes
- ◆ revision of the assessment rationale, reducing the volume of internal assessment and establishing the 'added value' of the external assessment

Consultation with key stakeholders took place between January and March 2003. These included centres offering the Courses, a representative Subject Advisory Group and others. The consultation feedback indicated that there was strong support for:

- ◆ revision of Course content at all levels in terms of skills and knowledge and understanding, taking into account emerging technologies and the need for progression
- ◆ maintaining and enhancing the value of Courses in Administration at Higher and Advanced Higher levels for progression to further and higher education
- ◆ having an assessment rationale that facilitates understanding of the relationship between internal and external assessment

There was little support for testing only knowledge and understanding externally. The vast majority of those consulted value external assessment of both knowledge and understanding, and ICT skills to ensure consistency of standards and validity of results.

The conclusions drawn from this were that:

- ◆ Course content at all levels should be reviewed taking account of 5–14 Guidelines and the Scottish Credit and Qualifications Framework (SCQF)
- ◆ the current structure of Courses at all levels should be retained
- ◆ revisions should maintain and enhance the value of Higher and Advanced Higher as preparation for further and higher education
- ◆ revision of internal and external assessment is required at all levels, and the 'added value' of the external assessment must be made clear

The main proposals are that:

- ◆ Course content should be revised — there should be a greater emphasis on the use of current and emerging technologies.
- ◆ The existing Course structures should be retained.
- ◆ Units should have revised titles and content — Units at all levels should be designed to allow candidates to switch levels more easily.

- ◆ Internal and external assessments should both be revised. For internal assessment, instruments of assessment and marking schemes should be designed so that appropriate threshold scores can be set, in line with practice in other business subjects.
- ◆ No changes to the Advanced Higher are proposed for 2004 – 2005. The Advanced Higher will be monitored in the light of SQA's policy on Courses with low uptake and the impact of changes at Higher.

The full version of the investigation report is available on the appropriate NQ subject page of the Scottish Qualifications Authority website - www.sqa.org.uk

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