

19 April 2005

To: SQA Co-ordinator
CAMs
Local Education Authorities
Directors of Education
All Centres
HMIE

Action by Recipient	
	Response required
✓	Note and pass on
	None – update/information only

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Dear Colleague

Subject Update — Business Education

The contents of this letter should be passed to the members of staff responsible for Business Education subjects.

General information and advice

Assessment Panel

The spring meeting of the NQ Business Education Assessment Panel will take place on Wednesday 20 April 2005.

Appeals

All centres are reminded of the subject-specific appeals advice previously stated in the subject update letter dated 14 January 2005. This correspondence is also available on SQA's website (www.sqa.org.uk).

This is in addition to the generic advice previously issued: *Estimates, Absentees and External Assessment Appeals: guidance on evidence requirements BA0992/3, April 2004*.

All information previously issued will be upheld during the appeals process following diet 2005 examinations.

Further subject specific information is contained in the following appendices:

Appendix 1 — Accounting & Finance

Appendix 2 — Administration

Appendix 3 — Business Management

Appendix 4 — Economics

Should you require further information about the content of this letter or any other matter relating to Business Education subjects, please contact the staff listed below:

Alistair Wylie — Qualifications Manager, Business Education
0141-242 2019 or **alistair.wylie@sqa.org.uk**

Shazia Anwar — Qualifications Officer, Accounting & Finance and Business Management
0141-242 2338 or **shazia.anwar@sqa.org.uk**

Julie Scanlan — Qualifications Officer, Administration and Economics
0141-242 2324 or **julie.scanlan@sqa.org.uk**

Liz Sinclair — Qualifications Officer, Business Education
0141-242 2324 or **liz.sinclair@sqa.org.uk**

Yours faithfully

Alistair Wylie
Qualifications Manager
Business Education

Appendix 1

Subject Update — Accounting

Accounting — Advanced Higher

The review of Advanced Higher Accounting is nearing completion with implementation due in session 2005/2006.

Documentation will shortly be available on SQA's website including Course Arrangements and a Course Assessment Pack which includes a specimen question paper.

National Assessment Bank materials will be available to download from the secure area of SQA's website which can be accessed via your SQA Co-ordinator. Initially, there will be one version of each NAB to cover each of the Units in the Course.

The following transition arrangements will apply to Advanced Higher Accounting following its introduction in session 2005/2006:

- ◆ Candidates who have successfully completed all component Units of the old Course (in diet 2005) can upgrade their external assessment grading in diet 2006 (without undertaking the new Units of the revised Course).
- ◆ Candidates who have been graded in the diet 2005 external examination but who still have to complete an outstanding Unit (under old Arrangements), are allowed to complete that Unit in diet 2005/2006 and thereby gain a Course award in diet 2006 certification.

Accounting & Finance — Standard Grade

Practical Abilities Projects 2006

Practical Abilities Projects will be distributed to all centres as per the distribution model used for the 2005 projects. The number of projects allocated to centres will be based on certificated numbers for diet 2005. Extra copies will be available to download from the secure area of SQA's website. Any problems or requests for a large number of copies will be handled by the Customer Contact Centre.

National Assessment Bank — Intermediate 2 and Higher

A number of centres have drawn to our attention a small number of inconsistencies within NAB001 for both Financial and Management Accounting under the new Course Arrangements. We are aware of these and would ask centres to contact us if they have specific concerns at this time. Updated versions of the NABs concerned will be placed on the secure area of SQA's website in due course and a letter detailing the changes will also be issued to all centres at that time. Centres should note that Moderators have been informed of the minor inconsistencies and this will be taken into account should your centre be selected for moderation.

Higher Accounting — Markers

We are currently looking to recruit Markers for Higher Accounting in advance of the diet 2006 examination. If you have current experience of marking Higher Accounting and would like to apply to join our team of Markers, please complete an application form available on SQA's website (www.sqa.org.uk) or contact Shazia Anwar, Qualifications Officer on 0141-242 2338 or shazia.anwar@sqa.org.uk for further information.

Appendix 2

Subject Update — Administration

Administration — Standard Grade Practical Abilities exemplification

An exemplification pack for Practical Abilities has been issued to all centres. This is in response to requests from centres and it is hoped that all staff will find this useful.

Administration — Standard Grade Practical Abilities Projects 2006

Practical Abilities Projects will be distributed to all centres as per the distribution model used for the 2005 projects. The number of projects allocated to centres will be based on certificated numbers for diet 2005. Extra copies will be available to download from the secure area of SQA's website. Any problems or requests for a large number of copies will be handled by the Customer Contact Centre.

Administration — Intermediate 1, Intermediate 2 and Higher

The NQ Review process for this subject has now been completed and the **new Courses are to be implemented from session 2005/2006 onwards**. Course Arrangements documents, Unit specifications, specimen question papers (one per level) and a guidance document relating to electronic files are now available on SQA's website.

NABs (three versions) for each level are also available to download from the secure area of SQA's website and can be accessed via your SQA Co-ordinator. Electronic files will shortly be made available to support all NABs at all levels of the new Courses and will be able to be downloaded from the secure area of SQA's website. Files will be made available for both PC and Apple users.

Electronic files have been made available to support the specimen question papers for Intermediate 2 and Higher Administration Paper 2 and are available to download from the NQ Administration subject area on SQA's website. Files are available for both PC and Apple users. A guidance document has also been produced and should be read before making use of the files.

Electronic file support is being made available on a pilot basis for diet 2005 examinations. Following evaluation of this pilot, a decision will be made on the wider distribution of electronic files. All centres will be kept informed of future developments.

Higher exemplification

An exemplification pack for Higher Administration will shortly be issued to all centres. This exemplifies the standard for Paper 1 and looks at actual candidate responses from diet 2004.

Professional Development Workshop

SQA will be offering a Professional Development Workshop in Higher Administration during January 2006. The workshop is aimed at demonstrating the standards required for external examination and will be led by the Principal Assessor. Further information will be made available shortly including the date and venue.

Quality Network

SQA will be running a Quality Network to support NQ Administration Courses in March 2006. Further details will be made available shortly.

Teaching materials

Learning & Teaching Scotland have now made available updated KU notes to support all levels of the new Courses and these are available to download from their website (www.ltscotland.org.uk). Hard copies of the packs should also have been delivered to all centres. Any queries should be made directly to Learning & Teaching Scotland.

Understanding Standards

The Administration section of the Understanding Standards website will soon be updated. This is a valuable resource which we would urge all staff to access (www.understandingstandards.org.uk).

National Qualifications 2005 Higher Administration — Paper 2

To ensure the smooth running of and to clarify the roles and responsibilities of those involved in the Higher Administration Paper 2 examination, timetabled for Thursday 19 May 2005, we would ask that **all staff involved** with this subject be aware of the updated instructions/procedures indicated below. These instructions have been copied to Chief Invigilators and feature in the *Handbook for Invigilators (2005)*.

Before the Examination

22. A designated member of the teaching/lecturing staff will have to be available to conduct a check of computer and printing equipment prior to the start of the examination. He/she should also be present during the examination in case a technical problem arises. Should a problem arise, the invigilator must ascertain if it is a technical problem before the designated person is asked to assist or communicate with the candidate. The designated teacher/lecturer **must not** enter into communication with any candidate unless it is to deal with a **technical** problem.
25. An examination paper **must not** be issued to the designated teacher/lecturer.

The Examination

29. An examination paper must not be issued to the designated teacher/lecturer until the examination is finished. **Under no circumstances** should the designated teacher/lecturer be given access to an examination paper during the examination.
30. The designated teacher/lecturer **must not** communicate with any candidate unless a **technical** fault occurs.

Appendix 3

Subject Update — Business Management

Business Management — Standard Grade Practical Abilities Projects 2006

Practical Abilities Projects will be distributed to all centres as per the distribution model used for the 2005 projects. The number of projects allocated to centres will be based on certificated numbers for diet 2005. Extra copies will be available to download from the secure area of SQA's website. Any problems or requests for a large number of copies will be handled by the Customer Contact Centre.

Business Management — Intermediate 1, Intermediate 2, Higher and Advanced Higher

The NQ Review in Business Management is well underway for Intermediate 1, Intermediate 2, Higher and Advanced Higher and due for implementation in session 2006/2007.

Documentation relating to the new Courses will be available on SQA's website during September 2005. This will include Arrangement documents, Course Assessment Packs (including a specimen question paper for each level) and National Assessment Bank Assessments (initially one per level). Note that the NABs must be accessed via the SQA secure area of SQA's website.

All levels of the new Course have recently been approved at Subject Validation and will now be presented for Operational Validation prior to publication.

Launch seminars will take place during November 2005. Further information will be made available in due course.

Understanding Standards

The Higher Business Management section of the Understanding Standards website will soon be updated. This is a valuable resource which we would urge all staff to access (www.understandingstandards.org.uk).

Higher Business Management — Markers

We are currently looking to recruit Markers for Higher Business Management in advance of the diet 2006 examination and in anticipation of continuing growth in presentation numbers. If you have current experience of marking Higher Business Management and would like to apply to join our team of markers, please complete an application form available on SQA's website (www.sqa.org.uk) or contact Shazia Anwar, Qualifications Officer on 0141-242 2338 or shazia.anwar@sqa.org.uk for further information.

Appendix 4

Subject Update — Economics

Economics — Intermediate 1, Intermediate 2, Higher and Advanced Higher

The NQ Review in Economics is almost complete for Intermediate 2, Higher and Advanced Higher and is due for implementation in session 2005/2006.

Intermediate 1 Economics is currently subject to SQA's low uptake policy and no further development will take place until the outcome of this review is known. Centres may continue to offer and deliver the Intermediate 1 Units and Course until further notice. SQA will keep all centres informed of any forthcoming changes or developments.

Launch seminars will take place on Tuesday 3 May 2005 in Stirling and on Thursday 5 May 2005 in Dundee to support the new Courses. All centres should have received notification of the launch events. Further information is available by contacting the Customer Contact Centre on 0141-242 2214.

Documentation to support the new Courses in Economics will shortly be made available on SQA's website including Arrangement documents, Course Assessment Packs (including a specimen question paper for each level) and National Assessment Bank Assessments (initially one per level). Note that the NABs must be accessed via the secure area of SQA's website.

Teaching materials

Learning & Teaching Scotland have undertaken work to update core notes to support all levels of the new Courses. It is understood that these will shortly be made available to centres. Any queries should be made directly to Learning & Teaching Scotland (www.ltscotland.org.uk).