

23 March 2006

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 Tuesday 9 May 2006.

#### **Understanding Standards**

All staff are encouraged to make use of this valuable resource ([www.understandingsstandards.org.uk](http://www.understandingsstandards.org.uk)) which covers the following subjects/levels:

- ◆ Administration Higher
- ◆ Business Management Higher (recently updated)

New subjects and levels will be introduced during 2006 including:

- ◆ Accounting Higher
- ◆ Administration Intermediate 2
- ◆ Business Management Intermediate 2

The Understanding Standards website aims to provide teaching professionals with a good understanding of SQA's assessment standards and to support them in the critical process of assessing their own candidates. Login details are available from your SQA Co-ordinator.

## **Hardware/software audit**

We are carrying out an audit of hardware and software currently in use for teaching Administration Courses within centres. A form has been e-mailed to all SQA Co-ordinators to be passed on to Business Education staff. A copy of this form is also attached to this letter. It would be appreciated if the staff responsible could complete the form and return it using the freepost address supplied. This information will be used for future planning.

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:

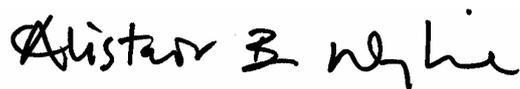
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Yours faithfully



Alistair Wylie  
Qualifications Manager  
Business Education

## **Appendix 1**

### **Subject Update — Accounting**

#### **Accounting — Intermediate 1, Intermediate 2, Higher and Advanced Higher**

Centres are reminded that as of diet 2006, all examination papers will refer to Year 1, Year 2 etc, rather than adopting specific year dates (e.g. 2005, 2006, etc).

#### **Accounting — Advanced Higher**

The review of Advanced Higher Accounting is now complete and the new Course is live for session 2005/2006.

Centres are reminded of the transition arrangements which apply:

- ◆ 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.

#### **National Assessment Bank**

Centres are advised of a recent change to the following NAB:

DF4T 11      NAB001      Management Accounting (Intermediate 2)

The respective NAB has also been updated on the secure area of SQA's website.

## **Appendix 2**

### **Subject Update — Administration**

#### **Administration — Advanced Higher**

The review of Advanced Higher Administration is almost complete. Documentation, including Course Arrangements and NABs, will be published on SQA's website in May 2006 for implementation in session 2006/2007. Centres who have a particular interest in delivering this qualification for the first time following the introduction of the new Higher level Course this session are welcome to contact the Qualifications Manager for further information. A dissemination event for Advanced Higher Administration is planned for Friday 19 May 2006 and further details have been sent to presenting centres.

#### **Administration — Intermediate 1, Intermediate 2 and Higher**

Centres are reminded of the transition arrangements which apply following the introduction of these new Courses:

- ◆ 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.

#### **Provision of electronic files - Intermediate 1, Intermediate 2 and Higher levels**

Electronic files have been made available to support the specimen question papers for Intermediate 2 Paper 2 and Higher Administration Paper 2 and are available to download from the NQ Administration 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 files have also been provided to support NABs at Intermediate 1, Intermediate 2 and Higher levels and are available to download from the secure area of SQA's website. Files are available for both PC and Apple users. Guidance documents have also been produced and should be read before making use of the files.

Electronic files were made available on a pilot basis for diet 2005 examinations. These electronic files are now available to download from the NQ Administration area of SQA's website. Following evaluation of this pilot, a decision has been made to extend this to all centres for diet 2006 examinations at Intermediate 1, Intermediate 2 and Higher levels. Further details have been communicated to SQA Co-ordinators.

#### **Professional Development Workshop**

Following the success of the Professional Development Workshop held on 28 January 2006 for Higher Administration, we are hoping to offer a repeat event later in the year. Further details will be available via SQA's website and also in the Professional Development Workshop 2006 schedule which will be published and distributed to all centres in due course.

## **Apple solution and marking guidelines**

Following requests from several centres, SQA have produced solutions and marking guidelines for Apple users for the Higher Administration Paper 2 Prelim which was distributed in December 2005. This information is available to download from the secure area of SQA's website hosting the prelim paper. Access details are available from SQA Co-ordinators.

## **Intermediate 2 Paper 2 and Higher Paper 2 prelim papers**

Prelim papers for Intermediate 2 Paper 2 and Higher Paper 2 were made available for download to presenting centres in December 2005. After completion of diet 2006 examinations, these papers (and associated electronic files) will be transferred to SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)).

## **Course hierarchies**

All centres are reminded of the Course hierarchies which are in place for Intermediate 1, Intermediate 2 and Higher Administration.

A full Course and Unit hierarchy exists between Intermediate 1 and Intermediate 2.

A partial hierarchy exists between Intermediate 2 and Higher.

Centres should note that a hierarchy **does not** exist between Information Technology for Managers (Higher) and Information Technology for Administrators (Intermediate 2) and Presenting and Communicating Information (Intermediate 2). Therefore, candidates who complete NABs at Higher level but who wish to 'drop down' to Intermediate 2 level for the external assessment will be required to complete the NABs at the lower level for which a hierarchy does not exist.

## Appendix 3

### Subject Update — Business Management

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

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

Documentation relating to the new Courses is now available from SQA's website. This includes Arrangement documents, Course Assessment Packs (including a Course Assessment Specification and specimen question paper for each level) and National Assessment Bank Assessments (three per Unit). Note that the NABs must be accessed via the secure area of SQA's website.

The following transition arrangements will be in force during session 2006/2007 for Business Management at Intermediate 1, Intermediate 2, Higher and Advanced Higher levels:

- ◆ Candidates who have successfully completed all component Units of the old Course (in diet 2006) can upgrade their external assessment grading in diet 2007 (without undertaking the new units of the revised Course).
- ◆ Candidates who have been graded in the diet 2006 external examination but who still have to complete an outstanding Unit (under old Arrangements), are allowed to complete that Unit in diet 2006/2007 and thereby gain a Course award in diet 2007 certification.
- ◆ **Note:** all candidates who fall into either of the above categories in relation to Advanced Higher will be required to undertake the Business Report which is subject to external marking and contributes to the external assessment.

## Appendix 4

### Subject Update — Economics

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

The NQ Review in Economics is now complete for Intermediate 2, Higher and Advanced Higher implemented this session.

The review for Intermediate 1 Economics is now complete. Documentation, including Course Arrangements and NABs, will be published on SQA's website in May 2006 for implementation in session 2006/2007.

#### Economics — Standard Grade

All centres presenting Standard Grade are asked to note the following mark allocations when constructing prelims or gathering evidence for external assessment appeals. The marks allocated in the external assessment from this session onwards will no longer vary from year to year.

<b>MARK ALLOCATIONS</b>		
<b>Level</b>	<b>Knowledge &amp; Understanding</b>	<b>Enquiry Skills</b>
Foundation	30	45
General	32	44
Credit	32	44

#### Guidance document

A guidance document has been produced to support Standard Grade Economics. This document will be used by the examination team to set future papers.

It is available to download from SQA's website ([www.sqa.org.uk](http://www.sqa.org.uk)) by following the path NQ Economics > Arrangements > Standard Grade Guidance Document.

Centre Name:

Hardware: (please tick)

PC

Apple

Software: (please complete all that apply)

Wordprocessing		
Software	(✓)	Version
Microsoft Word		
Appleworks		
Clarisworks		

Spreadsheet		
Software	(✓)	Version
Microsoft Excel		
Appleworks		
Clarisworks		

<b>Database</b>		
<b>Software</b>	<b>(✓)</b>	<b>Version</b>
Microsoft Access		
Appleworks		
Clarisworks		
Filemaker Pro		

<b>Presentation</b>		
<b>Software</b>	<b>(✓)</b>	<b>Version</b>
Microsoft Powerpoint		
Keynote		

**Please return to:**

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