

18 April 2007

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

Contact Name: Alistair Wylie at Glasgow
Direct Line: 0845 213 5488
E-mail: alistair.wylie@sqa.org.uk

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 2 May 2007.

Understanding Standards

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

- ◆ Administration Higher
- ◆ Accounting Higher
- ◆ Business Management Higher

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 the delivery of Business Education Courses within centres. This can be accessed by following this weblink:

- ◆ <http://www.surveymonkey.com/s.asp?u=53523593549>

Please take the time to complete the survey, as results from this will have an impact on our future developments. It should only take about five minutes to complete.

Advanced Higher Dissertations

Please note that the word limit for Advanced Higher Dissertations/Reports (Administration, Business Management and Economics) which are submitted for marking by SQA and form part of the final Course grade is a minimum of 2,500 words and a maximum of 3,500 words. Candidates who submit Dissertations/Reports which are 10% below the minimum word count or 10% above the maximum word count will incur a penalty.

Information sheets for Advanced Higher Courses have been produced for Administration, Accounting, Business Management and Economics. These leaflets are available to download from:

- ◆ <http://www.sqa.org.uk/sqa/13813.html>

The Sports Store game launch

SQA and Microsoft have sponsored the development of an online Sports Store game. It is supported by a number of leading football clubs, with a number of pupil incentives.

The interactive game was successfully piloted by 18 full time pilot schools, with over 1,200 registered users and over 5,000 games played since its launch in late October 2006.

The game can be accessed via www.sportsstore.org.uk and there are a number of teacher resources included within the online game.

A two hour event will be taking place near you to learn how to access this free-for-education Sports Store game.

Please use the RSVP link below to pick a location near you to come along and learn more.

- ◆ <http://www.rsvpbook.com/event.php?415876>

Further subject-specific information is contained in the following appendices:

Appendix 1 — Accounting & Finance

Appendix 2 — Administration

Appendix 3 — Business Management

Appendix 4 — Economics

Markers

We are currently looking to supplement our reserve lists and recruit new markers for all four Business subjects for diet 2008 onwards. If you have current teaching experience of three years or more in a relevant discipline please contact the markers helpline on 0131-561 6825 or e-mail markers@sqa.org.uk for further information on how to apply.

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:

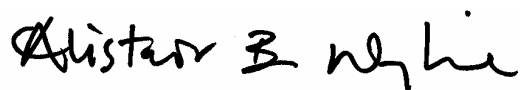
Alistair Wylie — Qualifications Manager, Business Education
0845 213 5488 or alistair.wylie@sqa.org.uk

Shazia Anwar — Qualifications Officer, Business Management
0845 213 5487 or shazia.anwar@sqa.org.uk

Julie Scanlan — Qualifications Officer, Administration
0845 213 5486 or julie.scanlan@sqa.org.uk

Liz Sinclair — Qualifications Officer, Accounting and Economics
0845 213 5485 or liz.sinclair@sqa.org.uk

Yours faithfully



Alistair Wylie
Qualifications Manager
NQ 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 refer to Year 1, Year 2 etc, rather than adopting specific year dates (eg 2005, 2006, etc).

Amendments to NABs

There have been some minor amendments to the following NABs:

- ◆ Financial Accounting (Higher) NAB003
- ◆ Management Accounting (Intermediate 1) NAB002

Appendix 2

Subject update — Administration

Provision of electronic files — Intermediate 1, Intermediate 2 and Higher Administration

Please note that electronic files will be made available to download for the external examinations for Intermediate 1, Intermediate 2 and Higher Administration during diet 2007. The files will be provided in both Apple and PC platforms. An e-mail containing login details and password was e-mailed to your SQA Co-ordinator on 16 April 2007; this will be e-mailed again at the beginning of May. This information **should** be passed to Business Education staff responsible for the delivery of NQ Administration. Please note the files will not be made available to download until **Monday 21 May 2007**.

National Certificate — Administration

We are in the process of developing a National Certificate (level 5) in Administration. This qualification is in the early stages of development and is principally aimed at the further education sector in Scotland. The qualification will be implemented in August 2009, with launch events taking place in November 2008. Further information will be made available on SQA's website soon.

Appendix 3

Subject update — Business Management

Hierarchies

Clarification is detailed below on the position of the hierarchy that exists between Intermediate 1 and Intermediate 2 Business Management.

A Course hierarchy exists between Intermediate 1 and Intermediate 2 Business Management; however, there is not a full Unit hierarchy. A hierarchy exists between the following Units:

- ◆ Business Enterprise (DV4G 10)
- ◆ Business Enterprise (DV4G 11)

Advanced Higher Business Management guidance document

A guidance document to support the delivery of Advanced Higher Business Management is currently being produced. This will be published on SQA's website prior to the start of session 2007/08.

National Certificate — Business

We are in the process of developing a National Certificate (level 5) in Business. This qualification is in the early stages of development and is principally aimed at the further education sector in Scotland. The qualification will be implemented in August 2008, with launch events taking place in November 2007. Further information will be made available on SQA's website soon.

Appendix 4

Subject update — Economics

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 or by following this direct link:

◆ <http://www.sqa.org.uk/sqa/8574.html>

Diagram style in external examinations

From diet 2008, in Standard Grade Economics the method of showing demand and supply curves in diagrams in examination questions will revert to using the style: D1D1, D2D2, D3D3, S1S1, S2S2, S3S3, instead of the style DD, D1D1 etc.