

3 September 2007

To: SQA Co-ordinator
Customer Account Managers
Local Education Authorities
Directors of Education
All centres
HMIE

Action by Recipient	
	Response required
✓	Note and pass on
	Note — update/information only

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Dear Colleague

There are a number of changes within Business Education that have taken place over recent months. Please see below details of the changes.

Standard Grade Business Management — Business@Work CD-ROM

We have become aware of a potential issue with the Business@Work CD-ROM Version 1.1 which means that it will not function properly with new computers configured with a minimum of 1GB of RAM. This issue has now been rectified and an updated CD-ROM will be available on request, from our Customer Contact Centre (tel: 0845 279 1000), from the end of September onwards.

Centres who use a managed network should contact their Network Manager in the first instance rather than request an individual copy of the CD-ROM.

Please note that there are no content changes to the CD-ROM and centres who have not experienced any problems using the current version or who have not upgraded their computer hardware beyond 1GB of RAM are advised to continue using Version 1.1 until further notice.

Guidance documents

Guidance documents have been developed by SQA for:

- ◆ Advanced Higher Economics
- ◆ Advanced Higher Business Management

The guidance documents complement the Arrangements documents and provide expanded detail on the Course coverage. Centres should also note that Question Paper Setters will make use of these documents in addition to the Arrangements document when setting external examinations.

These new resources can be accessed shortly from the subject pages on SQA's website (www.sqa.org.uk).

Standard Grade Administration Practical Abilities — General guidance

As part of the SQA's quality assurance procedures which take place during the examination diet, some concerns have been identified in relation to Standard Grade Administration Practical Abilities Projects. During the completion of this project work, it is essential that the rules for completion are adhered to. This is particularly important in relation to the level of assistance that is given to individual candidates. Centres are reminded that candidates should not be directed and the projects themselves should not be marked at any time prior to submission to the SQA.

We would ask that all staff delivering this project work make themselves fully familiar with the guidance for delivery. A supplementary update letter will be issued shortly to all centres in preparation for the forthcoming session.

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:

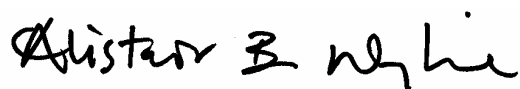
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Yours faithfully



Alistair Wylie
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