

UNDERSTANDING STANDARDS
HNC/D BUSINESS (G9ML 15/G9MM16)
GRADED UNIT 1 (F8LD 34)

Note 1

General Guidelines

The purposes of Graded Units are to: assess whether candidates have met the principal aims of the Group Award; assess candidate ability to retain and integrate the knowledge and/or skills gained in the units and; grade candidate achievement. In addition this Graded Unit helps candidates to promote their ability to evidence their problem solving skills. The Business Graded Unit 1 has been reviewed as part of the wider review of the HN Business Group Award framework. The reviewed specification has been designed to reduce the prescriptive nature of the Unit, improve accessibility to the Unit and enable candidates to more readily evidence their learning and skills.

The Unit Specification provides the assessor with the standard required for a candidate to achieve a pass. Guidelines are provided to assist the delivery, assessment and verification of the Unit. Guidance on grading provides the assessor with the main difference between grades A and C. The specification is the primary reference document for staff involved in the delivery of Business: Graded Unit 1 and should be fully discussed with all staff involved in the delivery, assessment and verification of the component Units.

Assessment Exemplars (F8LD 34/EAX001 and AEX002) have been produced by SQA to exemplify the standard of performance expected of candidates achieving the Graded Unit. The use of an Assessment Exemplar does not automatically guarantee successful external verification. Prior to use in a centre, an Assessment Exemplar should be subject to an effective and approved internal verification system.

The key to successful delivery, assessment and attainment of Business Graded Unit 1 is preparation. The Unit comprises knowledge derived from four mandatory Units. The

component Units are Business Accounting, Economic Issues: An Introduction, Managing People and Organisations and Marketing: An Introduction. It is vital that delivery and assessment is planned to promote the integration of content. All staff involved in the delivery of the component Units should have a full awareness of the evidence requirements of the Graded Unit.

The delivery of the component Units should be planned with the Graded Unit in mind. Concepts that may be assessed as part of the Graded Unit exam should be clearly indicated to candidates and preparatory activities and practice questions should be integrated into delivery of the component Units. The principles of integration and problem solving should be actively promoted during class activities and candidates provided with opportunities to develop and evidence their knowledge and skills.

Candidates should be fully prepared in how to best maximise their ability to gain marks within the exam. The distinction between Core points (the part of the answer that directly answers the question) and Development points (the part of the answer that provides more detail regarding the Core point in terms of the implications, benefits, opportunities, etc.) should be fully explained to candidates. Preparation and practice activities should be focused upon the candidate's ability to structure their answers according to the Core / Development point model.

Terminology

Assessment Exemplar

An exemplification of the standard of assessment as specified in the Unit specification. An Assessment Exemplar is not a guarantee of successful external verification and should be subject to internal verification prior to use.

Command Word

The 'doing word' within the question. It directs the candidate toward what they are being asked to do and provides the assessor with the opportunity to generate appropriate evidence of the required knowledge and skills at the desired SCQF level.

Concept

The topics and theories that form the basis of a candidate's knowledge

Contextualisation

The application of knowledge and skills to an appropriate scenario or situation

Core Point

The main part of a candidate response that directly answers the question being posed. This must always be justified.

Development Point

The further depth of an answer from a candidate than examines the benefits, implications, opportunities, etc. of the initial Core point

Integration

The linking of the component parts to provide a wider understanding of an issue and the possible solutions

Knowledge and Skills

The main topic areas that should be understood by the candidate and the competences required to illustrate the application of that knowledge and understanding to a given business situation

Mandatory

The elements that must be covered or answered

Problem Solving

Formulating solutions to a given business scenario

Repetition

Stating the same answers on more than one occasion

Replication

Re-stating content that the case study materials has provided

Second-marking

The work of a candidate is subject to marking by a second assessor in addition to the original assessor to promote consistency and standardisation

Unit Specification

The SQA document that specifies the purpose, standards and requirements for a specific area of study and provides guidelines for assessors and candidates

Verification

The internal and external processes by which it is ensured that candidate evidence and assessor judgments are consistent with the standards established within the Unit Specification

Explanation of Key Terms used in Questions

Analyse	Break an issue down into its component parts, discuss them and show how they relate to each other. Consider causes, effects and key factors relevant to the issue
Assess	Consider the value or importance of something, paying attention to positive and negative aspects
Describe	Give a detailed account of the main aspects of an idea or topic or the sequence in which a series of things happen
Discuss	Investigate or examine by argument giving reasons for and against, making some evaluative comment about the factors you are discussing
Evaluate	Evaluation involves judgment and opinion. When evaluating you make some comment about how important, significant or valuable something is based on advantages and disadvantages, pros and cons, benefits and constraints, arguments for or against.
Examine	Present in depth and investigate the implications of a situation, action or decision
Explain	Give reasons for or account for something so that it is clear or easy to understand eg how things work or how they came to be
Illustrate	Use a figure, diagram or example to clarify an explanation
Justify	Express valid reasons for a particular course of action, for a particular interpretation, recommendation or conclusion
Outline	Give the main features, facts or general principles of a subject omitting minor details.