Arrangements for:

National Progression Award (NPA) in Business with Information Technology at SCQF level 5

Group Award Code: G9X0 45

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Acknowledgement

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
07	**Revision of Unit:** F5A0 11 Researching and Preparing Presentations (finish date 31/07/2023) has been replaced by J4YX 45 Researching and Preparing Presentations (start date 01/08/2020)	09/10/19
06	**Additional Units:** F1FC 11 PC Passport: Working with IT Software – Word Processing and Presenting Information, HA6M 45 Web Apps: Word Processing, F1FB 11 PC Passport: working with IT Software – Spreadsheet and Database HA6L45 Web Apps: Spreadsheets HAGJ 45 Web Apps: Presentations has be added as an optional group to include the alternative web apps unit- designed as an alternative/replacement to the PC Passport	27/11/19
05	**Revision of unit codes:** Unit codes were updated for the following units: Understanding Business H20R 75 (J1YX 75), Management of Marketing and Operations H20V 75 (J200 75), Management of People and Finance H20S 75 (J1YY 75), IT Solutions for Administrators H1YW 75 (J1Y4 75) and Communication in Administration H1YY 75 (J1Y7 75). The unit content and assessment for all of the units is unchanged.	25/09/19
04	**Revision of Unit**: F390 11 Marketing: Basic Principles *has been revised by* HJ30 45 Marketing: Basic Principles and Applications *and will finish on* 31/07/2019.	27/02/17
03	Replaced Units table added.	18/03/16

02	**Revision of Unit**: DM3R 11 Information Technology for Administrators *has been revised by* H1YW 75 IT Solutions for Administrators *and will finish on* 31/07/2016. DM3T 11 Administration: Presenting and Communicating Information *has been revised by* H1YY 75 Communication in Administration *and will finish on* 31/07/2016 DV4L 11 Business Decision Areas: Finance and HR Management *has been revised by* H20S 75 Management of People and Finance *and will finish on* 31/07/2016. DV4G 11 Business Enterprise *has been revised by* H20R 75 Understanding Business *and will finish on* 31/07/2016. DV4K 11 Business Decision Areas: Marketing and Operations *has been revised by* H20V 75 Management of Marketing and Operations *and will finish on* 31/07/2016.	13/05/14

Contents

1   Introduction

This is the Arrangements Document for the National Progression Award (NPA) in Business with Information Technology at SCQF level 5. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

This Group Award has been designed to provide candidates with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression to further academic qualifications.

2   Rationale for the development of the Group Award

The National Progression Award in Business with Information Technology at SCQF level 5 consists of four 40 hour Units. One of these Units is mandatory, with the remaining three Units chosen from a restricted choice of options.

The NPA has the purpose of providing candidates with the fundamental business and information technology skills required for employment and/or further study in any of these two areas.

It is designed to allow both schools and colleges flexibility when timetabling, and as well as allowing a suitable range of optional Units to be chosen dependant on local circumstances and candidate requirements.

National Progression Awards are designed to:

♦   mainly be used in post-compulsory education
♦   be followed part-time for those already in work; or for those who have a desire to enter employment in the business, administration and/or information technology sector
♦   assess and certificate a defined set of skills and knowledge
♦   give credit to full-time candidates who may not be able to complete their full course.

2.1   Nature and purpose of the award

The National Progression Award in Business with Information Technology at SCQF level 5 is designed to provide candidates with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression to further academic qualifications.

The structure provides candidates with fundamental knowledge and skills relating to the study of business and information technology, as well as allowing for choice and personalisation.

2.2 Establishing the need for the award

Consultation was undertaken with Colleges of Further Education, employers and past NC/NQ candidates with support established for this an NPA in this area.

2.3 Establishing the level of the award

The NPA is designed around Units contributing to the National Certificate in Business and in Administration at SCQF level 5. It can be achieved by school pupils who are undertaking National 5 or Higher courses in Administration and Business Management, but who may fail to achieve all of the Units contributing towards these courses and/or the external examination.

2.4 Progression routes

Candidates who successfully complete the NPA could progress to an award at SCQF level 6. They could also progress to the National Certificate in Administration and/or Business at SCQF level 5 or onto National Courses in Administration and/or Business Management at Higher level.

It would also be possible for candidates to progress into appropriate Professional Development Awards (PDAs). For example, the PDAs in Information Technology in Business, Office Administration, Office Management and Information Technology.

2.5 Relationship to National Occupational Standards

National Occupational Standards (NOS) are developed by the key employment sectors of the United Kingdom. These standards set the competences required for job roles within a particular employment sector.

Business does not have any specific National Occupational Standards. However, links to the most relevant NOS for some of the IT Units are given in the table below. The most relevant set of NOS are from the Council for Administration for SVQs in Business and Administration.

Optional Units	SCQF level	Links to NOS
Information Technology for Administrators	Level 5	209, 214, 215, 216
Researching and Preparing Presentations	Level 5	210, 215, 217
Information Technology for Management	Level 6	209, 210, 214, 215, 216, 217, 224

3　Aims of the Group Award

The National Progression Award has been developed with the purpose of providing candidates with the fundamental business and information technology skills required for employment and/or further study in any of these two areas.

3.1　Principal aims of the Group Award

1　To develop candidates' knowledge and understanding of the role of business in society.

2　To develop candidates' knowledge, application and usage of a variety of software packages.

3　To provide candidates with the relevant Core Skills for business, administration and technology for employment and further study.

3.2　General aims of the Group Award

The award will develop candidates' problem solving and information technology skills. It will enable them to be more confident in the use of software application packages for administrative and business purposes. It will also develop their awareness of issues facing organisations in today's contemporary business society.

Depending on the choice of optional Units chosen, candidates will develop knowledge and understanding of a specialist business area (marketing, customer care, economics, accounting or law).

3.3　Target groups

The NPA is designed to meet the needs of a wide client group, developing a fundamental knowledge of business as well as IT skills. The NPA is suitable for:

♦　candidates at school or who may have just left school
♦　mature candidates who may have been out of education for a long period
♦　candidates whose first language is not English
♦　candidates currently employed who wish to obtain a formal qualification
♦　candidates aiming to access HN programmes
♦　employers who wish their employees to obtain short CPD courses.

These groups have quite different characteristics. Many recent school leavers have limited formal school attainment. Adult returners may also possess few formal qualifications and while they may have valuable experience, they may lack confidence in their ability to learn. Candidates whose first language is not English will find the NPAs a useful starting point into further study of Business and/or IT, following an ESOL course.

As more emphasis is put on lifelong learning and continuing professional development, employers are keen to offer certificated courses to their employees.

It is envisaged that this award could be offered in one of the following modes:

♦ Full-time (eg fast-track into full NC programmes or HN programmes) Part-time (eg Day-release)
♦ Open and distance learning
♦ Infill into existing classes
♦ Evening provision

3.4 Employment opportunities

On successful completion of the NPA, it is envisaged that employment could be gained in the business in the business, administration and IT sectors.

4 Access to the Group Award

Entry is at the discretion of the centre. However, it is recommended that candidates have completed some ICT skills training at SCQF level 4. This may be through the achievement of relevant National Units or employment experience.

5   Group Award structure

The NPA requires completion of four Units; one mandatory Unit and three optional Units. The Units are taken from the Administration NC and Business NC frameworks.

5.1   Structure

The NPA requires 4 credits (24 SCQF points) — the mandatory Unit plus one credit from Group A and two credits from Group B.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
MANDATORY (1 credit)				
Understanding Business*	J1YX 75	6	5	1
OPTIONAL UNITS (minimum of 3 credits)				
GROUP A (minimum of 1 credit)				
Management of Marketing and Operations*	J200 75	6	5	1
Management of People and Finance*	J1YY 75	6	5	1
Skills for Customer Care	F38X 11	6	5	1
Marketing: Basic Principles and Applications*	HJ30 45	6	5	1
Market Operations and the Scottish Economy	F391 11	6	5	1
GROUP B (minimum of 2 credits)				
PC Passport: IT Software — Word Processing and Presenting Information **OR**	F1FC 11	6	5	1
Web Apps: Word Processing*	H6AM 45	6	5	1
PC Passport: Internet and Online Communication	F1FD 11	6	5	1
PC Passport: IT Software — Spreadsheets and Database **OR**	F1FB 11	6	5	1
Web Apps: Spreadsheets*	HA6L 45	6	5	1
IT Solutions for Administrators*	J1Y4 75	6	5	1
Researching and Preparing Presentations **OR**	J4YX 45*	6	5	1
Communication in Administration* **OR**	J1Y7 75	6	5	1
Web Apps: Presentations*	HA6J 45	6	5	1

*Refer to History of Changes

5.2   Mapping information

The structure of the NPA in Business with Information Technology meets the aims and the requirements of the award in a number of ways which can be summarised as follows:

♦   it provides skills, knowledge and capabilities needed for employment
♦   it provides the credibility of a nationally accredited award
♦   it consists of Units which are practical and will engage the interests of learners
♦   it is compatible with existing arrangements adopted by centres
♦   it provides the flexibility which learners and centres value
♦   it provides an opportunity for learners to develop the ICT Core Skill.

A small grouping of relevant Units nationally accredited into a named award is attractive to many learners who don't want, or have the time for, a long period of study. It will provide learners with the options to move into employment or take further study at the same level. It allows them to broaden their skills, or progress to further study at a higher level.

Because the award is made up of Units from both the mandatory and optional Units in the NC in Administration and NC Business frameworks, it is likely that many candidates will also have the necessary skills to progress to HN awards.

6   Approaches to delivery and assessment

The delivery of the NPA is at the individual centre's discretion. It will be delivered over a 160 hour period which could be a mix of day time, evening or distance learning.

It would be beneficial if centres delivered the mandatory Unit *Understanding Business* before delivering the specialist business Units in option Group A.

6.1   Core Skills

There are opportunities to develop Core Skills throughout the NPA.

The following Units offer automatic certification of Core Skills.

Unit	Core Skill component and level
PC Passport: IT Software — Word Processing and Presenting Information (SCQF level 5)	Information and Communication Technology (all components) — (SCQF level 5)
Researching and Preparing Presentations (SCQF level 5)	Critical Thinking (SCQF level 4)

Core Skills are signposted in the following Units:

Unit	Core Skill component and level
Marketing: Basic Principles (SCQF level 5)	Communication and Problem Solving (SCQF level 5)
Market Operations and the Scottish Economy (SCQF level 5)	Communication and Problem Solving (SCQF level 5)
PC Passport: IT Software — Word Processing and Presenting Information (SCQF level 5)	Communication and Problem Solving (SCQF level 5)
PC Passport: Internet and Online Communication (SCQF level 5)	Information and Communication Technology and Communication (SCQF level 5)
PC Passport: IT Software — Spreadsheets and Database (SCQF level 5)	Information and Communication Technology, Problem Solving and Communication (SCQF level 5)
Researching and Preparing Presentations	Problem Solving and Information and Communication Technology (SCQF level 4)

6.2 Open learning

It is at the individual centre's discretion whether or not the award is available for opening learning. However, specific assessment arrangements for each Unit (as detailed in the Unit specification) must be complied with.

7 General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* **(www.sqa.org.uk)**.

8   General information for candidates

The National Progression Award in Business with Information Technology at SCQF level 5 has been designed to provide you with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression onto further academic qualifications.

The award will provide you with fundamental knowledge and skills relating to the study of business and information technology. It allows for progression to other business, administration and/or IT related programmes in both the further and higher education sector, as well as providing progression within or into employment.

You will have to study one mandatory Unit in Business and undertake a further three Units to achieve the NPA; two of these Units will be ICT based and the third one a specialist business Unit. Depending on the choice of optional Units chosen, you may get to specialise in a particular area of business such as marketing, customer care, law, economics or accounting.

9   Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendix 1: Replaced Units

Title (Replacement Unit)	Code	Title (Finished Unit)	Code
Understanding Business	H20R 75	Business Enterprise	DV4G 11
Management of People and Finance	H20S 75	Business Decision Areas: Finance and Human Resource Management	DV4L 11
Management of Marketing and Operations	H20V 75	Business Decision Areas: Marketing and Operations	DV4K 11
IT Solutions for Administrators	H1YW 75	Information Technology for Administrators	DM3R 11
Communication in Administration	H1YY 76	Administration: Presenting and Communicating Information	DM3T 11

The table above illustrates where Units on the framework have lapsed/finished and been replaced by newer Units. Candidates who have achieved the finished Unit can be credit transferred to the replacement Unit.