

Spring 2008

To: SQA Co-ordinator  
CAMs  
Local Education Authorities  
Directors of Education  
All centres  
HMIE

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

Contact: Alistair Wylie at Glasgow  
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E-mail: [alistair.wylie@sqa.org.uk](mailto:alistair.wylie@sqa.org.uk)

Dear Colleague

### **National Qualifications 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 took place on 23 April 2008.

#### **Understanding Standards website**

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

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

We are in the process of updating the Understanding Standards website for Intermediate 2 and Higher Administration. Please check the website as this will be available soon.

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.

## **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. Please take a minute to complete the online survey which can be accessed at the following address and will remain open until 30 June:

**<http://tinyurl.com/4f3vsv>**

We would appreciate you taking the time to complete the survey as the information collected will inform decisions on the software used when preparing electronic files for future Administration exams and support. Further subject-specific information is contained in the following Appendices:

**Appendix 1 — Administration**

**Appendix 2 — Business Management**

## **Markers**

We are currently looking to supplement our reserve lists and recruit new Markers for all four Business subjects (most levels) for diet 2009 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:

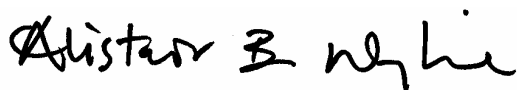
Alistair Wylie — Qualifications Manager, Business Education  
0845 213 5488 or **alistair.wylie@sqa.org.uk**

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

Julie Scanlan — Qualifications Officer, Administration  
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Liz Sinclair — Qualifications Officer, Accounting and Economics  
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Yours faithfully



Alistair Wylie  
Qualifications Manager  
NQ Business Education

## **Appendix 1**

### **Subject update — Administration**

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

Please note that electronic files will be made available to download for the external examinations for Intermediate 1, 2 and Higher Administration during diet 2008. 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 14 April 2008. This information 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 that although the website will be 'live', the files will not be made available to download until **Monday 26 May 2008**.

### **National Certificate — Administration**

We are in the process of developing a National Certificate (level 5) in Administration. This qualification is principally aimed at the further education sector in Scotland. The qualification will be implemented in August 2009, with launch events scheduled to take place in February 2009. Information on the National Certificate can be found on SQA's website:  
**[www.sqa.org.uk/sqa/24067.html](http://www.sqa.org.uk/sqa/24067.html)**.

## **Appendix 2**

### **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 has been produced. This is available to download from SQA's website at [www.sqa.org.uk/sqa/26877.html](http://www.sqa.org.uk/sqa/26877.html).

Exemplification of the Business Report has also been produced and is available to download from SQA's website at [www.sqa.org.uk/sqa/29744.html](http://www.sqa.org.uk/sqa/29744.html).

### **National Certificate — Business**

We are in the process of developing a National Certificate (level 4) in Business. This qualification is principally aimed at the further education sector in Scotland. The qualification will be implemented in August 2009, with launch events scheduled to take place in February 2009.

We have recently launched a new qualification — National Certificate (level 5) in Business for implementation in August 2008. Draft Units are available to download from SQA's website at [www.sqa.org.uk/sqa/24067.html](http://www.sqa.org.uk/sqa/24067.html).

### **Standard Grade — 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 is available on request from our Customer Contact Centre (0845 279 1000).

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.

## **Advanced Higher Business Management Report**

All centres should note that they must submit a copy of the completed NAB for the Unit *Researching a Business* when submitting completed Management Reports to SQA for marking. It is acceptable to submit a photocopy of the original work in this instance.