

Spring 2009

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**

##### *Understanding Standards website*

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

- ◆ Administration Intermediate 1
- ◆ Administration Intermediate 2

We are currently developing materials to support Higher Economics and these should be available during session 2009/10.

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 2009:

**<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 — Accounting**
- Appendix 2 — Administration**
- Appendix 3 — Business Management**
- Appendix 4 — Economics**

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:

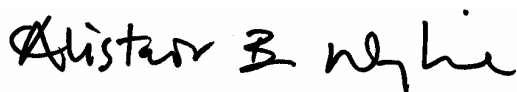
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Yours faithfully



Alistair Wylie  
Qualifications Manager  
NQ Business Education

**Appendix 1**  
**Subject update — Accounting**

**VAT Rate**

Centres should note that, unless otherwise stated, the rate of VAT to be calculated in examinations is 17.5%. Whilst we are aware that the government has recently reduced the rate of VAT to 15%, we recognise that this is a temporary measure. Candidates who calculate VAT at 15% will not be penalised, assuming that all calculations are correct.

## **Appendix 2**

### **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 sent to your SQA Co-ordinator on 24 March 2009. This information will be e-mailed again on 14 April 2009. 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 **24 April for Intermediate 1 and 2 and 11 May for Higher.**

#### **National Certificate and National Progression Awards — Administration**

We have recently launched the new National Certificate (Level 5) in Administration for first delivery by centres in session 2009/10. This qualification is principally aimed at the further education sector in Scotland, however, schools may wish to make use of stand-alone Units from the framework. We have also launched two new National Progression Awards (NPAs) in Administration at Level 5. These are titled:

- ◆ NPA Administration: Information Technology and Audio (Level 5)
- ◆ NPA Administration: Office Skills and Services (Level 5)

Both awards comprise two Units at Level 5 and one Unit at Level 4. These may be of interest to schools whether delivering within the centre or via school/college partnership.

Further details on all of the above awards are available from SQA's website:

**[www.sqa.org.uk/nqga](http://www.sqa.org.uk/nqga)**

#### *Advanced Higher Administration Report*

An exemplification document to support the Advanced Higher Administration Report is available to download from SQA's website at:

**[www.sqa.org.uk/sqa/2487.html](http://www.sqa.org.uk/sqa/2487.html)**

## **Appendix 3**

### **Subject update — Business Management**

#### **National Certificate – Business**

We have recently launched the new National Certificate (Level 4) in Business (G973 11) for first delivery by centres in session 2009/10. This qualification is principally aimed at the further education sector in Scotland, however, schools may wish to make use of stand-alone Units from the framework.

Further details are available from SQA's website:

**[www.sqa.org.uk/nqga](http://www.sqa.org.uk/nqga)**

#### *Advanced Higher Business Management Report*

All centres are reminded 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.

#### **Higher Business Management NABs**

We have recently commissioned some new NABs to support Higher Business Management. Two new NABs (NAB004 and NAB005) have been written for each of the three Units, ie six new NABs in total. These new NABs will be available to use as from session 2009/10 and will be available to download from SQA's secure website soon. Whilst the existing NABs will remain valid, the new NABs have been designed to be more in line with the current use and marking of the command words.

**Appendix 4**  
**Subject update — Economics**

**Intermediate 1 Economics**

Centres should note that as previously intimated in National Qualifications update letters, Intermediate 1 will only be available for presentation for external examination up to and including diet 2010. The external examination component will be removed after diet 2010 due to low uptake; however the individual Units will continue to be available for delivery until further notice.