

Spring 2010

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

Action by Recipient	
<input type="checkbox"/>	Response required
<input checked="" type="checkbox"/>	Note and pass on
<input type="checkbox"/>	None — update/information only

Contact: Alistair Wylie at Glasgow
Direct line: 0845 213 5488
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

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

- Administration Intermediate 1
- Administration Intermediate 2
- Higher Economics

A copy of material from the recent Administration Understanding Standards event can be found on the SQA website -

<http://www.sqa.org.uk/sqa/39265.html#announcement1>

SQA Academy

Video clips have been developed to use in class as practice tests. The video clips are not subject specific however they cover topics such as customer care, front of office and handling telephone conversations. Commentary and short answer questions are available with each clip. The video clips and questions can be found on the SQA Academy website – www.sqaacademy.org.uk

SQA Website

Please note the SQA website has recently been redesigned to be more user friendly. Subject specific information can be found under the NQ link sorted by subject and level.

National Certificates – Administration and Business

Please note National Courses are available as an option within NC Administration Level 5 and NC Business Levels 4 and 5. Where centres have candidates sitting the external element or undertaking an NPA within the optional sections they must enter candidates for both the NC award and the external exam or NPA.

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 2010:

<http://www.surveymonkey.com/s/DLDNTSY>

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.

Overnight Accommodation for examination procedures

Many Appointees will be staying overnight when involved in SQA examination procedures. Customers are requested to always check their accommodation confirmation closely and let Expotel know if anything booked is not as originally requested as the confirmation that the customer receives is exactly what the hotel receives too.

For any post stay queries, we ask that any travellers with queries contact the customer care team customercare@expotel.com so, that Expotel can respond to the issues they have experienced; either against Expotel or a hotel. They will then investigate and feedback findings as soon as possible.

Further subject specific information is contained in the following Appendices:

Appendix 1 – Administration

Appendix 2 – Business Management

Appendix 3 - Economics

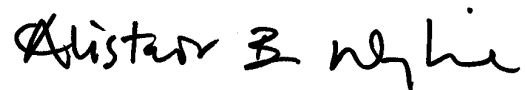
Should you require further information about the content of this letter or any other matter relating to Business Education subjects, please contact the staff listed below:

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

Gordon Moffat – Qualifications Officer, Accounting and Business Management
0845 213 5487 or gordon.moffat@sqa.org.uk

Julie McCorkindale – Qualifications Officer, Administration and Economics
0845 213 5486 or julie.mccorkindale@sqa.org.uk

Yours faithfully

A handwritten signature in black ink that reads "Alistair Wylie". The signature is written in a cursive style with a large initial 'A' and a distinct 'W'.

Alistair Wylie
Qualifications Manager
Science & Technology

Appendix 1 Subject Update - Administration

Advanced Higher Administration

Centres should note that as intimated in previous National Qualifications Update Letters, Advanced Higher will only be available for presentation for external examination up to and including Diet 2011. The external examination component will be removed after Diet 2011 due to low uptake, however the individual Units will continue to be available and can be delivered stand alone.

Standard Grade Administration – Practical Abilities 2011

From Diet 2011 onwards, electronic files for use with the Practical Abilities projects will be available to download from the SQA secure website, therefore the files will not be required to be keyed in by the teacher. A copy of the teachers' instructions will still be sent to schools as normal and be made available on the SQA secure website.

Please ensure when carrying out email tasks in the projects that **printing** of the email has actually been done by the candidate as the **Sender**. If for any reason this is not the case then the teacher should submit a letter of explanation. The printout should not show an Inbox at the top although the Inbox is still acceptable as evidence the email has been sent.

National Progression Awards – Administration

The following National Progress Award (NPA) will be available for centre delivery from August 2010:

- NPA in Administration: Medical (Personal Assistant) (Level 5)

Further information is available at www.sqa.org.uk/nqga

Appendix 2

Subject Update – Business Management

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.

Please note that candidates' reports **cannot** be marked without a copy of the completed NAB.

Intermediate 2 and Higher Business Management NABs

Centres are asked to note that revised NABs for Intermediate 2 and Higher Business Management will be available for use from August 2010.

NAB004 and NAB005 for each of the 3 Higher Units have been revised in line with feedback from centres. It is preferable that all centres make use of either NAB004 or NAB005 in the first instance and use NAB001, NAB002 or NAB003 for resit purposes only.

NAB001, NAB002 and NAB003 for each of the 3 Intermediate 2 Units have been revised to take proper account of the command words and their application in the external examination.

In the case of both Intermediate 2 and Higher, the revised NABs more accurately mirror the use and marking of the command words in line with the external assessment. All centres are asked to make use of these new NABs during the forthcoming session 2010-11. The verification team will be looking for centres to only make use of the most up-to-date NAB assessments.

National Progression Awards – Business

The following National Progress Awards (NPAs) will be available for centre delivery from August 2010:

- NPA in Business with IT (Level 5)
- NPA in Business with IT (Level 6)

Further information is available at www.sqa.org.uk/nqga

Appendix 3

Subject Update – Economics

Intermediate 1 Economics

Centres should note that as intimated in previous 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.