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| **IT in Business: Spreadsheets HH83 34** | | |
| **Summary**  In Outcome 1 the notable change is the introduction of a wide range of functions as possibilities for assessment, rather than the existing mandatory two. Although this introduces two additional functions, this is more than balanced by changes elsewhere in the Unit and increases the range of the assessment rather than the volume.  The sequence of Outcomes 2 and 3 have been swapped with the evaluation of chart data consolidated for the entire Unit within Outcome 3. This will enable learners to evaluate their work in the context of the entire problem/scenario, rather than having to repeat this task for individual data sets and/or charts. This will also help make the evaluation more meaningful and increase the range and depth of possible conclusions.  The requirement to repeat several tasks has been removed in most cases to reduce assessment and to try to avoid assessments becoming overly contrived (e.g. ‘*create* ***four*** *simple formulas’* etc.). Changes to Outcome 2 and 3 are minor.  A new SQA Assessment Support Pack will be produced to exemplify a more flexible, holistic, problem-solving oriented approach with more guidance on making assessment judgements that are more focused on the solutions derived by the learner, rather than seeking to recreate a single “correct” answer and/or set of figures. | | |
| **Outcome 1** | **New Unit (HH83 34)** | **Old Unit (F84V 34)** |
| **Changes to Outcome statement** | **Design and create a spreadsheet to meet the needs of a business** | ***Create a spreadsheet design to provide solutions for a business scenario.*** |
| **Changes to Knowledge & Skills** | * Spreadsheet design * Functions * Formulas * Cell references * Cell formats * Macro * Security features for data protection | * Spreadsheet design * Functions * Formulas * Cell references * Cell formats * *~~Comments~~* * Macro * Security features for data protection |
| **Changes to Evidence Requirements** | ***Design and*** create a spreadsheet comprising of **three** interconnected worksheets for application in a business context.  the spreadsheet must include **two** complex formulas (using the principles of BODMAS)  in formulas and/or functions apply two occurrences from the following forms of cell referencing: relative, absolute, named cell, named range, 3-D.  apply **four** functions from the following, =SUM, =IF, =SUMIF, =COUNT, =COUNTIF, =COUNTIFS =DCOUNTA, =CONCATENATE, =LEFT, =RIGHT, =NOW(), =TODAY().  apply appropriate cell formatting which must include the use of conditional formatting.  apply **a** spreadsheet feature to control the worksheet view and/or layout.  record and run **one** macro to assist with repetitive tasks.  protect cell and worksheet data. | create a spreadsheet using ***three*** interconnected worksheets to solve a business problem  create ***four*** simple formulas and ***two*** complex formulas to include one occurrence of each of the following: add, subtract, multiply, divide  in formulas and/or functions apply one occurrence of the following forms of cell referencing: relative, absolute, named cell, named range, 3-D  apply ***two*** functions: =SUM and =IF    apply appropriate cell formatting to assist the analysis/reading of the worksheets using one occurrence of the following: *~~number, font enhancement~~*, conditional formatting  apply ***two*** spreadsheet features to control the worksheet view  record and run ***one*** macro to assist with repetitive tasks  protect data using ***two*** different built in security features |
| **Outcome 2** | **New Unit (HH83 34)** | **Old Unit (F84V 34) (Outcome 3)** |
| **Changes to Outcome statement** | **Apply statistical functions and present information in an appropriate format.** | ***Present spreadsheet data in graphical form and interpret the results.*** |
| **Changes to Knowledge & Skills** | * Measures of central tendency * Summarised data * Frequency distribution * Standard deviation | * Measures of central tendency * Summarised data * Frequency distribution * Standard deviation |
| **Changes to Evidence Requirements** | perform calculations using **one** of the three methods of averaging — mean, median, mode within the same data set.  summarise data using **one** of the three  functions to calculate – Largest number in a range; Smallest number in a range; Number of entries in a range.  prepare a frequency distribution table.  calculate one standard deviation. | perform calculations using ***three*** methods of averaging — mean, median, mode within the same data set  summarise data using ***three*** functions to calculate: Largest number in a range; Smallest number in a range; Number of entries in a range  prepare a frequency distribution table *~~and represent the results graphically~~*  calculate one standard deviation  *~~analyse all data results providing a description, an explanation of the relevance of the evidence and draw conclusions supported by the information to resolve a business problem~~* |
| **Outcome 3** | **New Unit (HH83 34)** | **Old Unit (F84V 34) (Outcome 2)** |
| **Changes to Outcome statement** | **Present spreadsheet data in graphical format and evaluate information** | ***Provide solutions to a business scenario using spreadsheet statistical functions.*** |
| **Changes to Knowledge & Skills** | * Graphical representation of a single data series * Graphical representation of multiple data series * Chart enhancements * Evaluate information | * Graphical representation of a single data series * Graphical representation of multiple data series * Chart enhancements * *Analyse data* |
| **Changes to Evidence Requirements** | create an appropriate chart to represent a single data series.  create an appropriate chart to represent a multiple data series  apply two chart enhancements.  evaluate the statistical and graphical information acquired and explain its implications for the business. | create an appropriate chart to represent a single data series  create an appropriate chart to represent a multiple data series  apply two chart enhancements  *analyse each chart providing a description of the chart, an explanation of the relevance of the evidence and draw conclusions supported by the information to resolve a business problem* |

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| **Information and Communication Technology in Business HH87 35** | | |
| **Summary**  This Unit is designed to develop candidates’ knowledge and skills in identifying, evaluating, managing and presenting business information to facilitate and influence decision-making. The scope of Outcome 2 has been narrowed to focus on the security of data communication rather than entire systems, which have tended to focus on LANs and WANs, and are considered quite dated in technological terms. This is the only significant change to the Unit.  The existing SQA Assessment Support Pack will be updated to align with the change. | | |
| **Outcome 1** | **New Unit (HH87 35)** | **Old Unit (F84W 35)** |
| Changes to Outcome statement | No change | No change |
| Changes to Knowledge & Skills | No change | No change |
| Changes to Evidence Requirements | No change | No change |
| **Outcome 2** | **New Unit (HH87 35)** | **Old Unit (F84W 35)** |
| Changes to Outcome statement | **Describe and evaluate data communication system *security* and new ICT innovations** | **Describe and evaluate data communication systems and new ICT innovations** |
| Changes to Knowledge & Skills | * *Security threats* * *Security measures* * ICT innovations | * Data communication systems * Security * ICT innovations |
| Changes to Evidence Requirements | The candidate will need evidence to demonstrate their knowledge and/or skills by showing that they can describe and evaluate data communication system ***security*** and ICT innovations. Evidence must be provided to demonstrate that candidates can:   * identify and evaluate ….. etc | The candidate will need evidence to demonstrate their knowledge and/or skills by showing that they can describe and evaluate data communication system and ICT innovations. Evidence must be provided to demonstrate that candidates can:   * identify and evaluate etc…. |
| **Outcome 3** | **New Unit (HH87 35)** | **Old Unit (F84W 35)** |
| Changes to Outcome statement | No change | No change |
| Changes to Knowledge & Skills | No change | No change |
| Changes to Evidence Requirements | No change | No change |
| **Outcome 4** | **New Unit (HH87 35)** | **Old Unit (F84W 35)** |
| Changes to Outcome statement | No change | No change |
| Changes to Knowledge & Skills | No change | No change |
| Changes to Evidence Requirements | No change | No change |
| **Outcome 5** | **New Unit (HH87 35)** | **Old Unit (F84W 35)** |
| Changes to Outcome statement | No change | No change |
| Changes to Knowledge & Skills | No change | No change |
| Changes to Evidence Requirements | Additional statement:  *The Evidence Requirements of this Unit are not linked to any specific presentation software. While certain terms are used to illustrate the standard (e.g. “slides”), it is the* ***knowledge and skills*** *in using the relevant feature that are being assessed; therefore packages which employ differing terminology may also be used to assess the same* ***knowledge and skills****.* | No change |