

# Higher National Group Award Graded Unit Specification

## General Information for Centres

This Group Award Graded Unit has been validated as part of the HND Administration and Information Technology. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Group Award Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

**Group Award Graded Unit Title:** Administration and Information Technology: Group Award Graded Unit 3

**Group Award Graded Unit Code:** DE23 35

**Type of Group Award Graded Unit:** Project

**Assessment Instrument:** Case Study

**Credit value:** 1 HN Credit at SCQF level 8 (8 SCQF credit points at SCQF level 8)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

**Purpose:** This Group Award Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND in Administration and Information Technology:

- develop a range of specialist IT skills
- develop project management, research and planning skills
- develop an awareness of professional issues such as legal, data management and ethical considerations
- develop the ability to work flexibly and co-operatively with others
- develop critical and evaluative thinking
- prepare candidates for employment in an administrative role, eg Office Manager/Administrator
- prepare candidates for progression to degree courses

**Recommended Prior Knowledge and Skills:** It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Group Award Graded Unit:

- HN Unit Office Management (DE1X 35)
- HN Unit Project Management (D76J 35)
- HN Unit Presentation Skills (DE20 35)
- HN Unit IT in Business —Advanced Word Processing (DE2G 35)

## General Information for Centres (cont)

- HN Unit IT in Business —Advanced Spreadsheets (DE1V 35)
- HN Unit IT in Business —Advanced Databases (DE1W 35)
- HN Unit Business Information Management (DE1Y 35)
- HN Unit Developing the Individual within a Team

**Core Skills:** This Unit gives automatic certification of the following Core Skill: Problem Solving at Higher level. There are no other Core Skill components included.

**Assessment:** This Group Award Graded Unit will be assessed by the use of a case study. The ‘fleshed-out’ case study should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Group Award that this Group Award Graded Unit covers.

**Assessment guidelines:** This project-based Graded Unit is in the form of a case study. Since the Core Skill of Problem Solving is embedded in this specification you must follow the assessment instructions and evidence requirements given. The questions should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Group Award that this Graded Unit covers.

## **Administrative Information**

**Graded Unit Code:** DE23 35

**Graded Unit Title:** Administration and Information Technology: Group Award Graded Unit 3

**Date of publication:** August 2003

**Source:** SQA

**Special Needs:** This Group Award Graded Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (December 2001, AA0645/3).

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## **Higher National Group Award Graded Unit Specification: Instructions for designing the assessment task and assessing candidates**

**Group Award Graded Unit Title:** Administration and Information  
Technology: Group Award Graded Unit 3

### **Conditions of Assessment**

The candidate should be given a date for completion of the (*insert assessment instrument*). However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date. Reassessment of this Group Award Graded Unit should be based on a significantly different assessment task.

At this level, candidates should work independently. It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked. Centres should ensure that where research etc, is carried out in other establishments or under the supervision of others that the candidate does not receive undue assistance.

### **Instructions for designing the assessment task**

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Group Award Graded Unit has been designed to cover

### **Guidance on grading candidates**

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C – competent, or A – highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

**Higher National Group Award Graded Unit specification:  
Instructions for designing the assessment task and assessing  
candidates (cont)**

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>• has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related</li> <li>• demonstrates an accurate and insightful interpretation of the project brief</li> <li>• is highly focused and relevant to the tasks associated with the project brief</li> <li>• is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and technical content</li> <li>• effectively consolidates and integrates required knowledge, and skills</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>• has sufficient evidence of the three essential phases of the project, is produced to an adequate standard</li> <li>• demonstrates an acceptable interpretation of the project brief</li> <li>• is focused and relevant to the tasks associated with the project brief</li> <li>• is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content</li> <li>• consolidates and integrates knowledge and skills but this may lack some continuity and consistency</li> </ul>

**Evidence requirements**

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

**Note:** The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Group Award Graded Unit.

**Higher National Group Award Graded Unit specification:  
Instructions for designing the assessment task and assessing  
candidates (cont)**

Project Stage	Minimum Evidence Requirements	Maximum Mark Allocation
Stage 1 — Planning	<ul style="list-style-type: none"> <li>• Evidence of analysing and interpreting the outlined scenario, ie setting objectives and identification of the key factors influencing the project, how they relate to one another and their relative importance.</li> <li>• Evidence of developing an approach to deal with the project, eg the candidate may select a new approach to the project or modify an existing approach.</li> <li>• Justification for selecting this approach, eg by referring to the key factors, the resources and time available, comparison with other possible approaches.</li> <li>• Evidence of developing a plan to carry out the project based on the analysis undertaken.</li> <li>• Identification of the resources required to carry out the project, eg sources of information, procedures to be followed, people, equipment and other physical resources; resources should be wide ranging and some should be unfamiliar to the candidate.</li> <li>• Evidence of obtaining these resources — the candidate may need to do some searching.</li> </ul> <p><b>Evidence requirements</b></p> <p>Suggested guidelines are:</p> <ul style="list-style-type: none"> <li>• Written evidence: a minimum of 500 words.</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>	30

<b>Project Stage</b>	<b>Minimum Evidence Requirements</b>	<b>Maximum Mark Allocation</b>
Stage 2 — Developing	<ul style="list-style-type: none"> <li>• Evidence of the candidate carrying out the project by identifying and researching associated issues; consulting relevant individuals, organisations and agencies to develop the outlined scenario; meeting the requirements of the plan and managing the project in the form of product evidence which shows:               <ul style="list-style-type: none"> <li>— awareness of industry standards and legislation</li> <li>— effective presentation skills</li> <li>— effective integration of interdisciplinary skills</li> </ul> </li> </ul> <p><b>Evidence requirements</b></p> <p>Suggested guidelines are:</p> <ul style="list-style-type: none"> <li>• Written evidence: a case study report with conclusions and recommendations. This report should be a minimum of 1,000 words to include graphic production and desk top publishing features.</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage</i></p>	50
Stage 3 — Evaluating	<ul style="list-style-type: none"> <li>• An evaluation of the effectiveness of the approach/strategy to include all stages of the activity.               <ul style="list-style-type: none"> <li>— the analysis of the task</li> <li>— the planning and organisation of the project</li> <li>— the development of the activity</li> <li>— the completion of the activity</li> </ul> </li> </ul> <p><b>Specific evidence</b></p> <ul style="list-style-type: none"> <li>• A written evaluation report which includes a retrospective analysis of the degree of effectiveness of each stage of the activity.</li> </ul> <p><b>Evidence requirements</b></p> <p>Suggested guidelines are:</p> <ul style="list-style-type: none"> <li>• Written evidence: evidence showing evaluation/review of the case study. A minimum of 500 words to include graphic production and desktop publishing features.</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage</i></p>	20

## **Higher National Unit specification: support notes**

### **Unit title: Administration and Information Technology: Group Award Graded Unit 3**

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

### **Guidance on the content and context for this Unit**

This Unit is designed to assess the candidate's ability to integrate knowledge across the range of mandatory Units within the award for HND Administration and Information Technology. Links with the business community would be particularly useful to students undertaking this Unit and centres should be encouraged to develop links to facilitate this. The notional 40 hours allocated could be used to extend the candidate's ability to present and evaluate arguments, information and ideas which are routine to the subject discipline.

### **Guidance on the delivery and assessment of this Unit**

This Unit is designed to develop the skills and competencies required of an office manager. The Unit should build skills and competencies which meet the criteria of SCQF level 8 – the ability to present and critically analyse, evaluate and/or synthesise ideas, concepts, information and issues which are within the common understanding of the subject discipline.

The candidate should be given a date for completion of the Project. The instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.



## **General information for candidates**

### **Unit title:** Administration and Information Technology: Group Award Graded Unit 3

This Unit is designed to provide evidence that you have achieved the principal aims of the HND in Administration and Information Technology which include developing a range of IT skills, developing project management, research and planning skills, being able to work flexibly and co-operatively with others, being able to problem solve and use critical and evaluative thinking. The Unit will cover a range of knowledge and skills from the mandatory core.

In order to complete this Unit successfully you will be required to achieve a satisfactory level of performance on once piece of assessed work. The assessment will be a case study from which you will have to complete a project.

You will need to work independently with guidance and support from your tutor. You will also agree a timeline and submission dates for your project.

Candidates who meet the minimum Evidence requirements will have their achievement graded as a C – competent, B – more competent, A – highly competent.

The following marks are graded as follows:

Grade A:	70-100%
Grade B:	60-69%
Grade C:	50-59%