



Higher National Graded Unit specification

General information for centres

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

Graded Unit title: Rural Business Management: Graded Unit 3

Graded Unit code: F6JE 35

Type of Graded Unit: Examination

Assessment Instrument: Closed-book Examination

Credit points and level: 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 credit points at an SCQF level. There are 12 SCQF levels, ranging from National 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Rural Business Management:

- ◆ To ensure that candidates gain the skills, knowledge and understanding of business, economics, management, marketing and accounting and finance which are necessary for a position as a trainee/assistant manager in a rural business.
- ◆ To provide a vocational programme based on the skills and knowledge required for employment at supervisory/junior managerial level within a rural business.
- ◆ To ensure that candidates have a sound appreciation of current rural and conservation issues and understand the concept of sustainability.
- ◆ To facilitate progression to degree level education based on a sound foundation in applied business management, technology, Core Skills, and an understanding of the multifunctional nature of rural businesses.

General information for centres (cont)

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:

Unit code	Unit name
D7CY 35	IT Applications Software 2
F137 34	Using Financial Accounting Statements
F26F 35	Planning, Budgeting and Control
DE3G 35	Economics 1: Micro and Macro Theory and Application
DV8N 35	Marketing Planning Process
DE3E 34	Business Law: An Introduction
F3X3 35	Data Collection and Handling Methods
D5MT 34	Supervision and Management

Core Skills: There are no Core Skills embedded in this Graded Unit specification.

Assessment: This examination-based Graded Unit consists of two closed-book examinations of 1.5 hours each.

Administrative Information

Graded Unit code: F6JE 35

Graded Unit title: Rural Business Management: Graded Unit 3

Original date of publication: May 2009

Version: 03 (July 2018)

History of changes:

Version	Description of change	Date
02	Included Unit D5MT 34 in the recommended Prior Knowledge and Skills section. Widened choice of assessment instruments to include restricted response, multiple choice and extended response questions. Removed Employment Law section 20% and replaced with Management section 20% to accurately reflect the content of the programme of study.	20/11/2009
03	Update of Conditions of Assessment.	13/07/18

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Rural Business Management: Graded Unit 3

Conditions of assessment

The assessment is based on two closed-book examinations lasting 1.5 hours each.

The examination should be unseen and the assessment should be conducted in controlled and invigilated conditions.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Examination-based Graded Units, assessors may provide advice and guidance on examination technique and clarification on the meaning of command words which may appear within an examination paper, prior to the formal examination.

Remediation is not allowed in Examination-based Graded Unit assessments.

Any candidate who has failed their Higher National Examination-based Graded Unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. This must be done by using a substantially different examination.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved, whether through first sitting or through any re-assessment.

At all times, the security, integrity and confidentiality of examinations must be ensured.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Instructions for designing the assessment task:

The examination should be designed to assess the candidate's critical knowledge and understanding of the topics relating to the specific aims which this Graded Unit is designed to cover. The questions and corresponding marks should be designed in accordance with the ranges indicated in the table that follows. However, the overall total mark for the examination is 100.

The assessment is based on two separate, consecutive closed-book examinations, each of 1.5 hours duration. Both examinations must cover all key topic areas. The first examination must consist of a paper incorporating restricted response, and / or multiple choice type questions. The second paper should be made up of extended response questions. A list of key topics and weightings is provided in the table which follows.

The format of the examination should be designed to conform to the following:

- ◆ Each examination must be closed-book and supervised and last 1.5 hours.
- ◆ The examination papers must contain a choice of questions from each Key Topic.
- ◆ The aggregate marks available for the question or questions in each topic area must conform to the weightings given in the table which follows.
- ◆ Each question should have an associated mark.
- ◆ A blend of question types is to be used for each topic area. One examination paper should involve restricted response and / or multiple choice questions for each of the key topic areas. The other examination should involve extended response questions.
- ◆ Candidates are expected to attempt all required questions in each section of the examination papers.
- ◆ A mark must be achieved in each section of each examination paper.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Key topics	Level of demand	Percentage weighting for each topic
Planning and Budgeting (could include calculations, forecasting and risk management)	Application of knowledge and understanding of planning and budgeting issues.	20%
Economics (could include micro and macro economics, market structures, unemployment, inflation, economic policy)	Analysis of economic trends to address questions and provide solutions	20%
Management (could include leadership, motivation, team work)	Application of management theory to rural business	20%
Marketing (could include issues related to application of 7Ps)	Analyse and interpret marketing information to explain the relation between production and market requirements and promotion of products	20%
Business Law (could include technical and legislative measures related to rural business and appropriate legislation)	Interpret legal issues and apply the law of tort including understanding of precedent for prescribed rural business cases and legal structure of businesses	20%

The total number of marks available is 100. Assessors will aggregate the marks achieved by the candidate to arrive at an overall mark for the examination. Assessors will then assign a grade to the candidate for this Graded Unit based on the following grade boundaries:

- ◆ A = 70% — 100%
- ◆ B = 60% — 69%
- ◆ C = 50% — 59%

To pass the examination and achieve the Graded Unit, the candidate must achieve a mark of 50% or above.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as a C (competent), 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:

Grade A	Grade C
<p>Is a seamless, coherent exam script which consistently:</p> <ul style="list-style-type: none"> ◆ interprets and understands the question in a way that demonstrates insight and clear understanding of issues and relationships ◆ comprehensively addresses all aspects of the question ◆ demonstrates a comprehensive analysis and evaluation of relevant information ◆ offers logically structured and coherently expressed responses, demonstrating consistent use of correct terminology ◆ is clear and well structured throughout with language and terminology used of a consistently high standard in terms of level, accuracy and technical content ◆ consolidates required knowledge and skills, linking concepts and ideas and relating answers explicitly to the question ◆ provides solutions to problems that are realistic and practical in terms of the scenario ◆ convincingly argues and shows links between discussions and conclusions, demonstrating comprehensive knowledge and understanding as well as analysis and evaluation skills 	<p>Is a co-ordinated exam script which:</p> <ul style="list-style-type: none"> ◆ interprets the question in a way that enables the candidate to meet the basic criteria required ◆ answers address the main issues of the question ◆ demonstrates analysis and evaluation ◆ offers responses which convey relevant points ◆ uses language and terminology adequately, in terms of level, accuracy and technical content ◆ consolidates knowledge ◆ contains solutions to problems which are feasible ◆ argues and justifies conclusions in an acceptable way

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Support notes

This Graded Unit consists of two 1.5 hour closed-book examinations, covering five key topic areas. The questions associated with each key topic could be focussed on knowledge and skills that candidates should be expected to be able to readily recall, integrate and apply. The purpose of the examination is, in part, to prove the candidates' ability to integrate information gleaned from the Units that comprise the award, but also it provides the opportunity for candidates to achieve a grade for the Unit.

The defined mandatory Units could be scheduled for the first and second terms so that candidates have time to consolidate and deepen their knowledge and understanding by private study and background reading before the examination towards the end of the academic session.

It would be beneficial if candidates gained experience of an examination type assessment during the delivery of the award so that they feel comfortable with the format. There could be discussions with candidates on examination technique, which should include the timing, the significance of the verbs used in questions, the need to ascertain the scope of the question, and planning responses. Feedback on sample responses (formative assessment) would sharpen their examination techniques.

The examination should be completed under normal examination conditions. That is at a defined time advertised well in advance, in a quiet venue with effective invigilation facilities. Candidates should be provided with clear information regarding examination resits.

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

General information for candidates

Unit Title: Rural Business Management: Graded Unit 3

Graded Unit code: F6JE 35

This is a single credit Graded Unit (Examination) at SCQF level 8.

This Graded Unit is designed to assess your ability to recall, integrate and apply the essential knowledge and understanding required to meet the principal aims of the HND Rural Business Management award. The assessment is two closed-book examinations lasting 1.5 hours each, held towards the end of the course, which draw together elements from the following defined Units of your Rural Business Management programme:

Unit code	Unit name
F137 34	Using Financial Accounting Statements
F26F 35	Planning, Budgeting and Control
DE3G 35	Economics 1:Micro and Macro Theory and Application
DV8N 35	Marketing Planning Process
DE3E 34	Business Law: An Introduction
F3X3 35	Data Collection and Handling Methods
D5MT 34	Supervision and Management

The examinations consist of questions in five areas related to key aspects of the above Units. These areas are:

- ◆ Planning and Budgeting
- ◆ Economics
- ◆ Management
- ◆ Marketing
- ◆ Business Law

The total number of marks available is 100. Assessors mark each section of the examination papers taking into account the criteria outlined. The marks for the examinations are then aggregated to arrive at an overall mark for the Graded Unit examination. Assessors then assign an overall grade for your Graded Unit examination based on the following grade boundaries.

A = 70% — 100%	B = 60% — 69%	C = 50% — 59%
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Candidates who fail an examination and are offered a re-sit opportunity must undertake a substantially different question paper.