

Scottish Group Award Specifications

SGA in:	Business		
Level:	Intermediate 2	Code:	G5A0 11

Summary of requirements

SGA in Business at Intermediate 2

National Courses and Units required*

2 National Courses (8 credits) at Intermediate 2 from:
Accounting
Administration
Business Management
Economics

Details in specific section

plus

8 credits at minimum of Intermediate 1

Details in open section

Total 16 credits

Core Skills required*

The above must include or cover:
5 core skills at Intermediate 1

Details in specific section

* See Important Note on page 4.

Rules for credit contribution for specific and open sections

Important Note* Achievement above the minimum requirements

The specification shows the **minimum** requirements for this SGA. Where possible, centres may wish to encourage candidates to exceed this minimum. Candidates achieving above the minimum specification will have this achievement recorded on their Scottish Qualifications Certificate. For example the following can be achieved above the minimum requirement:

- Core Skills at levels above those specified
- more National Courses and Units at Intermediate 2 instead of the credits at Intermediate 1
- National Course grades, eg grade A or B instead of grade C
- more than the required two National Courses, in which case each additional course completed counts as four credits in the open section of the specification

Hierarchies

- courses and units can be substituted by those with the same title at a higher level, eg Financial Accounting (Int 2) can be substituted by Financial Accounting (H) (See Section E)

Double counting

- courses and units with the same title at different levels cannot both contribute credits to the SGA, eg **either** Financial Accounting (Int 2) **or** Financial Accounting (H)
- courses at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Course in Accounting and Finance at Intermediate 2 **or** Standard Grade Accounting and Finance at Credit Level (See Section F)
- same course with different grades cannot both contribute credits to the SGA, eg **either** Accounting and Finance (Int 2) at grade A **or** Accounting and Finance (Int 2) at grade C
- same course or unit cannot contribute credit to both the specific and open sections of an SGA

National Course awards at Grade D

National Course awards at Grade D can contribute to the SGA in the following ways:

- in place of the specified Intermediate 2 Course, a grade D at Higher (or above) in the Course of the same title can contribute 4 credits to the specific section
- a grade D at Intermediate 2 (or above) can contribute 4 credits to the open section.

Note - The former compensatory course awards (fallbacks) can also contribute to the SGA:

- in place of the specified Intermediate 2 Course, a compensatory award for the Course of the same title taken at Higher (ie awarded at Intermediate 2) can contribute 4 credits to the specific section
- a compensatory award for a course taken at Intermediate 2 (ie awarded at Intermediate 1) can contribute 4 credits to the open section.

Administration and Information Systems

- Administration and Information Systems courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Administration or Information Systems course, not both

Gaelic (Learners) and Gàidhlig

- Gaelic (Learners) and Gàidhlig courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Gaelic (Learners) or Gàidhlig course, not both

Specific section

A

This section specifies: mandatory courses, mandatory units, mandatory combinations of courses and/or units, mandatory core skill requirements and optional courses and units.

Course/unit no	Course/unit title	Credits
C209 11	Accounting (Int 2)	4
C002 11	Administration (Int 2)	4
C010 11	Business Management (Int 2)	4
C038 11	Economics (Int 2)	4
		Total credits required: 8

** Core skills requirement

Communication at Intermediate 1
Numeracy at Intermediate 1
Information Technology at Intermediate 1
Problem Solving at Intermediate 1
Working with Others at Intermediate 1

** See Section D for core skills details.

Note: Candidates may substitute designated Standard Grades at Credit Level for National Courses at Intermediate 2 in this section. (See Section F)

Open section

B

8 credits at minimum of Intermediate 1 are required to complete this SGA. These can be chosen from either one or both of the following sections:

- Open section (any qualification listed below)
- Specific section (units and courses not already chosen)

The 8 credits may be made up from any of the following. Each has a fixed credit value for the purposes of this SGA.

Qualifications	Credit
National Units at Intermediate 1 or above	each typically 1
National Courses at Intermediate 1 or above	each 4
Standard Grades at General Level contribute credits at <i>Intermediate 1</i> *	each 4
Standard Grades at Credit Level contribute credits at <i>Intermediate 2</i> *	each 4
Free-standing core skills units (if required to complete the core skills requirement)	each 1
Relevant SVQs at Level 1 in the following occupational areas contribute credits at <i>Intermediate 1</i> : 007 (Providing Goods and Services) 009 (Providing Business Services)	max 8
Relevant SVQs at Level 2 in the following occupational areas contribute credits at <i>Intermediate 2</i> : 007 (Providing Goods and Services) 009 (Providing Business Services)	max 8

*If achieved prior to 1994 please contact SQA Helpdesk ☎ 0141 242 2214.

Note: There are many ways in which the 8 credits at Intermediate 1 can be achieved and the following sections are provided for your information.

Open section: Qualifications which can contribute credits to this group award.

Programme advice: Guidance on possible combinations of units and courses which candidates might choose in order to gain the required credits.

Centres and candidates should agree the most appropriate way of gaining the required credits to meet each candidate's individual needs.

Rules for credit contribution for specific and open sections

Important Note* Achievement above the minimum requirements

The specification shows the **minimum** requirements for this SGA. Where possible, centres may wish to encourage candidates to exceed this minimum. Candidates achieving above the minimum specification will have this achievement recorded on their Scottish Qualifications Certificate. For example the following can be achieved above the minimum requirement:

- Core Skills at levels above those specified
- more National Courses and Units at Intermediate 2 instead of the credits at Intermediate 1
- National Course grades, eg grade A or B instead of grade C
- more than the required two National Courses, in which case each additional course completed counts as four credits in the open section of the specification

Hierarchies

- courses and units can be substituted by those with the same title at a higher level, eg Financial Accounting (Int 2) can be substituted by Financial Accounting (H) (See Section E)

Double counting

- courses and units with the same title at different levels cannot both contribute credits to the SGA, eg **either** Financial Accounting (Int 2) **or** Financial Accounting (H)
- courses at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Course in Accounting and Finance at Intermediate 2 **or** Standard Grade Accounting and Finance at Credit Level (See Section F)
- same course with different grades cannot both contribute credits to the SGA, eg **either** Accounting and Finance (Int 2) at grade A **or** Accounting and Finance (Int 2) at grade C
- same course or unit cannot contribute credit to both the specific and open sections of an SGA

National Course awards at Grade D

National Course awards at Grade D can contribute to the SGA in the following ways:

- in place of the specified Intermediate 2 Course, a grade D at Higher (or above) in the Course of the same title can contribute 4 credits to the specific section
- a grade D at Intermediate 2 (or above) can contribute 4 credits to the open section.

Note - The former compensatory course awards (fallbacks) can also contribute to the SGA:

- in place of the specified Intermediate 2 Course, a compensatory award for the Course of the same title taken at Higher (ie awarded at Intermediate 2) can contribute 4 credits to the specific section
- a compensatory award for a course taken at Intermediate 2 (ie awarded at Intermediate 1) can contribute 4 credits to the open section.

Administration and Information Systems

- Administration and Information Systems courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Administration or Information Systems course, not both

Gaelic (Learners) and Gàidhlig

- Gaelic (Learners) and Gàidhlig courses cannot both contribute credits to the SGA
- Candidates can choose **either** the Gaelic (Learners) or Gàidhlig course, not both

Note: Advice on making up programmes of credit from the open section follows in Section C.

Candidates having met the requirements of the specific section need to achieve a further 8 credits at a minimum of Intermediate 1. The general rules are defined in Section B.

A wide choice is available to meet the 8 credits. Centres should consider individual candidate needs, eg for further specialist work within the title area of the SGA or for broadening beyond the SGA title area.

Advice has been developed in the following section on possible groupings of units and courses. This might be useful in the selection of programmes to meet individual candidates' career and progression needs in business. The groupings are not exhaustive. Centres and candidates can choose other provision from SQA's range of qualifications to build up a coherent programme.

Candidates can make up the 8 credits by selecting courses and/or units from a range of these groupings or by selecting courses and/or units from an individual grouping according to their needs.

Please note the rules on hierarchical substitution and double-counting listed in Section B when finalising individual candidate SGA programmes.

*Mandatory unit of a course. †Optional unit of a course. All other units are free-standing National Units. []Bracketed numbers indicate the former coding for these unrevised National Units.

Course/unit no	Course/unit title	Credits
Accounting and Finance		
Course:		
C209 10	Accounting (Int 1)	4
Component units of course:		
DF47 10	*Financial Accounting (Int 1)	1.5
DF4T 10	*Management Accounting (Int 1)	1.5
Free-standing National Units:		
D0W0 11	Recording of Cash Data (Int 2) [6130076]	1
D0W1 11	Recording of Credit Data (Int 2) [6130086]	1
D0W2 11	Recording of Data in Ledger (Int 2) [6130096]	1
D929 11	Recording of Financial Transactions (Int 2)	1
D0W3 11	Recording of Pay Information (Int 2) [6130106]	1
Administration		
Course:		
C002 10	Administration (Int 1)	4
Component units of course:		
D007 10	*Administrative Support (Int 1)	1
D008 10	*Information Technology: Office Applications (Int 1)	1
D009 10	*Word Processing 1 (Int 1)	1
Free-standing National Units:		
D0XA 11	Medical Reception and Records (Int 2) [6190056]	2
D0X9 11	Medical Terminology (Int 2) [6190016]	2
D0WH 11	Processing Basic Numerical Data (Int 2) [6170395]	1

Course/unit no	Course/unit title	Credits
Free-standing National Units continued:		
D0WK 11	Processing Business Documents (Int 2) [6171035]	1
D0X3 11	Producing Text from Recorded Material - Legal (Int 2) [6180325]	1
D0X4 11	Producing Text from Recorded Material - Medical (Int 2) [6180335]	1
D0X8 11	Producing Text from Recorded Material (Int 2) [6181025]	1
D0WG 11	Reception Skills (Int 2) [6170035]	1
D0WM 11	Shorthand Transcription 1 (50 wpm) (Int 2) [6180205]	3
D0WP 11	Shorthand Transcription 2 (60 wpm) (Int 2) [6180215]	1
D0WR 11	Shorthand Transcription 3 (70 wpm) (Int 2) [6180225]	1
D0VV 11	Shorthand Transcription 4 (80 wpm) - Legal (Int 2) [6180255]	1
D0WT 11	Shorthand Transcription 4 (80 wpm) - Medical (Int 2) [6180245]	1
D0WS 11	Shorthand Transcription 4 (80 wpm) (Int 2) [6180235]	1
D931 11	Word Processing 3 (Int 2)	1
D932 11	Word Processing 4 (Int 2)	1
D0X7 11	Word Processing 4 - Medical (Int 2) [6180637]	1
D933 11	Word Processing 5 (Int 2)	1
D0X6 11	Word Processing 5 - Legal (Int 2) [6180565]	1
D0X5 11	Word Processing 5 - Medical (Int 2) [6180555]	1
D0WF 10	Working with Callers and Colleagues (Int 1) [6170025]	1

Business Management

Course:

C010 10	Business Management (Int 1)	4
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Component units of course:

D047 10	*Business Activities (Int 1)	1
D046 10	*Business in Society (Int 1)	1
D048 10	*Information in Business (Int 1)	1

Computing and Information Technology

Course:

C206 11	Computing (Int 2)	4
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Component units of course:

DF2X 11	Computer Systems (Int 2)	1
DF2Y 11	Software Development (Int 2)	1
DF30 11	Computer Networking (Int 2)	1
DF31 11	Artificial Intelligence	1
DF32 11	Multimedia Technology	1

Course:

C054 11	Information Systems (Int 2)	4
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Component units of course:

D094 11	*Computer Application Software (Int 2)	1
D299 11	*Database Systems (Int 2)	1
D300 11	†Applications of Information Technology in Society (Int 2)	1
D301 11	†Multimedia (Int 2)	1

Course/unit no	Course/unit title	Credits
D096 11	†The Internet (Int 2)	1
Course:		
C207 10	Computing Studies (Int 1)	4
Component units of course:		
DF33 10	Computer Application (Int 1)	1
DF34 10	Multimedia Applications (Int 1)	1
DF36 10	Information and the Internet (Int 1)	1
DF37 10	Computers and the Internet (Int 1)	1
Distribution, Retail, Selling and Customer Services		
Component unit of Travel and Tourism course:		
D441 11	†Interacting with Customers (Int 2)	1
Free-standing National Units:		
D0SK 11	Basic Retail Skills (Int 2) [5120077]	1
D0SG 11	Consumer Studies (Int 2) [5120057]	1
D0SD 10	Customer Contact (Int 1) [5120021]	0.5
D0SN 10	Introduction to Display (Int 1) [5120117]	1
D0SP 11	Introduction to the Retail and Distribution Industries (Int 2) [5120127]	2
D0SJ 10	Introduction to Retail Merchandising (Int 1) [5120067]	1
D0Y8 11	Selling Principles (Int 2) [6340026]	1
D0ST 11	Stock Control (Int 2) [5120257]	1
Economics		
Course:		
C038 10	Economics (Int 1)	4
Component units of course:		
D204 10	*Macroeconomic Concepts (Int 1)	1
D202 10	*The Economics of the Market (Int 1)	1
D203 10	*The Individual and Employment (Int 1)	1
Free-standing National Unit:		
D0VT 11	Economic Structure of Industry (Int 2) [6120110]	1
English/Gàidhlig		
Course:		
C115 10	English (Int 1)	4
Component units of course:		
D8VH 10	English: Language Study (Int 1)	1
D8VJ 10	English: Literary Study (Int 1)	1
D8VK 10	English: Personal Study (written response) (Int 1)	1
D8VL 10	English: Personal Study (spoken response) (Int 1)	1

Course/unit no	Course/unit title	Credits
Course:		
C041 10	Gàidhlig (Int 1) ¹	4
Component units of course:		
D232 10	*Appreciative Language Skills (Int 1)	1
D231 10	*Expressive Language Skills (Int 1)	1
D230 10	*Interpretative Language Skills (Int 1)	1
¹ See Rules for credit contribution		
Enterprise		
Free-standing National Units:		
D36N11	Enterprise Activity (Int 2)	1
D36N 10	Enterprise Activity (Int 1)	1
Financial Services		
Free-standing National Unit:		
D0XE 11	Personal Financial Services (Int 2) [6220006]	1
Law		
Free-standing National Units:		
D0W9 12	Introduction to Consumer and Investor Protection (H) [6150016]	1
D0WD 11	Introduction to Legal Rights, Obligations and Processes (Int 2) [6150066]	1
D0WC 12	Law in Employment (H) [6150046]	1
D32B 12	Scottish Legal Framework (H)	1
Marketing		
Free-standing National Units:		
D0XT 11	Marketing Research Principles (Int 2) [6260036]	1
D0XP 11	Marketing: Basic Principles (Int 2) [6260006]	1
Mathematics		
Course:		
C100 10	Mathematics: Maths 1, 2 and 3 (Int 1)	4
C101 10	Mathematics: Maths 1, 2 and Applications (Int 1)	4
Component units of courses:		
D324 10	Applications of Mathematics (Int 1)	1
D321 10	Mathematics 1 (Int 1)	1
D322 10	Mathematics 2 (Int 1)	1
D323 10	Mathematics 3 (Int 1)	1

Course/unit title	Credits
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Media Studies

Courses:

C210 11	Media Studies (Int 2)	4
C210 10	Media Studies (Int 1)	4

Component units of courses:

DF14 11	Media Analysis: Fiction (Int 2)	1
DF15 11	Media Analysis: Non-fiction (Int 2)	1
DF16 11	Media Production (Int 2)	1
DF14 10	Media Analysis: Fiction (Int 1)	1
DF15 10	Media Analysis: Non-fiction (Int 1)	1
DF16 10	Media Production (Int 1)	1

Modern Languages other than English/Gàidhlig

Courses:

C059 10	French (Int 1)	4
C084 10	Gaelic (Learners): Listening and Talking (Int 1)	4
C085 10	Gaelic (Learners): Reading and Writing (Int 1)	4
C060 10	German (Int 1)	4
C061 10	Italian (Int 1)	4
C062 10	Russian (Int 1)	4
C063 10	Spanish (Int 1)	4

Any component units of any modern languages course at Intermediate 1

Any free-standing National Units in modern languages at Intermediate 1

¹See Rules of credit contribution

Personal and Social Education

Course:

C067 10	Personal and Social Education (Int 1)	4
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Component units of course:

D364 10	*Personal Awareness and Development (Int 1)	1
D365 10	*Social Awareness and Development (Int 1)	1
D366 10	*Vocational Awareness and Development (Int 1)	1

Purchasing

Free-standing National Units:

D0XN 11	Materials Handling and Storage (Int 2) [6250047]	1
D0XJ 11	Principles of Purchasing and Supply (Int 2) [6250006]	1

Course/unit no	Course/unit title	Credits
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Travel and Tourism

Course:

C075 11	Travel and Tourism (Int 2)	4
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Component units of course:

D439 11	†British Isles Tourist Destinations (Int 2)	1
D440 11	†European and Mediterranean Tourist Destinations (Int 2)	1
D441 11	†Interacting with Customers (Int 2)	1
D438 11	*Travel and Tourism: An Introduction (Int 2)	2

Work Experience

Free-standing National Unit:

D36H 10	Work Experience (Int 1)	1
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Core Skills

Free-standing National Units:

D01B 10	Communication (Int 1)	1
D01D 10	Information Technology (Int 1)	1
D01C 10	Numeracy (Int 1)	1
D01E 10	Problem Solving (Int 1)	1
D01F 10	Working with Others (Int 1)	1

Candidates who have not achieved these core skills in other ways must select the required core skills units. See Section D for further information.

One or more core skills in this SGA may be automatically certificated through courses and units in the specific section. Where this is the case, the corresponding core skill unit in the open section cannot be counted towards the SGA.

Core skills

D

To achieve this SGA, all candidates **must achieve** the following core skills:

Core skill	Level
Communication	Intermediate 1
Numeracy	Intermediate 1
Information Technology	Intermediate 1
Problem Solving	Intermediate 1
Working with Others	Intermediate 1

Candidates can achieve core skills:

- through Standard Grades or other units which give automatic certification of core skills, eg a candidate who has completed Standard Grade English and Mathematics at General Level is given automatic certification of Communication and Numeracy at Intermediate 1
- by selecting from the group award units and courses which give automatic certification of core skills, eg Intermediate 2 Administration course gives automatic certification of Problem Solving at Intermediate 2 and Information Technology at Intermediate 2
- by selecting dedicated core skills units in the open section of the SGA

Candidates' current level of achievement in core skills is shown on the Scottish Qualifications Certificate in the form of a profile. This shows achievement against each of the core skills *components*. Where a core skill has more than one component, the candidate needs to achieve each component at the level specified for the SGA. For example, if an SGA requires Communication at Intermediate 1, a candidate whose profile shows Written Communication at Intermediate 1 and Oral Communication at Access 3 would not meet the requirement and would have to improve in Oral Communication.

Details of all courses which give automatic certification of core skills is published in the *Catalogue of Core Skills in National Qualifications* (SQA, 2001/2002).

Hierarchical sequences

E

The SQA numbering system for qualifications consists of a 4 + 2 reference code.

The qualifications in a hierarchical sequence have the same title and are available at more than one level. They are identified by their reference code having the same first four digits, eg, DF47 in the example below. The last two digits are unique to each level of qualification, eg 12 equates to Higher, 11 equates to Intermediate 2.

Units

The following is an example of a hierarchical sequence of units:

DF47 11	Financial Accounting (Int 2)
DF47 12	Financial Accounting (H)

Where units which are part of hierarchical sequences are specified, candidates who achieve a unit at a higher level than the one specified can use the upper level unit to count as credit towards the group award. For example, Financial Accounting (H) can be counted instead of Financial Accounting (Int 2).

Candidates can only use one of these units to count as credit towards the group award.

In the case of unrevised National Certificate Modules, ie units which retain their original number, there are hierarchies where the title is the same and the number is different. Details of these exceptions will be published in a separate document. The pattern for these hierarchies is the same as that previously established for GSVQs.

There are also some hierarchies where the titles and numbers of the units at different levels are different. In this specification, if there are two units at different levels with heavily overlapping content, only one of these units should be used to count as credit towards the group award. Details of these exceptions will be published in a separate document.

Courses

The following is an example of a hierarchical sequence of courses:

C010 10	Business Management (Int 1)
C010 11	Business Management (Int 2)
C010 12	Business Management (H)
C010 13	Business Management (AH)

In the SGA specification, where courses which belong to hierarchical sequences are specified, candidates who achieve a course at a higher level than the one specified can use the upper level course to count as credit towards the group award. For example, Business Management (H) can be counted instead of Business Management (Int 2).

Candidates can only use one of these courses to count as credit towards the group award - a maximum of 4 credits.

Standard Grades

F

Designated Standard Grades at Credit Level can contribute 4 credits each to the SGA in place of corresponding National Courses in the *specific section*.

The designated Standard Grades and their corresponding National Courses, either of which can contribute to this SGA, are as follows:

Standard Grade

National Course

Accounting and Finance at Credit Level

Accounting (Int 2)

Business Management at Credit Level

Business Management (Int 2)

Economics at Credit Level

Economics (Int 2)

Office and Information Studies at Credit Level

Administration (Int 2)

Note: Any Standard Grade at General or Credit Level can contribute 4 credits to the *open section*.

SVQs

G

Relevant Scottish Vocational Qualifications (SVQs) from occupational areas 007 (Providing Goods and Services) and 009 (Providing Business Services) can each contribute up to eight credits to the open section of the SGA.

SVQs at Level 2 contribute credits at Intermediate 2.

SVQs at Level 1 contribute credits at Intermediate 1.

The following are **examples** of relevant SVQs.

Code no	Relevant SVQs	Level
007 Providing Goods and Services		
G3AW 22	Customer Service	2
G3A4 22	International Trade and Services	2
G3A5 22	Procurement	2
G6HS 22	Sales	2
G3C6 22	Travel Services	2
009 Providing Business Services		
G3JV 22	Accounting	2
G5W5 22	Administration	2
G5W4 21	Administration	1
G3JN 22	Banking	2
G3JR 22	Insurance: General	2
G3JS 22	Insurance: Intermediaries	2
G6HP 22	Providing Financial Services (Banks and Building Societies)	2
G3JY 22	Using Information Technology	2

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