

**Scottish Group Award Specifications**

SGA in:	<b>Business: Retail and Distribution</b>		
Level:	<b>Higher</b>	Code:	<b>G5A1 12</b>



## Summary of requirements

### SGA in Business: Retail and Distribution at Higher

#### National Courses and Units required\*

*2 mandatory National Courses (8 credits) at Higher:*

Business Management  
Retail and Distribution

*Details in specific section*

**plus**

*1 National Course (4 credits) at Higher from:*

Administration	Psychology
Advertising, Marketing and Public Relations	Sociology
Economics	French
English	German
Gaelic (Learners)	Italian
Gàidhlig	Russian
Information Systems	Spanish

*Details in specific section*

**plus**

*2 mandatory National Units (2 credits):*

Consumer Studies (Int 2)  
Health and Safety in the Work Environment (H)

*Details in specific section*

**plus**

*6 credits at minimum of Intermediate 2*

*Details in open section*

**Total 20 credits**

#### Core skills required\*

*The above must include or cover:*

5 core skills at Intermediate 2

*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 Higher instead of the credits at Intermediate 2
- National Course grades, eg grade A or B instead of grade C
- more than the required three 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 Microeconomics (Int 2) can be substituted by Microeconomics (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** Administration (Int 2) **or** Administration (H)
- courses at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Course in Gàidhlig at Higher **or** SCE Higher Grade Gàidhlig (See Section F)
- same course with different grades cannot both contribute credits to the SGA, eg **either** Higher Business Management at grade A **or** Higher Business Management 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 Higher Course, a grade D at Advanced Higher in the Course of the same title can contribute 4 credits to the specific section
- a grade D at Higher (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 Higher Course, a compensatory award for the Course of the same title taken at Advanced Higher (ie awarded at Higher) can contribute 4 credits to the specific section
- a compensatory award for a course taken at Higher (ie awarded at Intermediate 2) 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
<b>Course/Unit</b>		
C010 12	Business Management (H)	4
C01C 12	Retail and Distribution (H)	4
<b>plus one National course from:</b>		
C002 12	Administration (H) <sup>1</sup>	4
C01H 12	Advertising, Marketing and Public Relations (H)	4
C038 12	Economics (H)	4
C115 12	English (H)	4
C054 12	Information Systems (H) <sup>1</sup>	4
C212 12	Psychology (H)	4
C074 12	Sociology (H)	4
C059 12	French (H)	4
C084 12	Gaelic (Learners) Listening and Talking (H)	4
C085 12	Gaelic (Learners) Reading and Writing (H)	4
C041 12	Gàidhlig (H) <sup>1</sup>	4
C060 12	German (H)	4
C061 12	Italian (H)	4
C062 12	Russian (H)	4
C063 12	Spanish (H)	4
<b>plus two mandatory National Units:</b>		
D0SG 11	Consumer Studies (Int 2) [5120057]	1
D11M 12	Health and Safety in the Work Environment (H) [7160026]	1

**Total credits required: 14**

<sup>1</sup>See Rules for credit contribution

### \*\* Core skills requirement

Communication at Intermediate 2  
Numeracy at Intermediate 2  
Information Technology at Intermediate 2  
Problem Solving at Intermediate 2  
Working with Others at Intermediate 2

\*\* See Section D for core skills details.

Note: Candidates may substitute designated SCE Highers for National Courses at Higher in this section. (See Section F)



## Open section

**B**

**6 credits at minimum of Intermediate 2** 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 6 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 2 or above	each typically 1
National Courses at Intermediate 2 or above	each 4
Standard Grades at Credit Level contribute credits at <i>Intermediate 2*</i>	each 4
SCE Highers contribute credits at <i>Higher*</i>	each 4
Free-standing core skills units (if required to complete the core skills requirement)	each 1
Relevant SVQs at Level 2 in the following occupational areas contribute credits at <i>Intermediate 2</i> : 007 (Providing Goods and Services)	max 6
Relevant SVQs at Level 3 in the following occupational areas contribute credits at <i>Higher</i> : 007 (Providing Goods and Services)	max 6

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

Note: There are many ways in which the 6 credits at Intermediate 2 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 Higher instead of the credits at Intermediate 2
- National Course grades, eg grade A or B instead of grade C
- more than the required three 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 Microeconomics (Int 2) can be substituted by Microeconomics (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** Administration (Int 2) **or** Administration (H)
- courses at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Course in Gàidhlig at Higher **or** SCE Higher Grade Gàidhlig (See Section F)
- same course with different grades cannot both contribute credits to the SGA, eg **either** Higher Business Management at grade A **or** Higher Business Management 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 Higher Course, a grade D at Advanced Higher in the Course of the same title can contribute 4 credits to the specific section
- a grade D at Higher (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 Higher Course, a compensatory award for the Course of the same title taken at Advanced Higher (ie awarded at Higher) can contribute 4 credits to the specific section
- a compensatory award for a course taken at Higher (ie awarded at Intermediate 2) 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 6 credits at a minimum of Intermediate 2. The general rules are defined in Section B.

A wide choice is available to meet the 6 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 retail and distribution. 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 6 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
<b>Accounting</b>		
Free-standing National Units:		
D0SL 11	Payments Handling (Int 2) [5120087]	1
D929 11	Recording of Financial Transactions (Int 2)	1
<b>Administration</b>		
Course:		
C002 11	Administration (Int 2)	4
Component units of course:		
D007 11	*Administrative Support (Int 2)	1
D008 11	*Information Technology: Office Applications (Int 2)	1
D010 11	*Word Processing 1 (Int 2)	1
<b>Customer Service</b>		
Component unit of Salon Service Skills course:		
D04H 11	*Customer Service (Int 2)	1
<b>Distribution, Retail and Sales</b>		
Component unit of Salon Business Environment course:		
D0Y7 12	*Sales Environment (H) [6340016]	1
Free-standing National Units:		
D0SW 12	Displaying Merchandise (H) [5120527]	0.5
D0XL 12	Inventory, Planning and Control (H) [6250027]	1
D0Y6 12	Sales Team Leadership (H) [6340006]	1

Course/unit no	Course/unit title	Credits
Free-standing National Units continued:		
D0SK 11	Basic Retail Skills (Int 2) [5120077]	1
D0SM 11	Display Practice (Int 2) [5120107]	1
D0SP 11	Introduction to the Retail and Distribution Industries (Int 2) [5120127]	2
D0SV 11	Merchandising (Int 2) [5120277]	1
D0Y8 11	Selling Principles (Int 2) [6340026]	1
D0ST 11	Stock Control (Int 2) [5120257]	1
<b>Economics</b>		
Course:		
C038 11	Economics (Int 2)	4
Component units of course:		
D206 11	*Microeconomics (Int 2)	1
D205 11	*The Economy (Int 2)	2
<b>English/Gàidhlig</b>		
Course:		
C115 11	English (Int 2)	4
Component units of course:		
D8VH 11	English: Language Study (Int 2)	1
D8VJ 11	English: Literary Study (Int 2)	1
D8VK 11	English: Personal Study (written response) (Int 2)	1
D8VL 11	English: Personal Study (spoken response) (Int 2)	1
Course:		
C041 11	Gàidhlig (Int 2) <sup>1</sup>	4
Component units of course:		
D232 11	*Appreciative Language Skills (Int 2)	1
D231 11	*Expressive Language Skills (Int 2)	1
D230 11	*Interpretative Language Skills (Int 2)	1
<sup>1</sup> See Rules for credit contribution		
<b>Enterprise</b>		
Free-standing National Unit:		
D36N 11	Enterprise Activity (Int 2)	1
<b>European Union</b>		
Free-standing National Unit:		
D0WB 12	Introduction to the Structure and Processes of the European Union (H) [6150036]	1

Course/unit no	Course/unit title	Credits
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#### Health and Safety

Free-standing National Unit:

EF4D 12	Food Safety for Food Handlers (H) [5130406]	0.5
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#### Law

Free-standing National Units:

D0W9 12	Introduction to Consumer and Investor Protection (H) [6150016]	1
D32C 12	Introduction to the Law of Contract (H)	1

#### Marketing

Component unit of Marketing the Scottish Tourism Product course:

D6DL 12	*Overseas Marketing (H)	1
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Free-standing National Units:

D0XX 12	Export Marketing Services (H) [6260067]	1
D0XR 12	Image, Branding and Packaging (H) [6260016]	1
D0XV 12	Marketing Mix (H) [6260046]	1
D0XT 11	Marketing Research Principles (Int 2) [6260036]	1
D0XP 11	Marketing: Basic Principles (Int 2) [6260006]	1
D0XW 12	Promotional Mix (H) [6260056]	1

#### Modern Languages other than English/Gàidhlig

Courses:

C059 11	French (Int 2)	4
C084 11	Gaelic (Learners) Listening and Talking (Int 2)	4
C085 11	Gaelic (Learners) Reading and Writing (Int 2)	4
C060 11	German (Int 2)	4
C061 11	Italian (Int 2)	4
C062 11	Russian (Int 2)	4
C063 11	Spanish (Int 2)	4

Any component units of any modern languages course at Intermediate 2

Any free-standing National Units in modern languages at Intermediate 2

<sup>1</sup>See Rules for credit contribution

#### Purchasing

Free-standing National Units:

D0XJ 11	Principles of Purchasing and Supply (Int 2) [6250006]	1
D0XK 12	Techniques of Purchasing and Supply (H) [6250016]	1

Course/unit no	Course/unit title	Credits
<b>Supervisory Skills</b>		
Component unit of Event Planning course:		
D0VS 12	*Leadership and Motivation at Work (H) [6110546]	1
Free-standing National Unit:		
D927 12	Personnel Skills for Supervisors (H)	1
<b>Work Experience</b>		
Free-standing National Unit:		
D36H 12	Work Experience (H)	1
<b>Core Skills</b>		
Freestanding National Units:		
D01B 11	Communication (Int 2)	1
D01C 11	Numeracy (Int 2)	1
D01D 11	Information Technology (Int 2)	1
D01E 11	Problem Solving (Int 2)	1
D01F 11	Working with Others (Int 2)	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.

In this SGA the Problem Solving core skill is automatically certificated through courses and units in the specific section. The corresponding core skill unit in the open section cannot be counted towards the SGA.

Other core skills 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 2
Numeracy	Intermediate 2
Information Technology	Intermediate 2
Problem Solving	Intermediate 2
Working with Others	Intermediate 2

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 at Credit level is given automatic certification of Communication at Intermediate 2
- by selecting from the group award units and courses which give automatic certification of core skills, eg the Higher course in Business Management gives automatic certification of Problem Solving at Higher
- 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 2, a candidate whose profile shows Written Communication at Intermediate 2 and Oral Communication at Intermediate 1 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 *Automatic Certification of Core Skills in National Qualifications* (SQA, 1999).





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, D206 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:

D206 11	Microeconomics (Int 2)
D206 12	Microeconomics (H)
D206 13	Microeconomics (AH)

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, Microeconomics (AH) can be counted instead of Microeconomics (H).

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 (AH) can be counted instead of Business Management (H).

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



## SCE Highers

F

Designated SCE Highers can contribute 4 credits each to the SGA in place of National Courses in the *specific section*.

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

### SCE Higher Grade\*

### National Course

Economics	Economics (H)
English	English (H)
French	French (H)
Gaelic (Learners)	Gaelic (Learners) (H)
Gàidhlig	Gàidhlig (H)
German	German (H)
Italian	Italian (H)
Russian	Russian (H)
Spanish	Spanish (H)
Management and Information Studies	Business Management (H)

\*SCE Highers do not give automatic certification of core skills. Further information will be published about this in due course.

Note: Any SCE Higher can contribute 4 credits to the *open section*.



## SVQs

G

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

SVQs at Level 3 contribute credits at Higher

SVQs at Level 2 contribute credits at Intermediate 2

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

Code no	Relevant SVQs	Level
007 Providing Goods and Services		
G6PE 23	Distribution and Warehousing Operations	3
G6PG 22	Distribution and Warehousing Operations	2
G6PL 23	Retail Operations	3
G6PP 22	Retail Operations	2

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