

# HN FINANCIAL AND BUSINESS MANAGEMENT

## Assessment Support Packs (ASPs)

Your centre's SQA Co-ordinator will have access to these HN Assessment Support Packs (ASPs)/Assessment Exemplars on SQA's website. Please approach them for copies.

**Title:** Accounting for Specialised Transactions  
**Unit Number:** HC44 35  
**Code:** HC44 35/ASP001  
**Edition:** *1<sup>st</sup> Edition, May 2016*  
**Downloads:** Accounting for Specialised Transactions

**Title:** Business Culture and Strategy  
**Unit Number:** F7J7 35  
**Code:** F7J7 35/AEX001  
**Edition:** *1<sup>st</sup> Edition, May 2011*  
**Downloads:** Business Culture and Strategy

**Title:** Business Taxation  
**Unit Number:** F7R6 35  
**Code:** F7R6 35/AEX001  
**Edition:** *5<sup>th</sup> Edition, July 2017*  
**Downloads:** Business Taxation

**Title:** Communication: Business Communication  
**Unit Number:** H7TK 34  
**Code:** H7TK 34/ASP004  
**Edition:** *1<sup>ST</sup> Edition, January 2016*  
**Downloads:** Communication: Business Communication

**Title:** Cost Accounting  
**Unit Number:** F7JR 34  
**Code:** F7JR 34/AEX001  
**Edition:** *6<sup>th</sup> Edition, April 2016*  
**Downloads:** Cost Accounting

**Title:** Economic Issues: An Introduction  
**Unit Number:** F7J8 34  
**Code:** F7J8 34/AEX001  
**Edition:** *2<sup>nd</sup> Edition, July 2012*  
**Downloads:** Economic Issues: An Introduction

**Title:** Economic Issues: An Introduction  
**Unit Number:** F7J8 34  
**Code:** F7J8 34/AEX002  
**Edition:** 1st Edition, December 2011  
**Downloads:** Economic Issues: An Introduction

**Title:** Financial and Business Management: Graded Unit 1  
**Unit Number:** H6A1 34  
**Code:** H6A1 34/AEX001  
**Edition:** 4<sup>th</sup> Edition, March 2016  
**Downloads:** Financial and Business Management: Graded Unit 1

**Title:** Financial and Business Management: Graded Unit 1  
**Unit Number:** H6A1 34  
**Code:** H6A1 34/AEX003  
**Edition:** 4<sup>th</sup> Edition, May 2016  
**Downloads:** Financial and Business Management: Graded Unit 1

**Title:** Financial and Business Management: Graded Unit 1  
**Unit Number:** H6A1 34  
**Code:** H6A1 34/ASP004  
**Edition:** 2<sup>nd</sup> Edition, May 2016  
**Downloads:** Financial and Business Management: Graded Unit 1

**Title:** Financial and Business Management: Graded Unit 2  
**Unit Number:** H6A2 35  
**Code:** H6A2 35/AEX002  
**Edition:** 5<sup>th</sup> Edition, July 2016  
**Downloads:** Financial and Business Management: Graded Unit 2

**Title:** Financial and Business Management: Graded Unit 2  
**Unit Number:** H6A2 35  
**Code:** H6A2 35/ASP003  
**Edition:** 1<sup>st</sup> Edition, April 2017  
**Downloads:** Financial and Business Management: Graded Unit 2  
**Supplementary files:** Sunchaser Holidays Solutions

**Title:** Financial and Business Management: Graded Unit 2  
**Unit Number:** H6A2 35  
**Code:** H6A2 35/ASP004  
**Edition:** 2<sup>ND</sup> Edition, July 2016  
**Downloads:** Financial and Business Management: Graded Unit 2

**Title:** Financial and Business Management: Graded Unit 3  
**Unit Number:** H6A3 35  
**Code:** H6A3 35/AEX001  
**Edition:** 3<sup>rd</sup> Edition, July 2016  
**Downloads:** Financial and Business Management: Graded Unit 3

**Title:** Financial and Business Management: Graded Unit 3  
**Unit Number:** H6A3 35  
**Code:** H6A3 35/AEX002  
**Edition:** 3<sup>rd</sup> Edition, July 2016  
**Downloads:** Financial and Business Management: Graded Unit 3

**Title:** Financial Reporting and Analysis  
**Unit Number:** HC43 35  
**Code:** HC43 35/ASP001  
**Edition:** 2<sup>nd</sup> Edition, December 2016  
**Downloads:** Financial Reporting and Analysis

**Title:** IT in Business: Spreadsheets  
**Unit Number:** HH83 34  
**Code:** HH83 34/ASP001  
**Edition:** 1<sup>st</sup> Edition, July 2017  
**Downloads:** IT in Business: Spreadsheets  
**Supplementary files:** ASP001 Supplementary file (zip file)  
ASP001 Solution (zip file)

**Title:** IT in Business: Spreadsheets [now in lapsing period]  
**Unit Number:** F84V 34  
**Code:** F84V 34/AEX001  
**Edition:** January 2011  
**Downloads:** IT in Business: Spreadsheets  
**Supplementary files:** Surveyou (Excel)  
GP Access Survey (PDF)  
Clinical Areas (Excel)  
Outcome 1 Solution

**Title:** IT in Business: Spreadsheets [*now in lapsing period*]  
**Unit Number:** F84V 34  
**Code:** F84V 34  
**Edition:** 4<sup>th</sup> Edition, August 2014  
**Downloads:** IT in Business: Spreadsheets  
**Supplementary files:** Customer Survey Responses  
Outcome 1 and 2 Solution

**Title:** Management Accounting for Decision Making  
**Unit Number:** F82J 35  
**Code:** F82J 35/ASP001  
**Edition:** 6<sup>th</sup> Edition, March 2016  
**Downloads:** Management Accounting for Decision Making

**Title:** Management Accounting for Planning and Control  
**Unit Number:** F82H 35  
**Code:** F82H 35/ASP001  
**Edition:** 2<sup>nd</sup> Edition, March 2016  
**Downloads:** Management Accounting for Planning and Control

**Title:** Management Accounting Using Information Technology  
**Unit Number:** F7JS 34  
**Code:** F7JS 34/ASP001  
**Edition:** 5<sup>th</sup> Edition, January 2017  
**Downloads:** Management Accounting Using Information Technology  
**Supplementary Files:** F7JS 34 ASP001 Supplementary files 2015

**Title:** Managing People and Organisations  
**Unit Number:** F84T 34  
**Code:** F84T 34/AEX002  
**Edition:** 1<sup>st</sup> Edition, July 2012  
**Downloads:** Managing People and Organisations

**Title:** Managing People and Organisations  
**Unit Number:** F84T 34  
**Code:** F84T 34/ASP003  
**Edition:** 1<sup>st</sup> Edition, March 2014  
**Downloads:** Managing People and Organisations

**Title:** Marketing: An Introduction  
**Unit Number:** F7BX 34  
**Code:** F7BX 34/AEX002  
**Edition:** January 2012  
**Downloads:** Marketing: An Introduction

**Title:** Marketing: An Introduction  
**Unit Number:** F7BX 34  
**Code:** F7BX 34/ASP003  
**Edition:** *2<sup>nd</sup> Edition, March 2017*  
**Downloads:** Marketing: An Introduction

**Title:** Personal Development Planning  
**Unit Number:** DE3R 34  
**Code:** DE3R 34/AEX001  
**Edition:** *October 2010*  
**Downloads:** Personal Development Planning

**Title:** Personal Development Planning  
**Unit Number:** DE3R 34  
**Code:** DE3R 34/ASP002  
**Edition:** *1<sup>st</sup> Edition, May 2017*  
**Downloads:** Personal Development Planning

**Title:** Preparing Financial Statements  
**Unit Number:** F7JT 34  
**Code:** F7JT 34/AEX001  
**Edition:** *4<sup>th</sup> Edition, November 2015*  
**Downloads:** Personal Development Planning

**Title:** Recording Financial Information  
**Unit Number:** F7JV 34  
**Code:** F7JV 34/AEX001  
**Edition:** *3<sup>rd</sup> Edition, March 2017*  
**Downloads:** Recording Financial Information

**Title:** Recording Financial Information  
**Unit Number:** F7JV 34  
**Code:** F7JV 34/AEX002  
**Edition:** *3<sup>rd</sup> Edition, March 2017*  
**Downloads:** Recording Financial Information

**Title:** **Statistics for Business**  
**Unit Number:** F84K 35  
**Code:** F84K 35/AEX001  
**Edition:** *3<sup>rd</sup> Edition, August 2014*  
**Downloads:** Statistics for Business  
**Supplementary files:** Excel files: Assessment 2 Data; Assessment 3 Data

**Title:** **Statistics for Business**  
**Unit Number:** F84K 35  
**Code:** F84K 35/AEX002  
**Edition:** *2<sup>nd</sup> Edition, August 2014*  
**Downloads:** Statistics for Business  
**Supplementary files:** Excel files: Assessment 2 Data; Assessment 2 Solution; Assessment 3 Data; Assessment 3 Solution

**Title:** **Using Financial Accounting Software**  
**Unit Number:** F7JP 34  
**Code:** F7JP 34/AEX001  
**Edition:** *2<sup>nd</sup> Edition, August 2012*  
**Downloads:** Using Financial Accounting Software Exemplar 1  
**Supplementary files:** Set up Data Optima Oct 2010  
Task 3 – Answer  
**NOTE:** To use supplementary files, Sage Financial Controller version 10 is required

**Title:** **Using Financial Accounting Software**  
**Unit Number:** F7JP 34  
**Code:** F7JP 34/  
**Edition:** *3<sup>rd</sup> Edition, February 2013*  
**Downloads:** Using Financial Accounting Software Exemplar 2  
**Supplementary files:** Set Up Data Scotia  
**NOTE:** The supplementary files were set up using Sage Line 50 Professional 2012