

Our ref: HN Update Aug14  
21 August 2014

SQA Co-ordinator

Contact: Sharon O'Neil, Tony Hamilton, Linda Meikle  
Direct line: 0345 213 5465/5467/5466  
[sharon.o'neil@sqa.org.uk](mailto:sharon.o'neil@sqa.org.uk)  
[tony.hamilton@sqa.org.uk](mailto:tony.hamilton@sqa.org.uk)  
[linda.meikle@sqa.org.uk](mailto:linda.meikle@sqa.org.uk)

Dear Colleague

The contents of this letter should be passed to the members of staff responsible for the delivery of:

**HNC/D Accounting**  
**HNC/D Administration and Information Technology**  
**HNC/D Business**

### **General Update**

#### **Internal Assessment Reports (IARs)**

IARs provide feedback to centres on visiting and central verification activity in relation to HN Qualifications. A report(s) has been produced for each of the subject areas and these are currently being processed by SQA. These will soon be published and placed on the relevant HN subject page under 'subject specific information'.

#### **Network Events**

It is our intention to hold our annual Network Events for all three Group Awards in the early part of 2015. We will notify centres of dates and the process for booking places towards the end of this year.

#### **HN Survey**

Thank you to all centres who participated in the 2013/2014 HN survey and who gathered responses from learners. This is a valuable means by which to inform future qualification developments and projects. The responses will be summarised and presented for discussion at the next QST meeting.

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### Prior Verified Assessments

The table below lists the prior verified instruments of assessment which are available for the HN Business related frameworks. These may be used for summative assessment. They are located on SQA's secure website and can be accessed via your centre's SQA Co-ordinator.

<b>August 2014 – Prior Verified Assessments</b>	
IT in Business: Advanced Databases	F848 35
International Marketing: An Introduction	DG6M 34
Customer Care	DJ43 33
Human Resource Management: Core Activities	H2W8 34
IT in Business: Spreadsheets	F84V 34
Preparing Financial Forecasts	F84R 35
E-Commerce Publishing Websites	DV6G 34
Mathematics for Business (x2)	A5NR 34
Management Accounting Using Information Technology (Outcome 1 only)	F7JS 34

### **HNC/D Accounting (G9M5 15/G9M6 16)**

#### **HN/PDA Frameworks and Arrangements Documents**

The Unit *ESOL for Work: Advanced Operational* (F1HW 34) has been added as an alternative to *Workplace Communication in English* (DE1K 33) in the HND Accounting framework.

The Arrangement Documents for the PDAs in Book-keeping, Financial Accounting and Management Accounting are being updated to remove references to the 2004 HN Units. These PDA frameworks now include only the 2010 HN Accounting Units.

Practitioners are reminded to refer to the History of Change section within the Arrangements Document for amendments to frameworks.

#### **Accounting: Graded Unit 1 (F8KE 34)**

An additional Assessment Support Pack (ASP) – Exemplar 4 - has been commissioned for this Unit and will be added to the secure website by the end of October 2014.

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### **Accounting: Graded Unit 2 (F8KF 35)**

Due to a security breach Assessment Exemplar 1 (F8KF 35/AEX001) has been removed from the secure website and is no longer acceptable. A further Assessment Support Pack (ASP) has been commissioned.

### **Accounting Standards and Terminology**

There are no changes to the Unit specifications and Assessment Exemplars for academic session 2014/2015. Centres can deliver/assess using either UKGAAP or IAS. Appendix 1 contains detailed information on our plans for the next two years regarding the revision of Unit specifications and Assessment Exemplars to conform to the requirements of FRS 102 along with a list of new terminology. Appendix 2 contains **suggested** layouts for financial statements for sole traders, partnerships, limited companies and PLCs. Appendix 3 contains details of ratios which may be used within HN Accounting.

### **HNC/D Administration and Information Technology (G9M7 15/G9M8 16)**

#### **Changes to frameworks since last session (August 2013)**

#### **New Optional Units**

Visual Communication: Social Media H387 34

The Unit introduces candidates to social media and how this communication tool can be utilised to maximise the marketing reach of a project/business/campaign. Candidates will develop investigative skills as they explore aspects of social media, and its use as a marketing tool. Candidates will develop these skills further by creating their own social media marketing campaign and evaluating its success.

#### **Revised Optional Units**

The following unit has been revised since the last Update Letter in August 2013:

Customer Care  
Customer Care

**new code** H49P 33  
**old code** DJ43 33 (finish date 31/072015)

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### Optional Units under Revision

The following Optional Units in Enterprise/Entrepreneurship are currently under review and are expected to be validated by the end of October. ASPs will be developed for the revised Units with an initial target publication date of April 2015.

Getting Started in Business DE2E 34	Preparing to Start a Business (new title)
Preparing and Presenting a Business Plan DK2K 34	Preparing a Formal Business Plan (new title)
Developing Entrepreneurial Skills A6Y7 34	Developing Entrepreneurial Skills

### Combined ASPs

Two ASPs have been produced which each combine assessment of two Units within the HNC/D Administration and Information Technology frameworks. The Communication: Analysing and Presenting Complex Communication DE3N / Creating a Culture of Customer Care H1F0 34 ASP is fully integrated, whilst the ICT in Business F84W 35/ Presentation Skills F84E 35 integrates one Outcome from each Unit as indicated in the table below. Both ASPs cover the respective Units in their entirety so can be used to fully assess each Unit. The Combined ASPs are listed on the SQA secure site alongside the conventional single Unit ASPs for the HNC/D Administration and Information Technology Group Awards.

Communication: Analysing and Presenting Complex Communication	DE3N 34
<b>and</b>	
Creating a Culture of Customer Care	H1F0 34

Information and Communication Technology in Business (Outcome 5)	F84W 35
<b>and</b>	
Presentation Skills (Outcome 2)	F84E 35

### ASPs in Production

ASPs are scheduled to be produced for the Units listed below to offer centres alternatives to those currently available on SQA secure site. They are scheduled to be available by end of March 2015 although a few may be available prior to this date.

Administration and Information Technology: Graded Unit 1	F8KW 34
Administration and Information Technology: Graded Unit 2	F8KX 35
Administration and Information Technology: Graded Unit 3	F8KY 35
Office Administration	F7JA 34
Office Technologies	F7J9 34
Office Management	F84D 35
IT in Business: Advanced Word Processing	F84A 35
IT in Business: Advanced Databases	F848 35
IT in Business: Advanced Spreadsheets	F849 35

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## **HNC/D Business (G9ML 15/G9MM 16)**

### **Changes to frameworks since last session (August 2013)**

#### **New Optional Units**

Visual Communication: Social Media H387 34

The Unit introduces candidates to social media and how this communication tool can be utilised to maximise the marketing reach of a project/business/campaign. Candidates will develop investigative skills as they explore aspects of social media and its use as a marketing tool. Candidates will develop these skills further by creating their own social media marketing campaign and evaluating its success.

Financial Services Regulatory Framework H0BW 35

This Unit is designed to ensure that candidates are able to recognise and explain the main regulatory requirements that financial services organisations are required to comply with in the United Kingdom. It provides candidates with the knowledge required to deal with many of the regulatory challenges they will face in the workplace. It also prepares candidates for study towards the examinations required by the regulatory authorities and is primarily intended for candidates who expect to take up advisory, sales support roles or trainee managerial positions. It may also be suited to those undertaking business related courses or who have a personal interest in this topic.

#### **Revised Optional Units**

Customer Care	<b>new code</b> H49P 33
Customer Care	<b>old code</b> DJ43 33 (finish date 31/07/2015)

Managing Information Systems to Develop a Small Business	<b>new code</b> H544 35
Managing a Small Business	<b>old code</b> A6HG 35

#### **Optional Units under Revision**

The following Optional Units in Enterprise/Entrepreneurship are currently under review and are expected to be validated by the end of October. ASPs will be developed for the revised Units with an initial target publication date of late March 2015.

Getting Started in Business DE2E 34	Preparing to Start a Business (new title)
Preparing and Presenting a Business Plan DK2K 34	Preparing a Formal Business Plan (new title)
Developing Entrepreneurial Skills A6Y7 34	Developing Entrepreneurial Skills

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### Combined ASPs

Three ASPs have been produced which each combine assessment of two Units within the HNC/D Business frameworks. The Communication: Analysing and Presenting Complex Communication DE3N / Creating a Culture of Customer Care H1F0 34 ASP and ICT in Business F84V 34/ IT Applications Software 1 D75X 34 are fully integrated, whilst the ICT in Business F84W 35/ Presentation Skills F84E 35 integrates one Outcome from each Unit as indicated in the table below. All three ASPs cover the respective Units in their entirety so can be used to fully assess each Unit. The Combined ASPs are listed on the SQA secure site alongside the conventional single Unit ASPs for the HNC/D Business Group Awards.

Communication: Analysing and Presenting Complex Communication	DE3N 34
<b>and</b>	
Creating a Culture of Customer Care	H1F0 34

IT in Business: Spreadsheets	F84V 34
<b>and</b>	
IT Applications Software 1	D75X 34

ICT in Business (Outcome 5)	F84W 35
<b>and</b>	
Presentation Skills (Outcome 2)	F84E 35

### HN Enhancement Pilot

Alternative Assessment Approach Support Packs are available for centres participating in the *Piloting 'Enhancements' to HN Qualifications to Support Articulation* project.

Centres who are not already part of the above pilot project and who wish to participate in the project should email: [hnenhancementpilot@sqa.org.uk](mailto:hnenhancementpilot@sqa.org.uk)

Yours faithfully



Sharon O'Neil  
Qualifications Manager  
Humanities, Arts and Business