

# Updates to National 3 to Higher Business Education Courses



We have updated some Unit assessment support, Unit Specifications and Course Assessment Specifications for National 3 to Higher Courses. This follows the revisions made to Unit Specifications and feedback gathered from centres during session 2014–15.

Updated Unit assessment support packs are now available for National 4, National 5 and Higher Administration and IT; National 3 and National 4 Business; and National 5 and Higher Business Management. Updated Course Assessment Specifications are now available for National 5 Accounting, National 5 Administration and IT, National 5 and Higher Business Management and National 5 Economics. Updated Unit Specifications are now available for National 3 Business and National 5 and Higher Business Management. The updated materials are dated 'August 2015'.

Please refer to the following 'Notification of Changes' tables for your curricular area, as these provide a summary of the changes to each document and include details of the revised version numbers.

- [Social Studies \(Business\) National 3 to 5 Notification of Changes Log](#)
- [Social Studies \(Business\) Higher Notification of Changes Log](#)

Notification of Changes tables for all subjects are available from [www.sqa.org.uk/cfesubjectchanges](http://www.sqa.org.uk/cfesubjectchanges)

The use of SQA-produced Unit assessments is not mandatory; however, if you are using them, we strongly encourage you to use the most up-to-date versions. Please note that you may continue to use existing versions of the Unit assessments until the end of session 2015–16 and both will be accepted for verification purposes.

The updated Unit assessment support materials are available from our secure website and you can arrange access to them through your SQA Co-ordinator.

Further information on the reasons for the changes to Unit assessment support, and guidance on the next steps to take, is provided below.

Subject	Reason for change	Next steps for centres
National 4 Administration and IT	Solutions have been added for each of the Added Value Unit assessments. Each of the tasks now includes a tolerance. Minor amendments have been made to tasks and supplementary files for ease of downloading and clarification of questions. Administrative Practices, package 1 and the combined assessment, package 3 (along with the associated supplementary files) have been amended for clarity and ease of supplementary file downloads.	Centres are advised to download new copies of the revised documents.
National 5 Administration and IT	<p>Minor amendments to all three assessments in package 1 and the combined assessment, package 3. IT Solutions for Administrators has an amendment in task 4; package 3 has an amendment in task 8; the other assessments have amendments within the solutions and the judging evidence tables.</p> <p>Terminology amendments made in the Course Assessment Specification to accommodate International Accounting Standards.</p>	<p>Centres are advised to download new copies of the revised documents.</p> <p>Centres are advised to be aware of these changes.</p>
Higher Administration and IT	Amendment to the judging evidence table for Communication in Administration, Assessment Standard 1.1, to clarify possible answers. Clarification of judging evidence table in IT Solutions for Administrators package 1, and task 4 amended for consistency. There is also a minor amendment to the supplementary file for this package.	Centres are advised to download new copies of the revised documents.
National 3 and National 4 Business and National 5 and Higher Business Management	<p>Minor amendments made to the wording of Assessment Standards in Unit assessment support and Unit Specifications. This relates to methods and types of training and recruitment, and methods and types of market research to achieve consistency throughout all levels. Some questions have been amended, to improve clarity, as a result of these changes.</p> <p>Terminology amendments made in the Course Assessment Specification at National 5 and Higher</p>	<p>Centres are advised to download new copies of the revised documents.</p> <p>Centres are advised to be aware of these</p>

	to accommodate International Accounting Standards.	changes.
National 5 Accounting	Terminology amendments made in the Course Assessment Specification to accommodate International Accounting Standards.	Centres are advised to download new copies of the revised documents.
National 5 Economics	Terminology amendments made in the Course Assessment Specification to accommodate International Accounting Standards.	Centres are advised to be aware of these changes.