



National 3  
Course  
Specification



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# National 3 Administration and IT Course Specification (C701 73)

**Valid from August 2013**

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Please refer to the note of changes at the end of this Course Specification for details of changes from previous version (where applicable).

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## Course outline

**Course title:** National 3 Administration and IT

**SCQF:** level 3 (18 SCQF credit points)

**Course code:** C701 73

### Mandatory Units

H1YW 73	IT Solutions for Administrators (National 3)	6 SCQF credit points
H1YY 73	Communication in Administration (National 3)	6 SCQF credit points
H27Y 73	Administration in Action (National 3)	6 SCQF credit points

### Recommended entry

Entry to this Course is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by the following or equivalent qualifications and/or experience:

- ◆ National 2 Business in Practice

In terms of prior learning and experience, relevant experiences and outcomes may also provide an appropriate basis for doing this Course.

### Core Skills

Achievement of this Course gives automatic certification of the following:

Complete Core Skill                      Information and Communication Technology at SCQF level 3

### Progression

This Course or its Units may provide progression to:

- ◆ other qualifications in Administration and IT or related areas
- ◆ further study, employment and/or training

Further details are provided in the Rationale section.

### Equality and inclusion

This Course Specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. For further information, please refer to the *Course Support Notes*.

## **Rationale**

All new and revised National Courses reflect Curriculum for Excellence values, purposes and principles. They offer flexibility, provide more time for learning, more focus on skills and applying learning, and scope for personalisation and choice.

In this Course, and its component Units, there will be an emphasis on skills development and the application of those skills. Assessment approaches will be proportionate, fit for purpose and will promote best practice, enabling learners to achieve the highest standards they can.

This Course provides learners with opportunities to continue to acquire and develop the attributes and capabilities of the four capacities as well as skills for learning, skills for life and skills for work.

All Courses provide opportunities for learners to develop breadth, challenge and application, but the focus and balance of the assessment will be appropriate for the subject area.

## **Relationship between the Course and Curriculum for Excellence values, purposes and principles**

The National 3 Administration and IT Course builds on the principles and practice paper and the relevant experiences and outcomes for the technologies curriculum area. The Course introduces learners to administration and enables them to embrace and use IT in everyday administration-related contexts, laying foundations for lifelong learning and a successful working life. The skills developed through this Course can be seen as important life skills, which will enhance learners' personal effectiveness.

The Course develops successful learners who achieve through participating in engaging, motivating and relevant learning experiences in real-life administration contexts and confident individuals who derive satisfaction from engaging in practical activities relevant to the world of work and from having their achievements recognised.

Learners following this Course become responsible citizens who take on organisational tasks willingly and become aware of their obligations. The Course also develops effective contributors who share their views with others, effectively contributing to group tasks and supporting their peers whenever appropriate.

## **Purpose and aims of the Course**

The key purpose of this Course is to give learners a basic introduction to administration and to develop their basic IT skills and the ability to carry out simple administrative tasks.

The Course aims to enable learners to develop:

- ◆ an awareness of simple administrative tasks
- ◆ the ability to use basic functions of word processing, spreadsheets and databases to carry out simple administrative tasks
- ◆ basic skills in using appropriate current technologies to gather and communicate administration-related information

- ◆ the ability to use basic skills to carry out simple administrative tasks in familiar contexts

The broad structure of the Course meets its purpose and aims, which are addressed by the three Units it comprises.

The Course involves experiential learning, encouraging the integration of skills, knowledge and understanding through practical activities. Its use of real-life contexts makes it relevant to the world of work, and its uniqueness lies in developing IT skills in an administration-related context. The skills, knowledge and understanding the Course develops reflect current administrative practice. However, the Course is sufficiently flexible to take account of emerging technologies.

The Course makes an important contribution to general education through developing a range of essential skills which will prepare learners for life, work and provide them with foundations for further learning.

### **Information about typical learners who might do the Course**

This Course is designed for all learners but may be of particular interest to those who wish to develop practical IT and administrative skills. Learners who have completed the Course can use the acquired knowledge, understanding and skills at home, in the wider community, in further study and, ultimately, in employment.

The Course takes into account the needs of all learners by providing sufficient flexibility to enable them to achieve in different ways and at different paces.

Learners will develop a range of both generic and subject-specific skills in familiar administration-related contexts. The skills include the ability to perform simple administrative tasks and to use basic functions of IT applications. Those applications cover word processing, spreadsheets, databases, desktop publishing and presentation software. Learners will also develop the ability to use technology, including the internet, for simple searching and for processing and communicating information.

This Course opens up a range of progression routes — both vertical and lateral — to further education. It may also, ultimately, lead to employment and/or training in various industries.

# Course structure and conditions of award

## Course structure

The Course, which is practical and experiential in nature, develops both generic and subject-specific skills in familiar administration-related contexts. The generic skills include the thinking skills of understanding and applying and aspects of numeracy. The subject-specific skills, which include a basic ability to use IT, will enable learners to process and communicate information in the context of simple administrative tasks.

This Course comprises three mandatory Units. All Units form a coherent whole, with learners' skills and related knowledge and understanding being systematically developed throughout the Course.

Units are statements of standards for assessment and not programmes of learning and teaching. They can be delivered in a number of ways.

### **IT Solutions for Administrators (National 3)**

The purpose of this Unit is to develop learners' awareness of administration in the workplace and to complete simple administrative tasks. The Unit also aims to enable learners to acquire IT skills in familiar administration-related contexts. Learners will use basic functions of the following IT applications — word processing, spreadsheets and databases — to create and edit straightforward documents used in the workplace, which may relate to any administrative function.

### **Communication in Administration (National 3)**

The purpose of this Unit is to enable learners to carry out simple electronic searching and communication in familiar administration-related contexts. Learners will use current or emerging equivalent technologies to carry out simple administrative tasks. They will also develop a basic ability to use the internet to find information related to everyday administrative functions.

### **Administration in Action (National 3)**

The purpose of this Unit is to enable learners to perform simple tasks in the context of a practical administration- and IT-based scenario. Learners will use the current or emerging equivalent technologies to work through a series of simple administrative tasks given in the scenario.

## Conditions of award

To achieve the National 3 Administration and IT Course, learners must pass all of the required Units. The required Units are shown in the Course outline section.

National 3 Courses are not graded.

# Skills, knowledge and understanding

Full skills, knowledge and understanding for the Course are given in the *Course Support Notes*. A broad overview of the subject skills, knowledge and understanding that will be covered in the Course is given in this section.

This includes:

- ◆ basic knowledge and understanding of simple administration and IT-related tasks performed in the workplace
- ◆ using basic functions of word processing, spreadsheets and databases, in familiar administration-related contexts
- ◆ using basic functions of desktop publishing and presentation software in familiar administration-related contexts
- ◆ using technology to find information in familiar administration-related contexts
- ◆ using e-mail for communicating short simple messages

Skills, knowledge and understanding to be included in the Course will be appropriate to the SCQF level of the Course. The SCQF level descriptors give further information on characteristics and expected performance at each SCQF level ([www.sqa.org.uk/scqf](http://www.sqa.org.uk/scqf)).

# Assessment

Further information about assessment for the Course is included in the *Course Support Notes*.

## Unit assessment

All Units are internally assessed against the requirements shown in the *Unit Specification*.

They can be assessed on an individual Unit basis or by using other approaches which combine the assessment for more than one Unit.

They will be assessed on a pass/fail basis within centres. SQA will provide rigorous external quality assurance, including external verification, to ensure assessment judgments are consistent and meet national standards.

The assessment of the Units in this Course will be as follows:

### **IT Solutions for Administrators (National 3)**

In this Unit, learners will be required to provide evidence of their ability to use basic functions of word processing, spreadsheets and databases to create and edit documents used in the workplace.

### **Communication in Administration (National 3)**

In this Unit, learners will be required to provide evidence of their ability to use the internet to find information. They will also have to use the basic functions of desktop publishing, presentation and e-mail for communicating a limited amount of information.

### **Administration in Action (National 3)**

In this Unit, learners will be required to provide evidence of their ability to use a range of skills to carry out a series of simple administration and IT-related tasks within a scenario.

# Development of skills for learning, skills for life and skills for work

It is expected that learners will develop broad, generic skills through this Course. The skills that learners will be expected to improve on and develop through the Course are based on SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work* and drawn from the main skills areas listed below. These must be built into the Course where there are appropriate opportunities.

## **2 Numeracy**

2.3 Information handling

## **4 Employability, enterprise and citizenship**

4.1 Employability

4.2 Information and communication technology (ICT)

## **5 Thinking skills**

5.2 Understanding

5.3 Applying

Amplification of these skills is given in SQA's *Skills Framework: Skills for Learning, Skills for Life and Skills for Work*. The level of these skills will be appropriate to the level of the Course. Further information on building in skills for learning, skills for life and skills for work for the Course is given in the *Course Support Notes*.

Employability, enterprise and citizenship skills shown in this National Course provide automatic certification of Core Skill: Information and Communication Technology at SCQF level 3.



# Administrative information

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**Published:** June 2013 (version 1.1)

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## History of changes to National Course Specification

Course details	Version	Description of change	Authorised by	Date
	1.1	Core Skills information added.	Qualifications Development Manager	June 2013

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