

Higher National Certificate – HN Administration and Information Technology

Credit Transfer Arrangements

New Unit Title	New Unit Code	Old Unit Title	Old Unit Code	Credit Transfer Conditions
Office Administration	DE1P 34	Office Administration	A6G9 04	Full credit transfer
Office Technologies	DE1R 34			There is no credit transfer for this Unit. However, candidates may be able to do accelerated assessment.
Recording Financial Transactions	DP9F 33			There is no credit transfer for this Unit.
Communication: Analysing and Presenting Complex Communication	DE3N 34	Communication: Presenting Complex Communication for Vocational Purposes	D5P3 34	There are opportunities for credit transfer. The core skill of Oral Communication at Higher is embedded in both Units. Additional evidence in respect of the core skill of Written Communication will be required.
IT in Business – Word Processing and Presentation Applications	DE1L 34	Presenting Business Information and Presenting Complex Business Information	A6GB 04 A6GC 04	Candidates holding PBI and PCBI may be able to do accelerated assessment for this Unit. Outcome 2 of the HN Unit <i>Presentation Skills (DE20 35)</i> will overtake Outcome 3.
IT in Business – Spreadsheets	DE1M 34	Using Information Technology in Business: Spreadsheet and Word Processing Applications	A6GE 04	To gain credit transfer to the new Unit candidates will have to provide additional evidence as specified in the Unit's Evidence Requirements in respect of Outcome 3. However, evidence for this Outcome may be gained from the Unit Business Statistics 1.

New Unit Title	New Unit Code	Old Unit Title	Old Unit Code	Credit Transfer Conditions
IT in Business – Databases	DE1N 34	Using Information Technology in Business: Database and Word Processing Applications	A6GD 04	<p>To gain credit transfer to the new Unit candidates will have to provide additional evidence as specified in the Unit's Evidence Requirements in respect of Outcomes 2 and 3.</p> <p>Outcome 2:</p> <ul style="list-style-type: none"> • All core skill requirements • Creating forms/using forms <p>Outcome 3:</p> <ul style="list-style-type: none"> • All core skill requirements • Selection of appropriate data sources is effective • Apply an efficient and effective search strategy • Propose possible solutions to a business problem based on search results <p><i>This could be best evidenced if the candidate was to undertake an extra timed assessment covering all of Outcome 3 and the form element of Outcome 2 for the new Unit. During the assessment the tutor should observe the candidate using the observation form for Outcome 2.</i></p>
Developing Skills for Personal Effectiveness	DF4D 33 DF4E 34 DF4F 35	Developing Personal Effectiveness	A6G7 33	<p>There are opportunities for credit transfer. The core skill of Problem Solving is embedded in the new units – at Int 2 in the level 6 unit and at Higher in the level 7 and 8 units. The core skill of Problem Solving at Int 2 is embedded in the old Unit.</p>

HND Units

New Unit Title	New Unit Code	Old Unit Title	Old Unit Code	Credit Transfer Conditions
Office Management	DE1X 35	Office Management	A6GA 04	<p>To gain credit transfer to the new Unit candidates will have to provide additional evidence as specified in the Unit's Evidence Requirements in respect of Outcomes 1 and 2.</p> <p>Candidates who have gained a pass in the HN Unit <i>Managing Change</i> may obtain credit transfer for Outcome 2.</p>
Business Information Management	DE1Y 35	Business Information Management	A6GF 04	Full credit transfer
Project Management	D76J 35			If Project Management software was used in the Unit Business Information Management (A6GF 04) there will be an opportunity to gain some credit transfer.
Presentation Skills	DE20 35			There is no credit transfer for this Unit.
IT in Business – Advanced Word Processing	DE2G 35			There is no credit transfer for this Unit.
IT in Business – Advanced Spreadsheets	DE1V 35			There is no credit transfer for this Unit.
IT in Business – Advanced Databases	DE1W 35			There is no credit transfer for this Unit.
Developing the Individual within a Team	DF45 34 or DF46 35	Developing the Individual within a Team	A6G8 04	There are opportunities for credit transfer. The Core Skill of Working with Others at Higher is embedded in the new Unit.

Optional Units (within Verification Groups 363 and 256)

New Unit Title	New Unit Code	Old Unit Title	Old Unit Code	Credit Transfer Conditions
Shorthand as a Skill (Introductory)	DE27 34	Shorthand as a Skill (Beginners – 60 wpm)	A4YE 04	Full credit transfer
Shorthand as a Skill (Speed Development 1) Shorthand as a Skills (Speed Development 2) Shorthand as a Skill (Speed Development 2) Shorthand as a Skill (Speed Development 4)	DE28 35 DE29 35 DE2A 35 DE2C 35	Shorthand as a Skill (70-100 wpm)	A4YF 04	Credit transfer can be given from the old unit to a maximum of 2 new units.
Medical Terminology for Administration Staff	DM6C 34	Medical Terminology in the Medical Environment	A75W 35	To gain credit transfer to the new Unit candidates will have to provide additional evidence as specified in the Unit's Evidence Requirements for Outcome 1.
Hospital Patient Administration	DL51 34	Hospital Administration in Practice	A75V 34	To gain credit transfer to the new Unit candidates will have to provide additional evidence as specified in the Unit's Evidence Requirements in respect of Outcomes 3 and 4.
GP Medical Administration	DJ4H 34	GP Medical Administration in Practice	A75T 34	To gain credit transfer to the new Unit candidates will have to provide additional evidence as specified in the Unit's Evidence Requirements in respect of Outcomes 2 and 3.

Credit transfer details for Units within the HN Business, Financial Services and Accounting frameworks can be found in the appropriate Arrangements Documents