



Arrangements for:

**HNC International Business and Trade
at SCQF level 7**

Group Award Code: G915 15

**HND International Business and Trade
at SCQF level 8**

Group Award Code: G91J 16

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

Note: where a Unit is revised by another Unit:

- no new centres may be approved to offer the Unit which has been revised
- centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version number	Description	Date
08	Revision of Unit: DV0M 34 Work Experience has been replaced in both HND and HNC frameworks by HJ4W 34 Work Placement and will finish on 31/07/2019.	29/03/2017
07	Changes to HND : Group 2 (European/International Institutions) merged with Group 3 (International Marketing) due to end of Unit International Marketing DV8K 35. Maximum number of credits from this group increased to 5 (a minimum of 1 must be selected).	15/12/15
06	Revision of Unit: DG6M 34 International Marketing: An Introduction has been revised by H8PD 34 International Marketing: An Introduction and will finish on 31/07/2017	10/02/15
05	Revision to Unit: DK2K 34 Getting Started in Business <i>has been revised by</i> H7V4 34 Preparing to Start a Business <i>and will finish on 31/07/2016.</i>	16/12/14
04	Revision to Unit: F309 34 International Business Environment: Geographical Influences <i>has been revised by</i> H3MF 34 <i>and will finish on 31/07/2015.</i>	25/03/12
03	Change to codes: <i>Global Business Organisations from F27C 35 (lapse date 31/07/2013, finish date 31/07/2015) to H2XK 35. Human Resource Management: Introduction from DN78 34 (lapse date 31/07/2013, finish date 31/07/2015) to H1KP 34. Economics 2: The World Economy from DE3H 35 (lapse date 31/07/2012, finish date 31/07/2014) to F86E 35. Preparing Financial Forecasts from DE3J 35 (lapse date 31/07/2012, finish date 31/07/2014) to F84R 35. Managing People and Organisations from DE3D 34 (lapse date 31/07/2012, finish date 31/07/2014) to F84T 34. Marketing: An Introduction from DE3C 34 (finished) to F7BX 34. Economic Issues: An Introduction from DE3A 34 (lapse date 31/07/2012, finish date 31/07/2014) to F7J8 34. International Trade Institutions from F1XB 34 (lapse date 31/07/2013, finish date 31/07/2015) to H2VX 34. Human Resource Management: The International Context from DN7L 35 (lapse date 31/07/2013, finish date 31/07/2015) to H1XT 35. Business Law: An Introduction from DE3E 34 (lapse date 31/07/2012, finish date 31/07/2014) to F84P 34. Personal Enterprise Skills from DK2M 34 (lapse date 31/07/2013, finish date 31/07/2015) to F3HT 34. Communication: Presenting Complex Communication for Vocational Purposes from D5P3 34 (finished) to F7J6 35. Business Accounting from DE39 34 (lapse date 31/07/2012, finish date 31/07/2014) to F84M 34. Creating a</i>	12/12/12

	<p><i>Culture of Customer Care</i> from DJ42 34 (<i>lapse date 31/07/2013, finish date 31/07/2015</i>) to H1F0 34.</p> <p>Change to codes and titles: <i>International Purchasing and Supply Management</i> from F27B 35 (<i>lapse date 31/07/2013, finish date 31/07/2015</i>) to <i>International Purchasing and Supply</i> H2X3 35. <i>International Marketing: The Mix</i> from DG6N 35 (<i>finished</i>) to <i>International Marketing</i> DV8K 35.</p> <p>Units finished: <i>French for Vocational Purposes: Advanced</i> A5FC 34. <i>German for Vocational Purposes: Advanced</i> A5FC 34. <i>Spanish for Vocational Purposes: Advanced</i> A5FC 34. <i>English as a Foreign Language for Vocational Purposes: Advanced</i> A5LP 34.</p>	
02	HND Group Award framework amended to allow more flexible choices between Groups 2 and 4 of the options. Accompanying narrative amended to reflect this change.	19/08/09

Contents

1	Introduction	1
2	Rationale for the revision of the Group Awards	1
2.1	Market research	3
3	Aims of the Group Awards	4
3.1	General aims of the Group Awards	4
3.1.1	General aims of the HNC:	4
3.1.2	General aims of the HND:	4
3.2	Specific aims of the Group Awards.....	4
3.2.1	Specific aims of the HNC:.....	4
3.2.2	Specific aims of the HND:	5
3.3	Skills development	5
3.4	Target groups.....	5
3.5	Employment opportunities	5
4	Access to the Group Awards	6
4.1	General access requirements (for entry to HNC/HND Year 1).....	6
4.2	Part-time candidates	7
4.3	Recommended Core Skills entry level	7
5	Group Award structures	7
5.1	Framework.....	7
5.2	Mapping information.....	13
5.2.1	Core Skills.....	13
5.2.2	Relation of aims to structure.....	14
5.2.3	Links to National Occupational Standards.....	16
5.3	Articulation, professional recognition and credit transfer	17
6	Approaches to delivery and assessment	20
6.1	Content and context.....	20
6.2	Delivery and assessment	20
6.3	Unit assessment strategy.....	21
6.4	Core Skills	22
6.5	Open learning	22
6.6	Graded Units.....	22
7	General information for centres	23
8	General information for candidates	24
9	Glossary of terms	25
10	Appendices	26
Appendix 1:	Links to National Occupational Standards	26
Appendix 1:	Links to National Occupational Standards	27
Appendix 2:	Opportunities to develop Core Skills	31
Appendix 3:	Unit Signposting to Core Skills Exit levels.....	38

1 Introduction

This is the Arrangement document for the revised HNC and HND in International Business and Trade that were validated in September 2007. This document includes: background information on the development of the Group Awards, their aims, guidance on access, details of the Group Awards' structures, and guidance on delivery.

The HNC/HND award in International Business and Trade provides articulation pathways to a variety of universities throughout Britain. Colleagues in the university sector welcome the role of these qualifications in providing learning experiences that build the core competencies necessary for transition to, and successful completion of, degree level programmes. Candidates are also able to progress into employment in a wide range of occupational areas. For the learner, to study and be certificated at HNC/HND level in International Business and Trade brings many advantages. The nature of the subject disciplines and award structure ensure the on-going development of transferable skills in administration, business and commerce, are developed through knowledge and understanding.

2 Rationale for the revision of the Group Awards

Background

The HNC and HND in International Business and Trade replace the following Group Awards:

G13E 15	HNC European Business and Administration
G25R 16	HND European Business and Administration
G5FH 15	HNC European Business Management
G5FH 16	HND European Business Management
G13X 15	HNC International Trade and Business
G25Y 16	HND International Trade and Business

This revision takes account of the trend of growing internationalisation in all aspects of business, combined with the ongoing development of the European Union into a true global 'player' which meant that there was potential for a business-based common core of mutual interest which would allow different centres to select option choices to truly reflect the needs and requirements of their stakeholders (as indicated by robust research) not only for today, but as a future projection of those needs.

The modern business environment, aided by digitisation and the concept of the knowledge economy, is increasingly characterised by globalisation of trading patterns and the massive influence of global trading institutions such as the World Bank, OECD and IMF.

Most political and economic analysts suggest that the trend of international trading is likely to at least embed, or more probably accelerate, within the framework of a dominant political-economic philosophy that has become unchallenged since the collapse of European communism. The rapid rise of China in particular as an international trading nation exemplifies this, but this should not overshadow the ongoing development of other, more established trading nations such as India, South Korea and Taiwan.

The importance of international trading to Scotland is illustrated by the fact that the Scottish Enterprise 'Global Connections survey (2004/2005) shows that Scotland's top destination for exports in 2002 and 2003 was the USA with export values of £2.3 billion and £2.5 billion respectively, with the total value of Scottish exports of goods and services in 2003 being £18.2 billion.

Indeed, so highly does the Scottish Executive value this trading position that Jim Wallace, then Minister for Enterprise commented that this survey 'underlined the importance of the USA and other export markets to Scotland's economy.' The tangible face of this political stance was the establishment under the auspices of Scottish Enterprise of International Business Opportunities, an initiative designed to allow Scottish companies to form international partnerships with a view to attaining 'global advantage' in terms of trade and business.

A theme of Internationalism and global perspectives should not obscure the fact that the HNC/HND International Business and Trade is a Scottish Group Award, and Scotland as an integral part of the UK is consequently a crucial constituent of the expanded European Union. The importance of the European Union must be recognised within an international framework. As well as the aspect of international trading the award of HNC/HND International Business and Trade also recognises the importance of the diverse cultural and political issues which are inherent in the notion of internationalism, with full recognition given to the structural complexity, political significance, economic importance, cultural diversity and global influence of the European Union.

The result is the award of International Business and Trade that replaces the separate Group Awards cited previously. This is designed to prepare candidates for a career in export marketing or export management and administration, a career in general or functional areas of European or international business, general management or public administration, or to allow students to articulate to a variety of universities at an appropriate level and type of qualification, such as European Studies or European Economy and Management, within the SCQF Framework.

Whilst no specific National Occupational Standards (NOS) relate to the qualifications for International Business and Trade, cognisance was given to NOS in related areas of accounting, administration, management, marketing and purchasing in the development of these HN qualifications.

Details of HN Unit alignment to National Occupational Standards can be found in Appendix 1.

2.1 Market research

Consultation details are summarised in the following table:

Stakeholder	Method of consultation
Delivering centres	Initial meeting with centre representatives to establish a Qualification Design Team (QDT). Regular meetings of the QDT to discuss the market research feedback, the proposed award structures and consider the new Units).
Employers	Postal questionnaire sent to employers within centre catchment areas, to gather their views on awareness and acceptance of the awards; and requirements in terms of knowledge and skills content.
Higher Education	Postal questionnaire and telephone interviews with Course Leaders at six Scottish universities.
Ex students	Postal questionnaire to establish destination/job statistics and views on relevance of subjects studied for employment and HE.
Professional Bodies	Letter sent to relevant institutes for which delivery centres offer professional awards, and to which existing HN qualifications either articulate or provide a vocational basis for progression.
MEPs	Letter sent to MEPs who are associated with and supportive of the existing HN qualifications.

The whole process was overseen by a Qualifications Design team (QDT) comprising representatives of three centres.

The QDT met regularly over the course of development.

From the 61 returns made during the market research, there was strong support for the qualification title, approximately 60%. Similarly, there was strong support for the qualification design and content, approximately 60% again. There was also a very strong call for the inclusion of practical Core Skills from employers, 70% approximately. Employers also supported the choice of subjects, both core and optional, further emphasizing the importance of trade and documentation, marketing, managing people, personal effectiveness and IT skills — WP, Internet, Spreadsheets and Database. The inclusion of a work placement was also very strongly supported by all respondents in recognition of the practical benefits which follow, eg 95% employers, 100% MEPs. Languages were strongly emphasized by the Higher Education Institutions where they were viewed as compatible for articulation to their international degrees.

In summary, the research found:

- ◆ strong support for title, design and emphasis of the qualifications
- ◆ strong requirement from employers and students for practical skills
- ◆ qualifications support the development of both core and employability skills through Unit design and proposed delivery
- ◆ qualification supports links and articulation between FE and HE centres in the area of International Business
- ◆ qualification supports integration with HE through project work incorporating research and referencing skills, presentation and study skills

It is also worth noting that respondents were also concerned to develop the literacy of candidates to allow them to progress and display proficiency whether in the workplace or Higher Education Institution.

3 Aims of the Group Awards

Whilst the aims of the HNC/HND in International Business and Trade have been divided into general aims and subject-related (specific) aims, both qualifications have certain common aims:

- ◆ demonstrate competences in a range of transferable skills within International Business and Trade
- ◆ provide for choice in the selection of subjects to meet specific sector, employer or HE needs
- ◆ pursue different employment, higher education and professional paths
- ◆ enable flexible academic or career directions

3.1 General aims of the Group Awards

3.1.1 General aims of the HNC:

- ◆ ensure candidates have the opportunity to develop a range of transferable skills
- ◆ enable candidates to build on previously acquired transferable skills
- ◆ develop study and research skills
- ◆ enable candidate progression within the SCQF

3.1.2 General aims of the HND:

- ◆ ensure candidates have the opportunity to further develop a range of transferable skills
- ◆ enable candidates to build on previously acquired transferable skills in personal and vocational development
- ◆ develop study, research and analytical skills
- ◆ enable candidate further progression within the SCQF

3.2 Specific aims of the Group Awards

3.2.1 Specific aims of the HNC:

- ◆ allow candidates' to improve their educational qualifications for entry to the 2nd year of the HND or to undergraduate specialist/non-specialist degrees mainly at Year 1 entry point
- ◆ provide a degree of choice for candidates to enable them to pursue a range of employment opportunities at a junior level within the fields of business, management, marketing, import/export and administration

3.2.2 Specific aims of the HND:

- ◆ provide candidates with the opportunities to obtain skills to enable them to pursue a range of specialist and junior managerial positions available in the career structures of a wide range of private and public sector organisations
- ◆ enable candidates to develop their skills so that they will be able to progress to academic qualifications at a higher level through advanced entry, eg usually to Year 3 of degree study
- ◆ prepare HND candidates for progression in a wide range of private and public sector organisations' graduate entry schemes and professional vocational qualifications
- ◆ ensure candidates have the options to permit an element of specialisation for employment or progression to higher education

3.3 Skills development

The following additional key skills will also be developed both within the HNC and HND International Business and Trade. These are:

- ◆ the ability to evaluate theoretical concepts
- ◆ the application of theoretical concepts and models to business and trade
- ◆ critical cognition
- ◆ research skills
- ◆ an understanding of the role of information technology in business and trade

3.4 Target groups

The target groups for these Group Awards are:

- ◆ school leavers who wish to enter the various associated industries
- ◆ those who wish to use the awards as a means of entry to related degree level courses
- ◆ mature returners who wish to make a career change and enhance their career prospects
- ◆ candidates who wish to start their own business
- ◆ individuals who wish to pursue their interest in International Business and Trade
- ◆ candidates who wish to re-enter education after a break in either work or study

3.5 Employment opportunities

In the validation process during 2007 over 50 employers were contacted. The following occupational areas accepted the relevance of HNC/HND International Business and Trade.

- ◆ Administration
- ◆ Local Government
- ◆ Civil service
- ◆ Distribution
- ◆ Manufacturing
- ◆ Export
- ◆ Education
- ◆ Chamber of Commerce
- ◆ Shipping

- ◆ Marketing
- ◆ Purchasing

The HNC will prepare candidates for a wide range of positions including:

- ◆ Administrative Assistant
- ◆ Customer Services Assistant
- ◆ Export Assistant
- ◆ Purchasing Assistant
- ◆ Marketing Assistant
- ◆ Sales Co-ordinator
- ◆ Trainee Manager

Generally, this is a programme which may allow the candidate to pursue a career in an international business without committing to a particular occupational area.

The HND will prepare candidates for a swifter progress to supervisory and managerial roles such as:

- ◆ Export office Manager
- ◆ Department Manager
- ◆ Trading office Supervisor
- ◆ Exporting Officer
- ◆ Marketing Supervisor

Generally this is a programme which provides the knowledge, understanding and skills required for success in a wider range of positions in international business and trade, with a stronger managerial focus.

4 Access to the Group Awards

4.1 General access requirements (for entry to HNC/HND Year 1)

As with all SQA qualifications, access to the Group Awards will be at the discretion of the centre and are possible by various routes. Examples of appropriate formal entry qualifications are specified below. The following recommendations are for guidance only. They are not exhaustive or mutually exclusive and may be offered in a variety of combinations.

- ◆ Scottish Group Award in Business at Intermediate 2 or Higher
- ◆ any other relevant Scottish Group Award at Intermediate 2 or Higher
- ◆ any two relevant National Courses at Higher together with three Standard Grade passes at 3 or above
- ◆ any SVQ at level 2 or 3 in a relevant area
- ◆ a group of National Qualification Units covering a range of business related topics at a suitable level and including Communications at Intermediate 2 or above
- ◆ different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable, as would suitable vendor qualifications at an appropriate level

- ◆ for candidates where English is not their first language it is recommended that they possess English for Speakers of Other Languages (ESOL) level 5 or a score of 5.5 in International English Language Testing System (IELTS)
- ◆ mature candidates with suitable relevant work experience may be accepted for entry provided the enrolling centre believes that the candidate is likely to benefit from undertaking the Group Awards. Core Skills profiling may be needed to assist centres in this process

It is desirable, although not essential, that prospective candidates are able to demonstrate proven ability in second language skills. In the absence of proven ability, consideration will continue to be given to those candidates who would benefit from this programme.

4.2 Part-time candidates

Again, the General Access Requirements will apply and it is envisaged that a variety of delivery modes will support the wider access to part-time candidates (see Section 6 Delivery and Assessment).

4.3 Recommended Core Skills entry level

The recommended Core Skills entry levels for the HNC and HND in International Business and Trade qualifications allow candidates to access the Group Awards from a variety of backgrounds and are as follows:

Core Skill	HNC Entry SCQF level	HND Entry SCQF level
Communication	4	5
Working with Others	4	5
Problem Solving	4	5
IT	4	5
Numeracy	4	5

5 Group Award structures

5.1 Framework

HNC in International Business and Trade (G915 15)

For a candidate to achieve the HNC in International Business and Trade, they must attain all of the mandatory Units (48 SCQF credit points/6 HN credits), including one Graded Unit at SCQF level 7.

Candidates must also attain 48 SCQF credit points/6 HN credits from the following groups of restricted options:

- ◆ 24 SCQF credit points/3 HN credits from Group 1
- ◆ 8 SCQF credit points/1 HN credit from Group 2
- ◆ 16 SCQF credit points/2 HN credits from Group 3

Mandatory Units

Candidates must achieve 48 SCQF credit points (6 HN credits) from this section.

Mandatory Units	Unit code	SCQF level	SCQF credit points	HN credit value
International Business Environment: Geographical Influences	H3MF 34*	7	8	1
Marketing: An Introduction	F7BX 34*	7	8	1
Economic Issues: An Introduction	F7J8 34*	7	8	1
Managing People and Organisations	F84T 34*	7	16	2
International Business and Trade: Graded Unit 1	F4AL 34	7	8	1

Restricted optional Units

Candidates must achieve 24 SCQF credit points (3 HN credits) from Group 1.

Group 1: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
French for Work: Basic Operational	FOHW 33	6	24	3
French for Work: Intermediate Operational	FOHX 33	6	24	3
French for vocational purposes (Advanced)	A5FC 34*	7	24	3
German for Work: Basic Operational	FOHT 33	6	24	3
German for Work: Intermediate Operational	FOJ0 33	6	24	3
German for vocational purposes (Advanced)	A5LT 34*	7	24	3
Spanish for Work: Basic Operational	FOHR 33	6	24	3
Spanish for Work: Intermediate Operational	FOJ2 33	6	24	3
Spanish for vocational purposes (Advanced)	A5M2 34*	7	24	3
ESOL for Work: Basic Operational	F1HX 33	6	24	3
ESOL for Work: Basic Intermediate	F1HY 33	6	24	3
English as a foreign language (Advanced)	A5LP 34*	7	24	3

Candidates must achieve 8 SCQF credit points (1 HN credit) from Group 2.

Group 2: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
International Trade Institutions	H2VX 34*	7	8	1
European Union: An Introduction	F1A2 34	7	8	1

*Refer to History of Changes for revision changes.

Candidates must achieve 16 SCQF credit points (2 HN credits) from Group 3.

Group 3: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
European Business and Trade Law	F1XC 34	7	8	1
Organisation and Management	F1MF 34	7	8	1
International Promotion	F1NA 34	7	8	1
Research Skills	DH4G 34	7	8	1
OR				
Research Skills	F60A 34	7	8	1
Getting Started in Business	DK2K 34*	7	8	1
Consumer Behaviour and the Marketing Process	DG6L 34	7	8	1
Using Software Applications Packages	D85F 34	7	8	1
Information Technology: Applications Software 1	D75X 34	7	8	1
Work Placement	HJ4W 34 *	7	8	1
Socio-Economic Issues in the European Union	F3HP 34	7	8	1
International Logistics	F26Y 35	8	16	2
Principles and Practice of Selling	DG6W 34	7	8	1
Personal Development Planning	DE3R 34	7	8	1
International Marketing: An Introduction	H8PD 34*	7	8	1
Business Accounting	F84M 34	7	16	2
Human Resource Management: The International Context	H1XT 35*	8	8	1
Preparing Financial Forecasts	F84R 35*	8	8	1
Business Law: An Introduction	F84P 34*	7	8	1
Personal Enterprise Skills	F3HT 34*	7	8	1
Communication: Presenting Complex Communication for Vocational Purposes	F69L 34*	7	8	1
Economics 1: Micro and Macro Theory and Application	F7J6 35*	8	8	1
Creating a Culture of Customer Care	H1F0 34*	7	8	1
Economics A: An Introduction to Economics	DP3Y 34	7	8	1

*Refer to History of Changes for revision changes.

The particular combination of mandatory and optional Units has been specifically chosen given the importance of locating knowledge and skills within a wider international context.

Language Units have been classified as a restricted optional for each year of the programme. For an HNC, or the first year of an HND, candidates would select a language Unit appropriate to their level of proficiency. In the second year of an HND, candidates could study the next level of Unit for that particular language, or an additional language.

Candidates may make academic progress from Year 1 to Year 2 by taking a combined selection of language Units to gain an acceptable language competency level.

Restrictive optional groupings reflect the needs of local stakeholders and give approved centres flexibility in their programme design.

The combination of mandatory and restricted optional Units enables candidates to contextualise the emphasis of their qualification around a framework of International Trade or European Institutions.

NB: For those candidates wishing to improve articulation through direct entry onto a degree programme, it is likely that they will require 15 HN credits (120 SCQF credit points).

HND in International Business and Trade (G91J 16)

For a candidate to achieve the HND in International Business and Trade, they must attain all of the mandatory Units (128 SCQF credit points/16 HN credits), including one Graded Unit at SCQF level 7, and one Graded Unit at SCQF level 8.

Candidates must also attain 112 SCQF credit points/14 HN credits from the following groups of restricted options:

- ◆ 48 SCQF credit points/6 HN credits from Group 1
- ◆ a minimum of 8 SCQF credit points/1 HN credit and maximum of 40 SCQF credit points/5 SQA credit points from Group 2
- ◆ A minimum of 40 SCQF credit points/5 HN credits and a maximum of 48 SCQF credit points/6 HN credits from Group 3

Mandatory Units

Candidates must achieve 128 SCQF credit points (16 HN credits) from this section.

Mandatory Units	Unit code	SCQF level	SCQF credit points	HN credit value
International Business Environment: Geographical Influences	H3MF 34*	7	8	1
International Institutions	D4XC 35	8	8	1
International Business and Trade: Graded Unit 1	F4AL 34	7	8	1
International Business and Trade: Graded Unit 2	F4AM 35	8	16	2
Global Business Organisations	H2XK 35*	8	16	2
International Purchasing and Supply	H2X3 35*	8	16	2
Human Resource Management: Introduction	H1KP 34*	7	8	1
Economics 2: The World Economy	F86E 35*	8	8	1
Preparing Financial Forecasts	F84R 35*	8	8	1
Managing People and Organisations	F84T 34*	7	16	2
Marketing: An Introduction	F7BX 34*	7	8	1
Economic Issues: An Introduction	F7J8 34*	7	8	1

*Refer to History of Changes for revision changes.

Restricted optional Units

Candidates must achieve 48 SCQF credit points (6 HN credits) from Group 1

Group 1: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
French for Work: Basic Operational	F0HW 33	6	24	3
French for Work: Intermediate Operational	F0HX 33	6	24	3
French for Vocational Purposes: Advanced	A5FC 34*	7	24	3
German for Work: Basic Operational	F0HT 33	6	24	3
German for Work: Intermediate Operational	F0J0 33	6	24	3
German for Vocational Purposes: Advanced	A5LT 34*	7	24	3
Spanish for Work: Basic Operational	F0HR 33	6	24	3
Spanish for Work: Intermediate Operational	F0J2 33	6	24	3
Spanish for Vocational Purposes: Advanced	A5M2 34*	7	24	3
ESOL for Work: Basic Operational	F1HX 33	6	24	3
ESOL for Work: Intermediate Operational	F1HY 33	6	24	3
English as a Foreign Language for Vocational Purposes: Advanced	A5LP 34*	7	24	3

Candidates must achieve a minimum of 8 SCQF credit points (1 HN credit) up to a maximum of 24 SCQF credit points (3 HN credits) from Group 2.

Group 2: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
European Union: An Introduction	F1A2 34	7	8	1
International Marketing: An Introduction	H8PD 34*	7	8	1
International Trade Institutions	H2VX 34*	7	8	1

Candidates must achieve a minimum of 8 SCQF credit points (1 HN credit) up to a maximum of 16 SCQF credit points (2 HN credits) from Group 3.

Group 3: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
International Marketing: The Mix	DG6N 35*	8	8	1
International Marketing	DV8K 35	8	16	2

*Refer to History of Changes for revision changes.

Candidates must achieve a minimum of 24 SCQF credit points (3 HN credits) up to a maximum of 48 SCQF credit points (6 HN credits) from Group 3.

Group 4: Restricted Optional Units	Unit code	SCQF level	SCQF credit points	HN credit value
European Business and Trade Law	F1XC 34	7	8	1
Organisation and Management	F1MF 34	7	8	1
International Promotion	F1NA 34	7	8	1
Research Skills	DH4G 34	7	8	1
OR				
Research Skills	F60A 34	7	8	1
Getting Started in Business	DK2K 34*	7	8	1
Consumer Behaviour and the Marketing Process	DG6L 34	7	8	1
Using Software Applications Packages	D85F 34	7	8	1
Information Technology: Applications Software 1	D75X 34	7	8	1
Work Placement	HJ4W 34 *	7	8	1
Socio-Economic Issues in the European Union	F3HP 34	7	8	1
International Logistics	F26Y 35	8	16	2
Principles and Practice of Selling	DG6W 34	7	8	1
Personal Development Planning	DE3R 34	7	8	1
Human Resource Management: The International Context	H1XT 35*	8	8	1
Business Law: An Introduction	F84P 34*	7	8	1
Personal Enterprise Skills	F3HT 34*	7	8	1
Communication: Presenting Complex Communication for Vocational Purposes	F69L 34*	7	8	1
Economics 1: Micro and Macro Theory and Application	F7J6 35*	8	8	1
Business Accounting	F84M 34*	7	16	2
Creating a Culture of Customer Care	H1F0 34*	7	8	1
Economics A: An Introduction to Economics	DP3Y 34	7	8	1

*Refer to History of Changes for revision changes.

Graded Units

For the HNC, one single credit (8 SCQF credit points) Graded Unit at SCQF level 7 must be achieved.

For the HND, one double credit (16 SCQF credit points) Graded Unit at SCQF level 8 must be achieved, in addition to the SCQF level 7 Graded Unit.

Type of Graded Units

Project-based Graded Units assess the application of knowledge and skills in the planning and evaluation of a given task for both awards. For HNC/HND International Business and Trade, a project is suited to preparing candidates for employment, capturing current good practice, and assessing the candidate's understanding of the principal aims of the Group Award.

A case study is the format for the project-based Graded Unit in the HNC and an investigation for the HND. Skills developed in planning, developing and evaluating projects are best suited for candidates entering the various career paths in international business and trade, and for candidates meeting the aims of both Group Awards.

5.2 Mapping information

5.2.1 Core Skills

HNC in International Business and Trade (G915 15) Recommended Core Skills entry and exit levels

Core Skill	Entry SCQF level	Exit SCQF level
Communication	4	5
Working with Others	4	5
Problem Solving	4	5
IT	4	5
Numeracy	4	5

There are opportunities to develop Core Skills in *Numeracy, Information Technology and Communication, Working with Others and Problem Solving* to a minimum of SCQF level 5. Most Units, including the wide range of optional Units that will be selected to meet local and specific needs, provide advice on the potential to develop relevant aspects of Core Skills.

The need for written and oral communication skills, application of knowledge, development of co-operative working, and use of technology and accuracy in interpreting and presenting number and graphics, are essential practical tools which are integrated in teaching and learning activities. Elements of the Core Skills are, therefore, developed through Units, which provide the opportunity to apply them in the vocational context.

Enhancement of Core Skills beyond these levels will be naturally occurring in the context of work undertaken in the wide range of specialist options.

HND in International Business and Trade (G91J 16) Recommended Core Skills entry and exit levels

Core Skill	Entry SCQF level	Exit SCQF level
Communication	5	6
Working with Others	5	6
Problem Solving	5	6
IT	5	5
Numeracy	5	6

There are opportunities to develop Core Skills in *Information Technology* to a minimum of SCQF level 5 and *Numeracy, Communication, Working with Others and Problem Solving* to a minimum of SCQF level 6. Most Units, including the wide range of optional Units that will be selected to meet local and specific needs, provide advice on the potential to develop relevant aspects of Core Skills.

The need for Written and Oral Communication skills, application of knowledge, development of co-operative working, and use of technology and accuracy in interpreting and presenting number and graphics, are essential practical tools, which are embedded within the frameworks. Elements of the Core Skills are, therefore, developed through Units, which provide the opportunity to apply them in the vocational context.

Enhancement of Core Skills beyond these levels will be naturally occurring in the context of work undertaken in the wide range of specialist options.

Examples of Core Skills development for *Numeracy* and *Information Technology* are detailed in the table below:

HN Unit Code	HN Unit	Core Skill SCQF level	
		Numeracy	Info. Tech.
DE3A 34	Economic Issues: An Introduction	4	
FIA2 34	European Union: An Introduction		6
DH4G 34	Research Skills	4	4
DK2K 34	Getting Started in Business	5	5
F27C 35	Global Business Organisations	5	5
D85F 34	Using Software Applications Packages	4	5
D75X 34	Information Technology: Applications Software 1	4	6
F27B 35	International Purchasing and Supply Management	4	5

Please turn to Appendix 3 for Unit signposting to Core Skills exit levels for HNC and HND.

5.2.2 Relation of aims to structure

The general aims of the HNC are to:

- (1) Develop a range of transferable skills.
- (2) Build on previously acquired transferable skills.
- (3) Develop study and research skills.
- (4) Enable progression within the SCQF.

The subject specific aims of the HNC are to:

- (5) Improve educational qualifications for entry to the 2nd year of the HND or (mainly) the first year of undergraduate specialist/non-specialist degrees.
- (6) Enable the pursuit of a range of junior employment opportunities.

The general aims of the HND are to:

- (7) Further develop a range of transferable skills.
- (8) Build on previously acquired transferable skills in personal and vocational development.
- (9) Develop study, research and analytical skills.
- (10) Enable further progression within the SCQF.

The subject specific aims of the HND are to:

- (11) Enable the pursuit of a range of specialist and junior managerial positions.
- (12) Develop skills for progression to academic qualifications at a higher level through advance entry.
- (13) Prepare for progression in a wide range of private and public sector organisations' graduate entry schemes and professional vocational qualifications.
- (14) Ensure options to permit an element of specialisation for employment or progression to higher education.

The following table identifies how the aims of the HNC/HND are met by mandatory Units:

Unit code	Unit title	Aim													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
F309 34	International Business Environment	*	*	*	*	*	*								
DE3C 34	Marketing: An Introduction	*	*	*	*	*	*								
DE3A 34	Economic Issues: An Introduction	*	*	*	*	*	*								
DE3D 34	Managing People and Organisations	*	*	*	*	*	*								
F4AL 34	International Business and Trade: Graded Unit 1	*	*	*	*	*	*								
DN78 34	Human Resource Management: An Introduction								*	*	*	*	*	*	*
F27C 35	Global Business Organisations								*	*	*	*	*	*	*
DE3H 35	Economics 2: The World Economy								*	*	*	*	*	*	*
DE3J 35	Preparing Financial Forecasts								*	*	*	*	*	*	*
D4XC 35	International Institutions								*	*	*	*	*	*	*
F27B 35	International Purchasing and Supply Management.								*	*	*	*	*	*	*
F4AM 35	International Business and Trade: Graded Unit 2								*	*	*	*	*	*	*

5.2.3 Links to National Occupational Standards

The Units for these Group Awards have been aligned to relevant National Occupational Standards and information on this is given in Appendix 1.

5.3 Articulation, professional recognition and credit transfer

5.3.1 Articulation and progression

Progression from HNC/HND Year 1 to HND Year 2

Normally candidates who pass 12 HN Unit credits (96 SCQF points) including all the HNC International Business and Trade mandatory Units will gain access to the HND International Business and Trade Year 2 programme.

Equivalent alternative qualifications (including the accreditation of prior learning — APL) could also be considered for progression to HN International Business and Trade Year 2 and appropriate credit transfer arrangements should be put in place to give candidates credit for HNC/HND International Business and Trade Units.

Progression to higher education and progression to professional bodies

The design of the Group Awards supports formal articulation with Higher Education and progression to professional bodies.

Whilst individual colleges, universities and professional bodies set their own admission policies in respect of BA degrees and professional programmes, the HND is particularly suitable for:

Articulation into second/third year degree programmes in:

- ◆ International Business
- ◆ International Relations
- ◆ European Studies
- ◆ Business Economics with Marketing
- ◆ Economics
- ◆ European Economy and Management
- ◆ Business Administration
- ◆ Business Studies
- ◆ Management

Progression to the course programmes of professional bodies:

- ◆ Chartered Institute of Marketing
- ◆ Chartered Institute of Purchasing and Supply
- ◆ Chartered Management Institute
- ◆ Institute of Administrative Management
- ◆ Institute of Leadership and Management

5.3.2 Credit transfer

Candidates may be given credit transfer between HN Units (developed using 1988 design principles) and the revised HN Units (developed using 2003 design principles). There is no transition framework for the HND International Business and Trade but candidates can be given credit transfer for individual Units.

Credit transfer can be given where there is broad equivalence between the subject related content of the Unit or combination of Units. Candidates who are given credit transfer between predecessor Units and revised HN Units must still satisfy all other conditions of the revised HNC in International Business and Trade and HND in International Business and Trade, including the mandatory Units, Graded Units and the correct number of credits at the correct SCQF level.

The following table lists where full or partial credit transfer can be given between predecessor Units and revised Units. These have been agreed by the External Verifier.

The following table details the credit transfer that will be given between revised and predecessor Units:

Title Revised Unit (credit value)	Title Predecessor Unit (credit value)	Credit transfer arrangements (credit value)
Managing People and Organisations (2) DE3D 34	Working with People and Teams (2) A6GV 34	Full credit transfer
Marketing: An Introduction (1) DE3C 34	Introduction to Marketing (1) A6H804	Full credit transfer
Economic Issues: An Introduction (1) DE3A 34 ----- Economics 1: Micro and Macro Theory and Application (1) DE3G 35	Micro Economic Environment (1) A6GX 04 ----- Macro Economic Environment (1) A6GY 04	Both Units required for Full Transfer (Units not individually equivalent but the combined content is equivalent)
European Union: An Introduction (1) (F1A2 34)	European Union: An Introduction (1) (F1A2 34)	Full credit transfer
International Marketing; An Introduction (1) DG6M 34	International Marketing (2) A613 34	Full credit transfer
International Marketing: The Mix (1) DG6N 35	International Marketing (2) A613 34	Full credit transfer
International Marketing (2) DV8K 35	International Marketing (2) A613 34	Full credit transfer
Global Business Organisations (2) F27C 35	Global Business Organisations (2) D4X9 35	Full credit transfer
Economics 2: The World Economy (1) DE3H 35	The International Economic Environment (1) A6H0 04	Full credit transfer

Title Revised Unit (credit value)	Title Predecessor Unit (credit value)	Credit transfer arrangements (credit value)
Preparing Financial Forecasts (1) DE3H 35	Preparing Financial Forecasts (1) D3AL04	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 4.
International Institutions (1) D4XC 35	International Institutions (1) 6650157	Full credit transfer
International Purchasing & Supply Management (2) A54F 35	International Purchasing & Supply Management (2) A54F04	Full credit transfer
European Business and trade Law (1) F1XC 34	European Law (1) A2F7 04	Full credit transfer
European Union Institutions (1) A6H2 35	European Union Institutions (2) A6H2 35	Full credit transfer
International Promotion (1) F1NA 34	International Promotion and Negotiation (1) D4XB 04	Full credit transfer
Research Skills (1) DH4G 34	Research Skills (1) A6S4 34	Full credit transfer
Using Software Application Packages (1) D85F 34 and Information Technology: Applications Software 1 (1) DE3G 34	Using Information Technology in Business: Spreadsheet and Word Processing Applications (1) A6GE 04 and Using Information Technology in Business: Database and Word Processing Applications (1) A6GD 04	If candidates have passed both original Units, full credit transfer can be given for the two new Units.
Consumer Behaviour and the Marketing Process (1) DG6L 34	Behavioural Aspects of Marketing (1) A611 04	Full credit transfer
Principles and Practices of Selling (1) DG6W 34	Principle and Practice of Selling (1) A60W 35	Full credit transfer
Socio-Economic Issues in the European Union (1) F3HP 34	Socio-Economic Issues in the European Union (1) A4YJ33	Full credit transfer
Introduction to Managing the Human Resource (1) A6H934	Human Resource Management: An Introduction (1) DN78 34	Full credit transfer

6 Approaches to delivery and assessment

6.1 Content and context

The HNC and HND in International Business and Trade are designed for candidates who want to enter employment in a wide range of business related careers in export marketing, sales, management and administration or a career in general or functional areas of European or International business.

Both Group Awards aim to develop the candidate's practical, interpersonal and social skills which stakeholders have identified as important requirements.

The Group Awards also prepare candidates for progression to a range of further programmes of study either in Higher Education or professional qualifications.

6.2 Delivery and assessment

The Units across both Group Awards allow the candidates to progress from a basic initial understanding of concepts, processes and organisations relating to International Business and Trade, to a greater understanding both in depth and breadth of the institutions and practices within an international context. In particular, the HND places increased emphasis on providing the opportunity to apply the theory by developing and assessing practical skills in research, analysis and planning together with an opportunity for international experience.

With this in mind, the Graded Unit assessments take the form of a case study project for the HNC and an investigation for the HND. In the HNC, it is recommended that mandatory Units, other than the Graded Unit, delivering introductory knowledge and skills in International Business and Trade be delivered early in the programme.

IT optional Units benefit from early delivery so that the IT skills gained can be used throughout the programme.

In the HND it is recommended the mandatory Units be delivered early, to build on the foundation of knowledge and skills provided at HNC.

The structure of the qualifications allows centres a degree of flexibility in their modes of delivery for the mature and younger candidate:

The awards can be offered:

- ◆ full-time/part-time, eg day release and/or evening study/open and distance learning (including blended learning).
- ◆ using a combination of part time modes eg half day and evening, or combined with some open or distance learning (including blended learning). Such combined modes may allow candidates to complete the awards within a more flexible time period.

Within a distinctive foundation of business practice and language proficiency, this design and content of the qualifications provides for a seamless progression from HNC to HND and articulation with a range of degree programmes.

The flexibility and opportunities to deliver the programme to target groups fulfills the current expectation that learning will meet social inclusion and lifelong learning national agendas. It is possible to deliver Units of learning on-line, through blended learning and flexibly with different time patterns, or a combination of these, to meet the specific needs of the learner.

6.3 Unit assessment strategy

Where a cohesive approach to building knowledge and skills across the programme Units is planned, it is recommended that certain sequencing of Unit delivery and assessment is observed:

- ◆ both in the HNC or HND, IT Units are delivered early in the programme so that IT skills may be used throughout the rest of the award
- ◆ *Economic Issues: An Introduction* is delivered prior to *Economics 2: The World Economy*
- ◆ in the HND, mandatory Units are delivered early to build on the foundation of knowledge and skills provided at HNC
- ◆ in the HND, *International Marketing: An Introduction* is delivered prior to, or at the same time as, *International Marketing: The Mix or International Marketing*
- ◆ in the HNC, *International Business: Graded Unit 1*, is delivered after, or at the same time as, *International Business Environment, Marketing: An Introduction, Economic Issues: An Introduction, Managing People and Organisations, International Trade Institutions or European Union: An Introduction*
- ◆ in the HND, *International Business: Graded Unit 2*, is delivered after, or at the same time as, *Global Business Organisations, International Institutions, International Purchasing and Supply Management, International Marketing or International Marketing: The Mix, and Preparing Financial forecasts*

The revised Group Awards place a great emphasis on an integrative approach to assessment, and provide various opportunities for integration of assessment within the Group Awards.

Integrates with →	
International Business Environment: Geographical Influences (F309 34) — Outcome 3	Consumer Behaviour and the Marketing Process (DG6L34) — Outcome 2
Using Software Application Packages (D85F34) — Outcome 1	Information Technology: Application Software 1 (D75X34) — Outcome 1.
International Promotion (F1NA 34) — Outcome 2	International Marketing: The Mix (DG6N35) — Outcome 2 International Marketing (DV8K35) — Outcome 4
International Institutions (D4XC 35) — Outcome 1	Economics 2: The World Economy (DE3H35) — Outcome 1

Other such opportunities will depend on the option choices provided by individual centres.

Graded Units have been introduced in both Group Awards in line with the HN design principles. As well as encapsulating the key aims of both Group Awards, these bring with them a level of integration and synthesis.

6.4 Core Skills

Under the design principles HNC and HND programmes incorporate opportunities for candidates to develop Core Skills. Programmes include opportunities for candidates to develop Core Skills to levels required by the occupations or progression pathways the Group Awards support. Within the HNC/HND International Business and Trade awards, there is opportunity to develop all five Core Skills to appropriate levels. These are signposted in this document and within the Unit specifications. This requires the identification of opportunities for developing Core Skills that lie out-with those that can be summatively assessed and certificated. This allows the range of opportunities to develop Core Skills through teaching and learning to be identified and highlights the opportunities for those delivering and managing the Units.

6.5 Open learning

Both the HNC and HND qualifications can be delivered in part by open/distance learning. Such blended learning may allow part time candidates to complete the Group Awards within a more flexible time period. However, this would require adequate planning on the part of the centre to ensure the sufficiency and authenticity of candidate evidence.

6.6 Graded Units

International Business and Trade: Graded Unit 1 — Project based on a Case Study

Because of the staged nature of the development of the project paper ie Planning, Developing, Evaluating, it is recommended that the instructions for the assessment should be distributed to allow sufficient time to assimilate the details and carry out the task. Time for reassessment of each stage, where necessary, before the candidate may progress to the next, must also be provided. Therefore, it is recommended that the qualification delivery team consider the feasibility of delivering the Grade Unit over the whole academic year, with the assignment instructions issued early in the programme.

It is also recommended that prior to, or at the same time as, the completion of Graded Unit 1, the candidate should have completed, or be in the process of completing the following Units:

- ◆ *International Business Environment*
- ◆ *International Trade Institutions, or, An Introduction to the European Union, or, International Marketing: An Introduction*
- ◆ *Economic Issues: An Introduction*
- ◆ *Marketing; An Introduction*
- ◆ *Managing People and Organisations*

International Business and Trade: Graded Unit 2 — Project based on an Investigation

Similar to Graded Unit 1 above, because of the staged nature of the development of the investigation, ie planning, developing and evaluating, the instructions for the assessment task should be distributed to allow sufficient time to assimilate the details and carry out the task. Time for reassessment of each stage, where necessary, before the candidate may progress to the next, must also be provided. Therefore it is recommended that the qualification delivery team consider the feasibility of delivering the Graded Unit over the whole academic year, with the assignment issued early in the programme.

It is further recommended that the candidate should have completed, or be in the process of completing, the following Units prior to, or at the same time as Graded Unit 2:

- ◆ *Global Business Organisations*
- ◆ *International Institutions*
- ◆ *International Purchasing and Supply Management*
- ◆ *International Marketing, or, International Marketing: The Mix*
- ◆ *Preparing Financial Forecasts*

7 General information for centres

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* (www.sqa.org.uk).

8 General information for candidates

The HNC/HND qualifications in International Business and Trade are designed to equip you with the knowledge, understanding and skills required for success in current and future employment. The main focus is to provide an educational foundation for a range of business, commercial or managerial careers. These Group Awards aim to equip you with transferable skills, including language skills, that will enable you to meet the changing global circumstances of the international business environment.

Both the HNC and HND are designed to provide you with some of the important skills needed in business, management and marketing whilst building your understanding of the economic and international context in which they may be applied. The HND provides the opportunity to take these skills further by adding financial skills, and as identified above, both awards will provide language skills development.

The HNC will help to prepare you for a range of employment opportunities at a junior level within the fields of management, marketing, general business, import / export and administration.

- ◆ Administrative Assistant
- ◆ Export Assistant
- ◆ Customer Services Assistant
- ◆ Purchasing Assistant
- ◆ Marketing Assistant
- ◆ Sales Coordinator
- ◆ Trainee Manager

The above positions are examples of the types of posts that HNC candidates can progress to. It is an ideal programme if you wish to pursue a career in international business but do not wish to commit yourself to a particular occupational area.

The HND will give you the knowledge, understanding and skills required for success in a wider range of positions. However, with a stronger managerial focus, the HND will allow you to progress more quickly to officer, supervisory and management roles. In addition, HND candidates will have a greater opportunity to specialise in international occupational areas such as export and marketing. Typical employment positions might be:

- ◆ Trading Office Supervisor
- ◆ Department Manager
- ◆ Import/Export Office Manager
- ◆ Exporting Officer
- ◆ Marketing Supervisor

You will be developing across various skill sets - transferable skills (eg how to motivate people, how to put together an investigation), specialist skills (eg using export documentation) and Core Skills (eg *Communication, Numeracy, IT, Working with Others, Problem Solving*). All of these skills are relevant and supportive of you in your application for, and subsequent performance in, a working role in international business and trade.

Given the nature of both Group Awards, the qualifications can also be used to provide you with the knowledge, understanding and skills required to establish your own business.

An important additional aim of the Group Awards is to enable you to progress to further academic and/or professional qualifications. Both the HNC and HND facilitate progression to a range of undergraduate degrees and professional qualifications.

For the HNC and HND, written assignments or reports will be the main assessment method based on practical investigation, application of knowledge or skill to a particular circumstance, or analysis of a practical example or case. Graded Units are also set to provide you with the opportunity to display your cumulative knowledge and skills gathered from the award and have your work for the award graded. Graded Unit 1 is a project based on a Case Study and requires you to analyse and understand the case sufficiently in order to answer the questions posed. The resulting grade from this assessment will provide the grading for the HNC IBT. Similarly, Graded Unit 2 is a project based on an investigation, the grade for which will provide the grading for the HND. To complete the HND award, both Graded Units must be completed.

As well as traditional classroom based learning, you may be able to study all, or part, of these qualifications through online learning using e-technology; blended learning using a mix of online learning and classroom learning; flexible learning using a mix of times and methods of learning; or, open learning using learning packs either online or hardcopy.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Dedicated Core Skill Unit: This is a Unit that is written to cover one or more particular Core Skills, eg HN Units in Information Technology or Communications.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10 Appendices

Appendix 1: Links to National Occupational Standards

Appendix 2: Opportunities to develop Core Skills

Appendix 1: Links to National Occupational Standards

Marketing National Occupational Standard	SQA HN Units
Develop an organisation's marketing strategy	DE3C 34 Marketing: An Introduction DG6M 34 International Marketing: An Introduction
Ensure marketing operations comply with legal, regulatory, ethical and social requirements	DE3C 34 Marketing: An Introduction DG6M 34 International Marketing: An Introduction
Develop productive working relationships with colleagues	DE3R 34 Personal Development Planning DV0M 34 Work Experience
Manage your own resources and professional development	DK2M 34 Personal Enterprise Skills DE3R 34 Personal Development Planning
Define the need for research	DH4G 34 Research Skills
Analyse research data	DH4G 34 Research Skills
Establish and understand potential market segments	DE3C 34 Marketing: An Introduction DV8K 35 International Marketing
Establish target market segments for products/services and evaluate their potential	DE3C 34 Marketing: An Introduction DG6M 34 International Marketing: An Introduction
Explore international and/or diverse markets	DG6M 34 International Marketing: An Introduction DV8K 35 International Marketing DG6N 35 International Marketing: The Mix
Establish the business case and marketing plan for distributing products/services to international and/or diverse markets	DV8K 35 International Marketing DG6N 35 International Marketing: The Mix
Implement and evaluate marketing plans for international and/or diverse markets	DV8K 35 International Marketing DG6N 35 International Marketing: The Mix
Monitor and solve customer service problems	DG6W 34 Creating a Culture of Customer Care
Develop Personal Networks	DK2M 34 Personal Enterprise Skills
Recruit, select and keep marketing colleagues	DN78 34 Human Resource Management: An Introduction DE3D 34 Managing People and Organisations

Business and Administration National Occupational Standard	SQA HN Units
Carry out your responsibilities at work.	DE3R 34 Personal Development Planning
Work within your business environment	DV0M 34 Work Experience
Management and evaluate customer relations	DG6W 34 Creating a Culture of Customer Care
Research, analyse and report information	DH4G 34 Research Skills
Monitor and review the implementations of corporate objectives, strategies and policies	F4AL 34 International Business and Trade: Graded Unit 1
Promote innovation and change	F4AM 35 International Business and Trade: Graded Unit 2
Develop productive working relationships with colleges and stakeholders	DE3R 34 Personal Development Planning DV0M 34 Work Experience
Recruit, select and keep colleagues	DN78 34 Human Resource Management: An Introduction DE3D 34 Managing People and Organisations
Word Processing Software 3	D85F 34 Using Software Application Packages D75X 34 Information Technology Application Software
Spreadsheet Software 3	D65F 34 Using Software Application Packages D75X 34 Information Technology Applications Software

Management and Leadership National Occupational Standard	SQA HN Units
Manage your own resources	DE3R 34 Personal Development Planning
Manage your own resources and professional development	DE3R 34 Personal Development Planning
Map the environment in which your organisation operates	DE3C 34 International Business Environment
Ensure compliance with legal, regulatory, ethical and social requirements	F1XC 34 European Business and Trade Law DE3E 34 Business Law: An Introduction DV78 34 Human Resource Management: An Introduction DN0M 35 HR Management International Context
Develop productive working relationships with colleagues	DE3R 34 Personnel Development Planning DV0M 34 Work Experience
Recruit, select and keep colleagues	DN78 34 Human Resource Management: An Introduction DE3D 34 Managing People and Organisations
Develop and review a framework for marketing	DE3C 34 Marketing: An Introduction
Work with others to improve customer service	DG6W 34 Creating a Culture of Customer Care
Build your organisation's understanding of its market and customers	DG6W 34 Creating a Culture of Customer Care
Develop a customer focussed organisation	DG6W 34 Creating a Culture of Customer Care
Manage the achievement of customer satisfaction	DG6W 34 Creating a Culture of Customer Care

Supply Chain Management National Occupational Standard	SQA HN Units
Establish strategic relationships within the supply chain	F27B 35 International Purchasing and Supply Management
Recruit, select and keep colleagues	DN78 34 Human Resource Management: An Introduction DE3D 34 Managing People and Organisations
Analyse information on the supply chain	F27B 35 International Purchasing and Supply Management F26Y 35 International Logistics
Plan the export and import of supplies	F27B 35 International Purchasing and supply Management F1XC 34 European Business and Trade Law F1XB 34 International Trade Institutions DE3J 35 Preparing financial Forecasts

Appendix 2: Opportunities to develop Core Skills

The specific opportunities to develop Core Skills in individual Units are shown in the following tables:

Communication (SCQF level 6)

Written Communication (Reading)

Read and Understand complex written communication

- a Identify and summarise significant information, ideas and supporting detail.
- b Evaluate effectiveness in meeting purpose and needs of readership.

Unit	Knowledge/Skills/Evidence	a	b
International Business Environment: Geographical Influences (F309 34)	<i>Using written skills to communicate an understanding of the importance of political, economic, physical and human geography in relation to patterns of international business and trade.</i>	*	*
Marketing: An Introduction (DE3C 34)	<i>Using written skills to communicate an understanding of the role of marketing, the operation of a marketing department, and the importance of research to the marketing process.</i>	*	*
Economic Issues: An Introduction (DE3A 34)	<i>Using and interpreting graphical information when explaining how resources are allocated, markets operate, and the theory of national income and role of government policy.</i>	*	*
Managing People and Organisations (DE3D 34)	<i>Using written skills to communicate how to motivate, manage and organise individuals and groups in the workplace.</i>	*	*

Communication (SCQF Level 6)

Written Communication (Writing)

Produce well-structured Written Communication on complex topics

- a Present essential ideas/information in a logical and effective order.
- b Use a structure which takes account of purpose/links points for clarity and impact.
- c Use conventions which are effectively adapted for audience.
- d Use accurate spelling, punctuation, sentence structures.
- e Vary sentence structure, paragraphing, vocabulary to suit purpose and target audience.

Unit	Knowledge/Skills/Evidence	a	b	c	d	e
International Business Environment: Geographical Influences (F309 34)	<i>Using written skills to communicate an understanding of the importance of political, economic, physical and human geography in relation to patterns of international business and trade.</i>	*	*	*	*	*
Marketing: An Introduction (DE3C 34)	<i>Using written skills to communicate an understanding of the role of marketing, the operation of a marketing department, and the importance of research to the marketing process.</i>	*	*	*	*	*
Economic Issues: An Introduction (DE3A 34)	<i>Using and interpreting graphical information when explaining how resources are allocated, markets operate, and the theory of national income and role of government policy.</i>	*	*	*		
Managing People and Organisations (DE3D 34)	<i>Using written skills to communicate how to motivate, manage and organise individuals and groups in the workplace.</i>	*	*	*	*	*
International Institutions (D4XC 35)	<i>Using written skills to describe the nature of key international institutions and the impact of regional economic integration on international trade.</i>	*	*	*	*	*

Communication (SCQF Level 6)

Oral Communication

Produce and respond to oral Communication on a complex topic

- a Use vocabulary and a range of spoken language structures consistently and effectively with appropriate formality.
- b Convey all essential ideas/information/opinions accurately and coherently with appropriate varied emphasis.
- c Structure to take full account of purpose and audience.
- d Take account of situation and audience during delivery.
- e Respond to others taking account of their contribution.

Unit	Knowledge/Skills/Evidence	a	b	c	d	e
Principles and Practice of Selling (DG6W 34)	<i>Formal oral presentation of sales proposals supported by technology to potential buyers</i>	*	*	*	*	*
International Promotions (F1NA 34)	<i>Oral presentation supporting the design of an international promotions campaign.</i>	*	*	*	*	*
Socio-Economic Issues in the European Union (F3HP 34)	<i>Oral presentation explaining the sources of funding social projects, and effects of selected socio-economic policies within the European Union.</i>	*	*	*	*	*
Teaching and Learning for all Units will involve on-going discussion with and presentation to a range of people, analysing and evaluating relevant and related information. Personal interviews with and guidance from assessors will support verbal exploration of complex issues and problem solving approaches.						

Information Technology (SCQF Level 5)

Using Information Technology

Use an IT system effectively and responsibly to process a range of information

- a Make effective and responsible use of the range of IT equipment in everyday use.
- b Carry out straightforward processing in two types of software application.
- c Carry out complex processes to use one further application in depth.
- d Integrate different types of data in a piece of work.
- e Carry out two searches to extract and present relevant information from electronic data sources.

Unit	Knowledge/Skills/Evidence	a	b	c	d	e
International Business Environment: Geographical Influences (F309 34)	<i>Applying IT skills to communicate an understanding of the importance of political, economic, physical and human geography in relation to patterns of international business and trade.</i>				*	*
Research Skills (DH4G 34)	<i>Applying IT skills to interpret and communicate information from print and electronic sources</i>	*	*	*		*
Using Software Application Packages (D85F 34)	Using IT equipment and an appropriate range of software to analyse, design, integrate and output materials.	*	*	*	*	*
<p>Internet research on current business issues, events and practice will provide essential underpinning knowledge for the award. Security, consideration and the managing of any technical problems will be a routine aspect of research, records of information and good practice.</p> <p>Professional presentation of all materials will involve access to and use of technology.</p>						

Numeracy (SCQF level 5)

Using Number

Apply a wide range of numerical skills

- a Work confidently with a numerical concept.
- b Decide on the numerical operations to be carried out.
- c Carry out complex calculations or a number of sustained calculations.

Unit	Knowledge/Skills/Evidence	a	b	c
Research Skills (DH4G 34)	Applying numerical skills to interpret and communicate information from print and electronic sources	*	*	
International Marketing: An Introduction (DG6M 34)	Applying numerical skills to select international markets and convey information in a marketing plan.	*	*	
Preparing Financial Forecasts (DE3J 35)	Applying numerical skills and financial techniques in operating statements, costing, budgetary practice and investment appraisal.	*	*	*

Using graphical information

Interpret and communicate graphical information in everyday and generalised contexts

- a Interpret information from tables, graphs, charts or diagrams.
- b Select an appropriate form of tables, graphs, charts, diagrams and communicate information in that form.

Unit	Knowledge/Skills/Evidence	a	b
International Business Environment: Geographical Influences (F309 34)	Using and interpreting graphical information to communicate an understanding of the importance of political, economic, physical and human geography in relation to patterns of international business and trade.	*	*
Economic Issues: An Introduction (DE3A 34)	Using and interpreting graphical information to communicate how resources are allocated, markets operate, the theory of national income and role of government policy.	*	*
International Marketing: An Introduction (DG6M 34)	Using and interpreting graphical information to select international markets and convey information in a marketing plan.	*	*
Research Skills (DH4G 34)	Using print and electronic sources to interpret and communicate information.	*	*

Problem Solving (SCQF Level 6)

Critical Thinking

Analyse a complex situation or issue

Planning and Organising

Plan, organise and complete a complex task

Reviewing and Evaluating

Review and evaluate a complex problem solving activity

Unit	Knowledge/Skills/Evidence	CT	PO	RE
Human Resource Management: Introduction (DN78 34)	<i>Develop knowledge of the role, activities and contribution of Human Resource Management.</i>	*	*	*
Economics 2: The World Economy (DE3H 35)	<i>Using problem solving skills to produce a portfolio of evidence on the nature and types of international trade and role of trade organisations.</i>	*	*	*
International Purchasing & Supply Management (A54F 35)	<i>Using problem solving skills to evaluate key challenges involved in overseas sourcing.</i>	*	*	*
Organisation and Management (F1MF 34)	<i>Reporting on the nature of organisations, their impact on those working for them, and the role and approaches of management through case study analysis.</i>	*	*	*
<p>It is important that candidates get opportunities to cover these Core Skills within the Group Awards, which involves throughout an analytical and evaluative approach to problem solving. Analysis, strategic planning and implementation of a range of practical activities which require skills in communication, co-operation and negotiation with others is integral, and evaluative activities on an on-going basis.</p>				

Working with Others (SCQF level 6)

Working with Others

Work with Others in a group to analyse, plan and complete an activity

- a Analyse the activity and identify component tasks and roles.
- b Agree allocation of activities taking account of group strengths and weaknesses.
- c Support co-operative working.
- d Evaluate and draw conclusions about own contribution, justifying with evidence.

Unit	Knowledge/Skills/Evidence	a	b	c	d
Managing People and Organisations (DE3D 34)	Working with others to complete an activity about the motivation, management and organisation of individuals and groups in the workplace.	*	*	*	*
Socio-Economic Issues in the European Union (F3HP 34)	<i>Working with others to complete an activity about selected socio-economic policies within the European Union.</i>	*	*	*	*
Research Skills (DH4G 34)	Working with other to plan, execute and report on a research survey.	*	*	*	

It is important that candidates get opportunities to cover these Core Skills within the Group Awards. Working in business and trade requires an understanding of motivation, negotiation and persuasion, as well as an analytical and evaluative approach to working with a range of others.

Appendix 3: Unit Signposting to Core Skills Exit levels

HNC International Business and Trade (G915 15)

Core Skill	Exit level	Units
Communication	5	International Business Env; Marketing: an Introduction; Economic Issues: an Introduction; Managing People and Organisations; International Business and Trade: Graded Unit 1;
Working with Others	5	Managing People and Organisations
Problem Solving	5	International Business and Trade: Graded Unit 1
Information Technology	5	International Business and Trade: Graded Unit 1; Using Software Applications Packages;
Numeracy	5*	Economic Issues: an Introduction; International Marketing; International Business and Trade: Graded Unit 1
		*The Graded Unit may provide opportunities to work at Numeracy level 5, dependent on the analysis and subsequent use of numerical data in the Case Study assignment

HND International Business and Trade (G91J 16)

Core Skill	Exit level	Units
Communication	6	International Business and Trade: Grade Unit 2; Global Business Organisations; International Institutions; International Purchasing and Supply Management
Working with Others	6*	Managing People and Organisations; Socio-economic Issues in the EU; Research Skills; International Business and Trade: Graded Unit 2 offers the opportunity for level 6
Problem Solving	6	Economics 2: The World Economy; Human Resource Management: Introduction; International Purchasing and Supply Management; International Business and Trade: Graded Unit 2
Information Technology	5	International Business and Trade: Graded Unit 2; Using Software Applications Packages
Numeracy	6*	Preparing Financial Forecasts; International Business and Trade: Graded Unit 2 offers the opportunity for level 6
		*Graded Unit 2 is a project based on an investigation and as such offers the candidate the opportunity to work at level 6 Working with Others when the assignment is set up in group working; and at level 6 Numeracy when the analysis and synthesis of numerical data is complex yet illustrative. The opportunity to work at Numeracy level 6 in Preparing Financial Forecasts may be achieved through complexity of practical examples and multiplicity of calculation methods and their illustration.