Arrangements for:

National Progression Award (NPA) in Business with Information Technology at SCQF level 6

Group Award Code: G9WW 46

Validation date: June 2010

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Version: 06

Acknowledgement

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.

Version number	Description	Date
06	**Additional Units:** F1FE 12 PC Passport: Working with IT Software – Word Processing and Presenting Information, HA6M 46 Web Apps: Word Processing, F1FJ 12 PC Passport: working with IT Software – Spreadsheet and Database HA6L46 Web Apps: Spreadsheets has be added as an optional group to include the alternative web apps unit- designed as an alternative/replacement to the PC Passport	27/11/19
05	**Revision of units codes:** Unit codes were updated for the following units: Understanding Business H20R76 (J229 76), Management of Marketing and Operations H20V 76 (J22C 76), Management of People and Finance H20S 76 (J22A 76), IT Solutions for Administrators H1YY 76 (J21V 76) and Communication in Administration H1YW 76 (J21Y 76). The unit content and assessment for all of the units is unchanged.	25/09/19
04	**Revision of Units:** F394 12 Financial Accounting: An Introduction (finish date 31/07/2021) has been replaced by J1JY 46 Financial Accounting for Limited Companies. DF4T 10 Management Accounting (finish date 31/07/2021) has been replaced by J1K3 46 Management Accounting (Start date 01/08/2019)	28/11/18
03	**Revision of Unit**: DE24 33 IT in Business – Word Processing, Spreadsheets and Databases: An Introduction (DE24 33) *has been revised by* IT in Business: Word Processing, Spreadsheets and Databases: An Introduction (FG69 33) *and finished on* 31/07/2013. Unit H1YY 76 Communication in Administration added to options section of the framework.	18/03/16
02	**Revision of Unit**: DV4L 12 Business Decision Areas: Finance and Human Resource Management *has been revised by* H20S 76 Management of People and Finance *and will finish on* 31/07/2016. **Revision of Unit**: DV4K 12 Business Decision Areas: Marketing and Operations *has been revised by* H20V 76 Management of Marketing and Operations *and will finish on* 31/07/2016. **Revision of Unit**: DV4G 12 Business Enterprise *has been revised by* H20R 76 Understanding Business *and will finish on* 31/07/2016.	15/12/2014

Contents

1 Introduction

This is the Arrangements Document for the National Progression Award (NPA) in Business with Information Technology at SCQF level 6. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

This Group Award has been designed to provide candidates with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression onto further academic qualifications.

2 Rationale for the development of the Group Award

The National Progression Award in Business with Information Technology at SCQF level 6 consists of four 40 hour Units. One of these Units is mandatory, with the remaining three Units chosen from a restricted choice of options.

The NPA has the purpose of providing candidates with the fundamental business and information technology skills required for employment and/or further study in any of these two areas.

The award has been designed to be flexible to allow both schools and colleges flexibility when timetabling, as well as allowing a suitable range of optional Units to be chosen, dependant on local circumstances and candidate requirements.

National Progression Awards are designed to:

♦ mainly be used in post-compulsory education
♦ be followed part-time for those already in work; or for those who have a desire to enter employment in the business, administration and/or information technology sector
♦ assess and certificate a defined set of skills and knowledge
♦ give credit to full-time candidates who may not be able to complete their full course.

2.1 Nature and purpose of the award

The NPA is designed to provide candidates with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression to further academic qualifications.

The structure provides candidates with fundamental knowledge and skills relating to the study of business and information technology, as well as allowing for choice and personalisation. It allows for progression to other business and/or IT related programmes in both the further and higher education sector, as well as providing progression within or to employment.

2.2 Establishing the need for the award

Consultation was undertaken with Colleges of Further Education, Employers and past NC/NQ candidates. This established that it was important for the award to be flexible, to meet the needs of varied candidates and local circumstances. It was necessary that the award:

♦ has flexibility in the way it can be delivered
♦ provides an exit route
♦ provides progression and advancement from previous study
♦ provides opportunities for progression into more advanced programmes meets the needs and expectations of employers.

2.3 Progression routes

Candidates who successfully complete this NPA could progress to HN programmes or appropriate National Courses at Higher and/or Advanced Higher level.

It would also be possible for candidates to progress to appropriate Professional Development Awards (PDA) such as in Information Technology in Business (G8XL 47), Office Administration (GA11 47), or Office Management and Information Technology (GA10 48).

Candidates who successfully complete the SCQF level 5 NPA in Business with Information Technology (G9X0 45) could progress to this NPA.

2.4 Relationship to National Occupational Standards

National Occupational Standards (NOS) are developed by the key employment sectors of the United Kingdom. These standards set the competences required for job roles within a particular employment sector.

Business does not have any specific National Occupational Standards. However, links to the most relevant NOS for some of the IT Units are given in the table below. The most relevant set of NOS are those from the Council for Administration for SVQs in Business and Administration.

Optional Units	SCQF level	Links to NOS
Information Technology for Management	Level 6	209, 210, 214, 215, 216, 217, 224

3 Aims of the Group Award

The NPA has been developed by SQA with the purpose of providing candidates with the fundamental business and information technology skills required for employment and/or further study in any of these two areas.

3.1 Principal aims of the Group Award

The NPA aims:

1. To develop candidates' knowledge and understanding of the role of business in society.

2. To develop candidates' knowledge, application and usage of a variety of software packages and (at SCQF level 6) to develop these to an advanced level.

3. To provide candidates with the relevant Core Skills for business, administration and technology for employment and further study.

4. To prepare candidates for entry into HN Business or HN Administration or other National awards (SCQF level 6 award).

3.2 General aims of the Group Award

The award will develop candidates' problem solving and information technology skills. It will enable them to be more confident in the use of software application packages for administrative and business purposes. It will also develop their awareness of issues facing organisations in today's contemporary business society.

Depending on the choice of optional Units chosen, candidates will develop knowledge and understanding of a specialist business area (marketing, customer care, economics, accounting or law).

3.3 Target groups

The NPA is designed to meet the needs of a wide client group as they are designed to develop a fundamental knowledge of business as well as developing IT skills.

The NPA would be suitable for:

♦ candidates who are at school or who may have just left school
♦ mature candidates who may have been out of education for a long period
♦ candidates whose first language is not English
♦ candidates currently employed who wish to obtain a formal qualification
♦ candidates who are looking to access HN programmes
♦ employers who wish their employees to obtain short CPD courses.

These groups have quite different characteristics. Many recent school leavers have limited formal school attainment. Adult returners may also possess few formal qualifications and while they may have valuable experience, they may lack confidence in their ability to learn. Candidates whose first language is not English would find the NPAs a useful starting point in the study of Business and/or IT following on from an ESOL course.

As more emphasis is put on lifelong learning and continuing professional development, employers are keen to offer certificated courses to their employees.

It is envisaged that these awards could be offered in one of the following modes:

♦ Full-time (eg fast-track into full NC programmes or HN programmes)
♦ Part-time (eg Day-release)
♦ Open and distance learning
♦ Infill into existing classes
♦ Evening provision.

3.4 Employment opportunities

Employment opportunities exist in the business, administration and IT sectors.

4 Access to the Group Award

Entry is at the discretion of the centre. However, it is recommended for candidates have completed some ICT skills training at level 5. This may be through the achievement of relevant National Units or employment experience.

5 Group Award structure

The Units are taken from the Administration and Business National Certificate frameworks. At SCQF level 6, there is also the inclusion of the HN *Introductory IT in Business* Unit. All Units are at the SCQF level of the Group Award.

5.1 Structure

NPA Business with Information Technology (level 6)

The NPA requires 4 credits (24 SCQF points) — the mandatory Unit plus one Unit from Group A and two Units or the single 2-credit Unit from Group B.

Unit title	Code	SCQF Credit points	SCQF level	SQA Credit value
MANDATORY UNIT (1 credit)				
Understanding Business	J229 76*	6	6	1
OPTIONAL UNITS (minimum of 3 credits)				
GROUP A (minimum of 1 credit)				
Management of Marketing and Operations	J22C 76*	6	6	1
Management of People and Finance	J22A 76*	6	6	1
Market Research Practice	D0XS 12	6	6	1
Scottish Legal Framework	D32B 12	6	6	1
Financial Accounting for Limited Companies	J1JY 46*	6	6	1
Management Accounting	J1K3 46*	6	6	1
GROUP B (minimum of 2 credits)				
PC Passport: Working with IT Software — Word Processing and Presenting Information **OR**	F1FE 12	6	6	1
Web Apps: Word Processing	HA6M 46	6	6	1
PC Passport: Working with IT Software – Spreadsheets and Database **OR**	F1FJ 12	6	6	1
Web Apps: Spreadsheets	HA6L 46	6	6	1
Information Technology for Management **OR**	DM3V 12	12	6	2
IT Solutions for Administrators	J21V 76*	6	6	1
Communication in Administration	J21Y 76*	6	6	1
IT in Business: Word Processing, Spreadsheets and Databases: An Introduction	FG69 33*	8	6	1

*Refer to History of Changes.

5.2 Mapping information

The structure of the NPA in Business with Information Technology:

♦ provides skills, knowledge and capabilities needed for employment it provides the credibility of a nationally accredited award
♦ consists of Units which are practical and will engage the interests of learners
♦ is compatible with existing arrangements currently adopted by centres it provides the flexibility which learners and centres value
♦ provides an opportunity for learners to develop the *ICT* Core Skill

A small grouping of relevant Units nationally recognised within a named award is attractive to many learners who do not want or have the time for a long period of study. It will provide learners with the options to move into employment or take further study at the same level allowing them to broaden their skills, or progress to further study at a higher level.

As the NPA is made up of Units from both the mandatory and optional sections of the Administration and Business NC frameworks, it is likely that many candidates will also have the necessary skills to progress to HN awards.

6 Approaches to delivery and assessment

The delivery of the award is at the individual centre's discretion. The award is delivered over a 160 hour period which could be a mix of day time, evening or distance learning.

It would be beneficial if centres delivered the mandatory Unit Understanding Business before delivering the specialist business Unit in option Group A.

6.1 Core Skills

There are opportunities to develop Core Skills throughout the award. The following Units offer automatic certification of Core Skills.

Unit	Core Skill component and level
Understanding Business (SCQF level 6)	Problem Solving — Planning and Organising — SCQF level 6
Management of People and Finance (SCQF level 6)	Problem Solving — Planning and Organising — SCQF level 6
Management of Marketing and Operations (SCQF level 6)	Problem Solving — Planning and Organising — SCQF level 6
Financial Accounting: An Introduction (SCQF level 6)	Numeracy — Using Number — SCQF level 5
Management Accounting: An Introduction (SCQF level 6)	Numeracy — Using Number — SCQF level 5

Unit	Core Skill component and level
PC Passport: Working with IT Software — Word Processing and Processing Information (SCQF level 6)	Information and Communication Technology (all components) — SCQF level 6

Core Skills are signposted in the following Units:

Unit	Core Skill component and level
Management Accounting: An Introduction (SCQF level 6)	Information and Communications Technology — SCQF level 6
PC Passport: Working with IT Software — Word Processing and Presenting Information (SCQF level	Communication and Problem Solving — SCQF level 6
PC Passport: Working with IT Software — Spreadsheets and Database (SCQF level 6)	Information and Communications Technology, Problem Solving and Communication — SCQF level 6

6.2   Open learning

It is at the individual centre's discretion whether or not the award is available for opening learning. However, specific assessment arrangements for each Unit (as detailed in the Unit specification) must be complied with.

7   General information for centres

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

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* **(www.sqa.org.uk)**.

8   General information for candidates

The National Progression Award in Business with Information Technology at SCQF level 6 is designed to provide you with the fundamental knowledge required for success in current and future employment in the business and information technology sector or for progression onto further academic qualifications.

The structure of the award will provide you with fundamental knowledge and skills relating to the study of business and information technology. It allows for progression into other business, administration and/or IT related programmes in both the further and higher education sector, as well as providing progression within or into employment.

You will have to study one mandatory Unit in *Understanding Business* and undertake a further three Units to achieve the NPA. Two of these Units will be ICT based and the third, a specialist business Unit. Depending on the choice of optional Units, you may get to specialise in a particular area of business such as marketing, customer care, law, economics or accounting.

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 SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

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 National Certificate/National Progression Award 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 National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

Appendix 1: Replaced Units

Title (Replacement Unit)	Code	Title (Finished Unit)	Code
Understanding Business	H20R 76	Business Enterprise	DV4G 12
Management of Marketing and Operations	H20V 76	Business Decision Areas: Marketing and Operations	DV4K 12
Management of People and Finance	H20S 76	Business Decision Areas: Finance and Human Resource Management	DV4L 12
IT in Business: Word Processing, Spreadsheets and Databases: An Introduction	FG69 33	IT in Business - Word Processing, Spreadsheets and Databases: An Introduction	DE24 33

The table above illustrates where Units on the framework have lapsed/finished and been replaced by newer Units. Candidates who have achieved the finished Unit can be credit transferred to the replacement Unit.