

Our ref: SON/February12 Update

10 September 2012

To: SQA Co-ordinator

| Action by Recipient | |
|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | Response required |
| <input checked="" type="checkbox"/> | Note and pass on |
| <input type="checkbox"/> | None — update/information only |

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Dear Colleague

The contents of this letter should be passed to the member of staff responsible for the delivery of:

HNC/D Accounting
HNC/D Administration and Information Technology (IT)
HNC/D Business

General Update

Qualification Support Team (QST) Meeting

A QST meeting was held on Tuesday 1st May in which various issues and proposals were discussed in relation to HNC/D Accounting, HNC/D Administration & IT and HNC/D Business. The outcome and actions arising from the meeting can be viewed via the Action Grid on SQA website at the following web page - <http://www.sqa.org.uk/sqa/47744.html>. The next QST meeting will be held on 25th October.

Understanding Standards

Following the development of Understanding Standards material last year for Graded Unit 1 of each of the three Group Awards, work is currently underway on material for the remaining Graded Units:

| | |
|--|---------|
| Accounting: Graded Unit 2 | F8KF 35 |
| Accounting: Graded Unit 3 | F8KG 35 |
| Administration and Information Technology: Graded Unit 2 | F8KX 35 |
| Administration and Information Technology: Graded Unit 3 | F8KY 35 |
| Business: Graded Unit 2 | F8LE 35 |

For each Graded Unit, an annotated candidate script will be produced for grades A, B and C along with guidance on marking.

Access to the website can be obtained via the following link:

www.understandingstandards.org.uk

Network Events

It is our intention to hold Network Events for all three Group Awards prior to next year's Easter holidays. We will notify centres of dates and the process for booking places towards the end of this year.

HN Survey

Thank you to all centres who participated in the HN survey and who gathered responses from candidates. This is a valuable means by which to inform future qualification developments and projects. The responses will be summarised and presented for discussion at the next QST meeting.

Subject specific Updates

HNC Accounting (G9M5 15)

HND Accounting (G9M6 16)

Error tolerances

A communication sent to centres in July 2012 details the revisions made to some of the error tolerances within the five 1st year HN Accounting mandatory Units. This communication can be found on the HN Accounting subject web page under *Update Letters* - <http://www.sqa.org.uk/sqa/25646.html>. The revised Unit specifications and Assessment exemplars, incorporating the amendments to error tolerances, are available to download from the SQA website and secure web site respectively.

HN Accounting: Graded Unit 1 (F8KE 34)

Assessment Exemplar 1 has been revised to incorporate the amendments to Task 2 which centres had to make prior to the assessment event. This exemplar can be downloaded from the secure website.

Revised Optional Units

The revised versions of the following optional Units have been added to the HNC/D Group Award frameworks:

| | |
|---|---------|
| Creating a Culture of Customer Care | H1F0 34 |
| Human Resource Management: Introduction | H1KP 34 |
| Managing and Working with People | H1F4 34 |
| Personal Financial Services | H0BX 34 |

The previous version of each Unit will be available as an either/or choice with the new one until the end date of the old Unit.

HNC Administration and Information Technology (G9M7 15) **HNC Administration and Information Technology (G9M8 16)**

Graded Unit 1 F8KW 34 - Assessment Exemplar 1 F8KW 34/AEX001

The Multiple Choice/Multiple Response paper within this exemplar features questions on the Race Relations Act 1976 and the Sex Discrimination Act 1975. As you will be aware, these Acts are now superseded by The Equalities Act 2010. To keep the exemplar up to date, one of these questions will be dropped and replaced by another question based on the Office Administration Unit. Centres who have already used the exemplar in its current form will not be penalised, however centres should use the updated version when available.

Communication: Analysing and Presenting Complex Communication DE3N 34 – Assessment Exemplar 2 DE3N/AEX001

A new exemplar has been written for this Unit set within the context of applications of Green ICT in business. It is now available to centres on the SQA secure website.

Changes to Error tolerances for Accounting Optional Unit

As part of a review of error tolerances within the 1st year mandatory HNC/D Accounting Units, the error tolerances for the following Unit have been amended:

Using Financial Accounting Software F7JP 34

There is no change to the Unit code. Please refer to the Unit Specification and Assessment Exemplar for details. A general guidance document on error tolerances is available on the HN Accounting webpage - http://www.sqa.org.uk/sqa/files_ccc/Error-tolerance-guidance.pdf

Revised Optional Units

The revised versions of the following optional Units have been added to the HNC/D Group Award frameworks:

| | |
|---|---------|
| Creating a Culture of Customer Care | H1F0 34 |
| Human Resource Management: Introduction | H1KP 34 |
| Interviewing | H1XM 34 |
| Management: Leadership at Work | H1F2 34 |
| Managing and Working with People | H1F4 34 |
| Recruitment, Selection and Induction | H1XK 34 |

The previous version of each Unit will be available as an either/or choice with the new one until the end date of the old Unit.

Optional Units added to frameworks

The following Unit has been added to the HNC/D Group Awards as an option:

Digital Culture: Online Communication F86P 34

HNC Business (G9ML 15)
HND Business (G9MM 16)

Functional Areas of Business DV6J 34 – Assessment Exemplar CB3407

It has come to our attention that security has been breached with regard to Assessment Exemplar CB3407, Version 1, published November 2006. SQA has therefore removed this Assessment Exemplar from the secure site with immediate effect. This exemplar should no longer be used for summative assessment.

Centres should remain vigilant and ensure that all candidate work submitted for summative assessment is subject to appropriate plagiarism procedural checks.

Statistics for Business F84K 35 – Error tolerances

Following feedback from the Mathematics Verification team, this Unit has been amended and now incorporates error tolerances. Guidance on the error tolerances is provided in the Support Notes of the Unit Specification. The Assessment Exemplar will be amended to incorporate these changes and there is no change to the code.

Changes to Error tolerances for Accounting Optional Units

As part of a review of error tolerances within the 1st year mandatory HNC/D Accounting Units, the error tolerances for the following Units have been amended.

| | |
|--|---------|
| Management Accounting Using Information Technology | F7JS 34 |
| Recording Financial Information | F7JV 34 |
| Using Financial Accounting Software | F7JP 34 |

There are no changes to Unit codes. Please refer to the Unit Specifications and Assessment Exemplars for details. A general guidance document on error tolerances is available on the HN Accounting web page - http://www.sqa.org.uk/sqa/files_ccc/Error-tolerance-guidance.pdf

Revised Optional Units

The revised versions of the following optional Units have been added to the HNC/D Group Award frameworks:

| | |
|---|---------|
| Creating a Culture of Customer Care | H1F0 34 |
| Financial Services Regulatory Framework | H0BW 34 |
| Human Resource Management: Introduction | H1KP 34 |
| Personal Financial Services | H0BX 34 |
| Manage Operational Resources | H1F5 34 |
| Recruitment, Selection and Induction | H1XK 34 |

The previous version of each Unit will be available as an either/or choice with the new one until the end date of the old Unit.

Optional Units added to frameworks

The following Unit has been added to the HNC/D Group Awards as options:

| | |
|--|---------|
| General Insurance Business | F9YC 33 |
| Insurance: Legal and Regulatory Requirements | F9YD 33 |
| Insurance Underwriting Process | F9YA 33 |

Yours faithfully

A handwritten signature in black ink that reads "Sharon O'Neil". The signature is written in a cursive style with a large, looping initial 'S'.

Sharon O'Neil
Qualifications Manager
Humanities, Arts and Business