

Our ref: HN Update Aug13
21 August 2013

Action by Recipient	
✓	Note and pass on

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Dear Colleague

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

HNC/D ACCOUNTING
HNC/D ADMINISTRATION AND INFORMATION TECHNOLOGY
HNC/D BUSINESS

General Update

HN Graded Units (project-based)

As part of our on-going maintenance programme and following the HN Network Events in February the Units listed below have been transferred into the revised HN Graded Unit shell document.

Accounting: Graded Unit 2 F8KF 35
Administration and Information Technology: Graded Unit 3 F8KY 35
Business: Graded Unit F8LE 35

This work has been carried out to give greater clarity around reassessment and to encourage consistency across the HN Group Awards.

There are no changes to the Unit codes, however centres must ensure that they are working to the most up to date Unit specifications. These can be found via the HN Unit search engine on the SQA website.

Understanding Standards

Centres are reminded that materials have been developed for all Graded Units within the three Group Awards. Annotated scripts have been produced accompanied by guidance on marking. Feedback to date indicates that centres find these resources extremely helpful when delivering and assessing Graded Units. Please note that all materials exemplified are live assessments and so must remain secure at all times. Access to the materials can be obtained via the following link:

<http://www.understandingstandards.org.uk>

Internal Assessment Reports (IARs)

IARs provide feedback to centres on visiting and central verification activity in relation to HN Qualifications. A report(s) has been produced for each of the subject areas and these are currently being processed by SQA. These will soon be published and placed on the relevant HN subject page under 'subject specific information'.

Network Events

It is our intention to hold annual Network Events for all three Group Awards in the early part of 2014. Centres will be notified 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 learners. 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 2013 details the revisions made to some of the error tolerances within the five 2nd 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/32117.html>. The revised Unit specifications and Assessment Exemplars, incorporating the amendments to error tolerances, are available to download from the SQA website and secure website respectively.

Payroll

This HN Unit has been revised to address the changes required since the introduction, in April 2013, of reporting PAYE information to HM Revenues and Customs (HMRC) in real time. This may be referred to as Real Time Information (RTI). As all processing must be done using a software package and submissions made electronically it was necessary to

revise the content of Outcome 1. This Outcome now gives learners an understanding of how pay and deductions are calculated.

Outcome 2 has also been amended – the number of employees has been reduced so learners do not have to input so much data.

As the content and assessment requirements have changed, the Unit has been allocated a new code – Payroll (H4J9 34). The predecessor Unit – Payroll (F86W 34) – has been given an end date of 31 July 2015 to enable any learners currently entered for this Unit to complete.

The new Unit specification is available to download from SQA's website and an Assessment Support Pack has been commissioned. Anticipated publication date is early October 2013.

Accounting for Specialised Transactions (F7R5 35)

SQA has received several HN Comment Forms regarding the content of Outcome 1 of this Unit. Further discussion took place at the HN Network Event in February.

A decision has been taken to retain the current Unit content for session 2013/2014 as this Unit contributes to both the computational and narrative sections of Accounting: Graded Unit 3. This will ensure that there is sufficient time for a more in-depth review of the content with all stakeholders involved and that any revisions made to the Unit specification of *Accounting for Specialised Transactions* can be carried through to Accounting: Graded Unit 3 and that Assessment Exemplars are revised accordingly.

HNC ADMINISTRATION AND INFORMATION TECHNOLOGY (G9M7 15)

HND ADMINISTRATION AND INFORMATION TECHNOLOGY (G9M8 16)

Changes to frameworks since last session (August 2012)

Revised Optional Units

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

Individual Employment Relations: Law	new code H2MK 34
Individual Employment Relations: Law	old code DN75 34 (finish date 31/07/14)
Human Resource Management: Core Activities	new code H2W8 34
Human Resource Management: Core Activities	old code DN72 34 (finish date 31/07/15)

Optional Units added to the frameworks

No additional Units have been added to the HNC/D Administration and Information Technology Group Award frameworks since the last Update Letter.

Payroll F86W 34/H4J9 34

The Payroll Unit with code F86W 34 has been revised and replaced by Unit H4J9 34. The old Unit has entered lapse period and will finish on 31/07/2015. This Unit is optional within the HN Administration and IT frameworks. For more information please refer to the HNC/D Accounting section of this letter.

HND BUSINESS (G9ML 15)

HND BUSINESS (G9MM 16)

Changes to frameworks since last session (August 2012)

Revised Optional Units

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

Individual Employment Relations: Law	new code H2MK 34
Individual Employment Relations: Law	old code DN75 34 (finish date 31/07/14)
Human Resource Management: Core Activities	new code H2W8 34
Human Resource Management: Core Activities	old code DN72 34 (finish date 31/07/15)
Individual Employee Relations: Practice*(new title)	new code H29W 34
Individual Employment Relations: Practice	old code DN76 34 (finish date 31/07/15)
International Purchasing and Supply* (new title)	new code H2X3 35
International Purchasing and Supply Management	old code F27B 35 (finish date 31/07/15)
Sales Promotion	new code FM0Y 35
Sales Promotion	old code DV8X 35 (finish date 31/07/15)
Marketing Research Theory	new code FK8M 34
Marketing Research Theory	old code DG6T 34 (finish date 31/07/15)
Marketing Research Applications	new code FK8L 35
Marketing Research Applications	old code DG6R 35 (finish date 31/07/15)

Business Culture and Strategy F7J7 35

Following submission of an HN Unit Comment Form and consideration by the QST, the suggested word count within the Assessment Guidelines of this Unit has been increased to 3,000 to 3,500 words to reflect a more realistic expectation of what a successful candidate would be likely to produce to cover all Outcomes. The word count is not mandatory and is only intended as a guide. Candidates are required to produce sufficient evidence to meet the Evidence Requirements within the Statement of Standards in the Unit specification.

Managing a Small Business A6HG 35

This Unit was written pre-2003 HN Modernisation and is therefore currently under review to bring up to date with modern Management Information Systems and current best practice. The Unit is optional within the two HN Business frameworks. Our aim is to have the new Unit validated and available to centres in October of this year. The old Unit will be given a 2 year lapse period for current candidates to complete.

Payroll F86W 34/H4J9 34

The Payroll Unit with code F86W 34 has been revised and replaced by Unit H4J9 34. The old Unit has entered lapse period and will finish on 31/07/2015. This Unit is optional within the HN Business frameworks. For more information please refer to the HNC/D Accounting section of this letter.

Yours faithfully

A handwritten signature in black ink that reads "Sharon O'Neil". The signature is written in a cursive, flowing style.

Sharon O'Neil
Qualifications Manager
Humanities, Arts and Business