

Our ref: HNBSUpdate Aug17

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SQA Co-ordinator

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Dear Colleague

The content 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
HNC/D Financial Services

General Update

Qualification Verification Summary Reports

These reports were previously known as Internal Assessment Reports. The format of the document has changed and is now based on the Qualification Quality Assurance Criteria 2015-18. The purpose of the reports is to provide an annual summary of visiting and central verification activity in relation to HN Qualifications. The reports are currently being produced for each of the HN subject areas. On completion they will be subject to the SQA editing process and then will be published and placed on the relevant HN subject page under 'subject specific information'. Practitioners can expect to have access to these around the end of September.

HN Network Support Events

Again, there was positive delegate feedback from the 2017 annual Network Support Events. Those attending highlighted the importance of being able to meet practitioners from across the sector. It is therefore our intention to host similar events for the three HN subject areas: Accounting, Administration and Information Technology and Business HNs in early 2018. Centres will be notified of the dates and process for booking places towards the end of this year.

HN Survey

The 6th annual HN survey is now complete and we wish to thank all of those who provided valuable feedback. The purpose of these surveys is to acquire feedback from both practitioners and learners, and are a valuable means by which to inform future qualification

developments and projects. The responses will be summarised and presented for discussion at the next Qualification Support Team (QST) meeting planned for early November 2017.

Qualification Support Team (QST)

The QST for HN Accounting, HN Administration and Information Technology and HN Business meets twice a year. We are seeking practitioners from each of these areas to join the QST. If you are interested please complete an Expression of Interest form and forward it to myself - [HN Review - \(insert appropriate framework\)](#).

Arrangements Documents and Group Award Specifications (GAS)

As part of our annual housekeeping process the Arrangements Documents (and Group Award Specifications) are being reviewed and updated to reflect any changes to the Group Award frameworks and their content. Centres should ensure that they are using the most up to version for each Group Award framework. This can be found on each of the HN subject pages.

Assessment Exemplars/Assessment Support Packs (ASPs)

A list of assessment exemplars/support packs is available to download from the relevant subject page.

Accounting Units with Tax Content

Guidance on updating units with tax content in line with UK legislation has been uploaded to the HN subject pages which include HN Accounting units.

Error Tolerance Guidance

Error Tolerance Guidance has also be uploaded to the subject pages. In addition, a Student Script for Error Tolerance has been uploaded to the secure web page to exemplify how error tolerance is applied.

Update Letters

The link to the Update Letters has now been moved towards the top of each HN subject web page.

Providing feedback on Qualification content to SQA

Centres wishing to provide feedback to SQA regarding the content of any of the Business-related HNC or HNDs may do so via email at mycentre@sqa.org.uk. Centres may also provide feedback via the annual surveys. It has come to our attention that some centres have provided such feedback to External Verifiers (EVs) verbally in the course of Qualification Verification (QV) visits. Whilst every effort is made to take account of such comments, this is not the purpose of QV visits and it is a challenge for EVs to retain and report the detail of verbal comments accurately and effectively to SQA along with their principal QV duties. The Qualification Manager and Officers are not in frequent contact with all members of the External Verification team, therefore there is the risk of delay in feedback reaching us and the content of feedback becoming 'clouded' with the passage of time. It is therefore recommended that centres submit feedback via the customer contact email provided, ensuring that the accurate details are relayed to the appropriate SQA Officer for action or clarification.

HN Accounting

Recording Financial Information (F7JV 34)

The unit specification and Assessment Support Packs (ASPs) have been revised to include Prompt Payment Discount.

Management Accounting Using Information Technology (F7JS 34)

The term 'margin of safety' inserted into questions 1(d) and 1(e) – page 78.

Income Tax (F86X 35) and Payroll (H4J9 34)

Support Notes in unit specifications now include guidance on taxation legislation. Information about updating assessments inserted into ASPs.

Business Taxation (F7R6 35)

Assessment Support Pack revised to reflect tax legislation from April 2017.

Accounting: Graded Unit 2 (F8KF 35) – Marking Schemes

As an outcome of the HN Accounting Network, four centres were good enough to submit Marking Guidelines/Schemes for Accounting: Graded Unit 2. These are now available to download from the secure website. The Marking Guidelines from colleges 2 and 3 specifically relate to Exemplar/ASP 2.

Optional Units

Details of revised optional units which fall within the HN Administration and Information Technology framework are given on the following page. These units have been incorporated into the HN Accounting frameworks.

The unit Work Experience (DV0M 34) is now in its lapsing period and is being replaced by Work Placement (HJ4W 34).

AAT Mapping

A document mapping AAT's 2016 Accounting Qualifications to the HN Accounting units has been uploaded to the HN Accounting web page.

HN Administration and Information Technology

The limited review of the HNC and HND Administration and Information Technology is complete. The revised Group Awards became operational on 01.08.2017. New Group Award codes are as follows:

HNC Administration and Information Technology **GM10 15**

HND Administration and Information Technology **GM0Y 16**

The previous Group Awards (codes G9M7 15 and G9M8 16) have entered lapsing period and will end on 31.07.2019.

A summary of unit changes is provide in the table below. Revised unit specifications can be obtained from the [HN Unit search](#) function on SQA website. Assessment Support Packs for the revised units are available on SQA secure site.

HNC/HND Administration and Information Technology Review 2016/17		
Unit title	New code	Old code
IT in Business: Spreadsheets	HH83 34	F84V 34
IT in Business: Word Processing and Presentation Applications	HH84 34	F84C 34
Digital Technologies for Administrators (formerly <i>Office Technologies</i>)	HH82 34	F7J9 34
Recording Financial Transactions	HH81 33	F847 33
Personal Development Planning	DE3N 34*	DE3N 34
Administration and Information Technology: Graded Unit 1	HH9M 34	F8KW 34
IT in Business: Advanced Spreadsheets	F849 35**	no change (minor revision)
IT in Business: Advanced Word Processing	HH86 35	F84A 35
Information and Communication Technology in Business	HH87 35	F84W 35
Presentation Skills	HH85 35	F84E 35
Administration and Information Technology: Graded Unit 2	HH9N 35***	F8KX 35
Administration and Information Technology: Graded Unit 3	HH9R 35***	F8KY 35

*No change to unit but Contextualised Assessment Support Pack developed.

**Minor changes to unit. New Assessment Support Pack developed.

***Changes are mainly cosmetic. New Assessment Support Packs in development.

There are no changes to any of the other mandatory units.

Administration and Information Technology: Graded Unit 1 (HH9M 34)

In line with SQA's commitment to support use of technology to enhance delivery of teaching and learning, assessment of Graded Unit 1 will be via [SQA's SOLAR facility](#); there will be no paper Assessment Support Pack. For more information contact solar@sqa.org.uk.

Digital Technologies for Administrators (HH82 34)

As with Graded Unit 1, SQA's assessment support will be via SOLAR. The [Unit specification](#) contains detailed guidance on the types of content that could be covered in teaching and assessment.

Office Technologies (F7J9 34)

This unit has been included in the new Administration and Information Technology frameworks to allow learners to transition from HNC to HND without being penalised by having to complete additional assessment. This is necessary because no automatic credit transfer towards *Digital Technologies for Administrators* (HH82 34) can be awarded due to the extensive changes in content. Including *Office Technologies* (F7J9 34) allows students who have previously completed the unit to carry forward this historical achievement into the HND (or HNC if completing part-time).

Centres moving to the new framework **should not** deliver *Office Technologies* (F7J9 34). The revised *Administration and Information Technology: Graded Unit 1* (HH9M 34) incorporates content from *Digital Technologies for Administrators* (HH82 34), therefore *Office Technologies* (F7J9 34) will not adequately prepare learners for the revised Graded Unit 1.

Office Technologies (F7J9 34) has entered lapsing period and will end on 31.07.2019, beyond which time no further entries or results can be processed.

For more information on the qualification structure, credit transfer and other guidance, refer to the Group Award Specification on [SQA website](#).

Units added to Optional Section

The following units have been added to the optional sections of both the new (GM10 15/GM0Y 16) and lapsed (G9M7 15/G9M8 16) frameworks to allow centres continuing with the lapsing qualifications to use them if they so wish.

Organising an Event	H91J 34
Managing an Event	H91M 35

Revised Optional Unit

New unit	Work Placement	HJ4W 34
Old unit	Work Experience (ends 31.07.2019)	DV0M 34

HN Business

IT in Business: Spreadsheets (HH83 34) Information and Communication Technology in Business (HH87 35)

These units have been revised and updated as a result of the recent review of HNC and HND Administration and Information Technology. The purpose of the changes are to reduce assessment, particularly in response to feedback received regarding *IT in Business: Spreadsheets* (F84V 34).

The changes to *Information and Communication Technology in Business* (HH87 35) are less significant and are mainly restricted to Outcome 2, to focus on evaluating system security rather than the entire system.

Both units are available via the [HN Unit Search](#) function on SQA's website. New Assessment Support Packs (ASPs) are available through the SQA secure website.

A number of other changes were made to HN Administration and Information Technology units that are optional within the HNC and HND Business. For more information, refer to the HN Administration and Information Technology section within this letter.

Piloting 'Enhancements' to HN Qualifications

It has been confirmed that the alternative assessments developed as part of the 'Piloting Enhancements' to HN project will continue for session 2017/18. This concerns four assessments developed for a number of units using a methodology more aligned with approaches used in degree programmes. As a reminder (or for those unfamiliar with this project) the assessments available are as follows:

Alternative Assessments available via HN 'Enhancements' Pilot
<p>Economic Issues: An Introduction (F7J8 34)</p> <p>Type of assessment: Reduced (Samples Knowledge and Skills) Assessment Instrument: Examination with threshold score Conditions: Closed-book with time limit</p>
<p>Business Law: An Introduction (F84P 34)</p> <p>Type of assessment: Reduced (Samples Knowledge and Skills) Assessment Instrument: Examination with threshold score Conditions: Closed-book with time limit</p>
<p>Business Culture and Strategy (F7J7 35) Behavioural Skills for Business (F84L 35)</p> <p>Type of assessment: Combined (Assesses two units) Assessment Instrument: Structured questions based on case study with threshold score. Conditions: Open-book, unsupervised.</p>

**Business: Graded Unit 2 (F8LE 35)
Research Skills (F60A 34)**

Type of assessment: Combined (Assesses two units)

Assessment Instrument: Project Investigation with threshold score and grade banding.

Conditions: Open-book, unsupervised.

Professional Recognition: Chartered Institute of Management Accountants (CIMA)

CIMA have confirmed that graduates of HNC and HND Business between 2016 and 2019 (HNC)/2020 (HND) will be entitled to exemptions from up to three of the four exams in the CIMA Certificate in Business Accounting. The precise number of exemptions depends on the optional units completed by the learner. For more information refer to the [HNC/D Business Group Award Specification](#).

Preparing Financial Forecasts (F84R 35)

An alternative assessment for Outcome 2 has been commissioned. This will be included in the Assessment Support Pack (ASP) when it becomes available.

Changes to Frameworks

Units added to Optional Section

The following unit has been added to the optional section of HNC and HND Business.

Interviewing	H1XM 34
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Revised Optional Unit

New unit	Work Placement	HJ4W 34
Old unit	Work Experience (ends 31.07.2019)	DV0M 34

HND Financial Services

Unit specifications and Assessment Support Packs (ASPs) for:

Principles of Insurance (H9ND 35)
Pension Provision (H9NC 35)
Investment (H9AM 35)

have been revised to incorporate information about updating content/assessment. The Graded Unit ASPs also include information about updating assessment materials.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sharon McDowall', written in a cursive style.

Sharon McDowall
Qualifications Manager
English, Languages, Business and Core Skills