



Scottish Qualifications Authority  
Ughdarras Theisteanas Na H-Alba

Our ref: HNBSUpdate Aug15  
20 August 2015

SQA Co-ordinator

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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**  
**HNC/D Financial Services**

## General Update

### Internal Assessment Reports (IARs)

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

### Network Events

It is our intention to hold our annual Network Events for all three HN Group Awards in early 2016. 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 2014/2015 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 Qualification Support Team meeting.

## Prior Verified Assessments

The table below lists the prior verified instruments of assessment which are available for the HN Business related frameworks. These may be used for summative assessment. They are located on SQA's secure website and can be accessed via your centre's SQA Co-ordinator.

<b>August 2015 – Prior Verified HN Assessments (Business related subjects)</b>	
Customer Care	DJ43 33
Cost Accounting	F7JR 34
E-Commerce Publishing Websites	DV6G 34
Human Resource Management: Core Activities	H2W8 34
International Marketing: An Introduction	DG6M 34
IT in Business: Advanced Databases	F848 35
IT in Business: Spreadsheets	F84V 34
Management Accounting Using Information Technology (Outcome 1 only)	F7JS 34
Mathematics for Business (x2)	A5NR 34
Preparing Financial Forecasts	F84R 35

## Formative Assessments

A number of formative assessments for HN Accounting, Administration and Information Technology and Business have been published on the SQA Secure website. These have been adapted from Assessment Exemplars for old Units which have now ended and therefore may not map fully to the content of current Units but could still provide useful preparation for learners.

## Creating Innovative Technology-enhanced Assessments (CIT-eA)

This was a collaborative project led by City of Glasgow College undertaken between 2014 and 2015 as part of the Jisc 'Further Education and Skills Development and Resource programme'. The aim of the project was to explore and identify barriers to the adoption of e-assessment in the college sector in Scotland. Through the development of resources, tools, products and processes, the project team set out to address these barriers within a case study including Units from HND Business.

Further information can be found on the project website <http://citea.digitalinsite.co.uk>

## **HNC/D Accounting (G9M5 15/G9M6 16)**

The SCQF level 7 Unit specifications have been revised to comply with FRS 102 requirements. The revised Unit specifications can be downloaded from the website using the HN Unit Search facility. With the exception of Using Financial Accounting Software (F7JP 34) all ASPs have been revised. At the time of preparing this update letter, SAGE had no plans to update the software to comply with FRS 102. The revised ASPs are available via SQA's secure website.

The ASP for Accounting: Graded Unit 2 F8KF 35/AEX002 has been updated. It was brought to SQA's attention that some information relating to this ASP had been uploaded on to a website. However, the information given would be that readily available to learners. Therefore, only the name of the organisation has been changed within the ASP.

Suggested layouts for financial statements, complying with FRS 102, along with ratios can be downloaded from SQA's HN Accounting web page – August 2014 Update letter Appendices 2 and 3. Centres may also find the presentations that were given at this year's HN Accounting Network Event helpful:

- ◆ FRS102 Presentation
- ◆ FRS102 – A Practitioner's Perspective

These can be downloaded from the HN Accounting web page under 'Events'.

## HNC/D Administration and Information Technology (G9M7 15/G9M8 16)

### Limited review of HNC/D Administration and Information Technology

As discussed at the Network Event in February, it is SQA's intention to conduct a limited review of HNC and HND Administration and Information Technology with a specific focus on technological aspects of the qualifications and what amendments and/or new content may be required to ensure these are up-to-date and relevant to current workplace practice. This review will take place over session 2015/16.

If you are interested in participating in this review please contact Sharon McDowall [Sharon.mcdowall@sqa.org.uk](mailto:Sharon.mcdowall@sqa.org.uk) or Tony Hamilton [tony.hamilton@sqa.org.uk](mailto:tony.hamilton@sqa.org.uk).

### Assessment Support Packs (ASPs) - New ASPs published

New ASPs have been published during session 2014/15 for the Units listed in the table below. These offer alternatives they do not replace existing ASPs. Please refer to HN Business list for ASPs that also feature as optional Units in HN Administration and Information Technology.

Unit title	Code	Reference
Administration and Information Technology: Graded Unit 1	F8KW 34	ASP003
Administration and Information Technology: Graded Unit 2	F8KX 35	ASP003
Administration and Information Technology: Graded Unit 3	F8KY 35	ASP003
Office Administration	F7JA 34	ASP002
Office Technologies	F7J9 34	ASP002
IT in Business: Advanced Word Processing	F84A 35	ASP002
IT in Business: Advanced Databases	F848 35	ASP002
IT in Business: Advanced Spreadsheets	F849 35	ASP002

A full list of ASPs available for all HN subjects is available from the Internal Assessment Support Materials webpage <http://www.sqa.org.uk/sqa/46233.2769.html>

## HNC/D Business (G9ML 15/G9MM 16)

### Changes to Frameworks

The following Units have been revised during session 2014/15. The end date of each lapsing Unit is provided in brackets.

#### Revised Mandatory Unit

<b>New unit</b>	<b>Communication: Business Communication</b>	<b>H7TK 34</b>
Old unit	Communication: Analysing and Presenting Complex Communication	DE3N 34 (ends 31/07/16)

#### Revised Optional Units

<b>New unit</b>	<b>Creating a Culture of Customer Care</b>	<b>H1F0 33</b>
Old unit	Creating a Culture of Customer Care	DJ42 33 (ends 31/07/16)

<b>New unit</b>	<b>Workplace Communication in English</b>	<b>H8T2 33</b>
Old unit	Workplace Communication in English	DE1K 33 (ends 31/07/16)

<b>New unit</b>	<b>International Marketing: An Introduction</b>	<b>H8PD 34</b>
Old unit	International Marketing: An Introduction	DG6M 34 (ends 31/07/17)

<b>New unit</b>	<b>Preparing to Start a Business</b>	<b>H7V4 34</b>
Old unit	Getting Started in Business	DK2K 34 (ends 31/07/16)

<b>New unit</b>	<b>Preparing a Formal Business Plan</b>	<b>H7V5 34</b>
Old unit	Preparing and Presenting a Business Plan	DE2E 34 (ends 31/07/16)

<b>New unit</b>	<b>Developing Entrepreneurial Skills</b>	<b>H7V6 34</b>
Old unit	Developing Entrepreneurial Skills	A6Y7 34 (ends 31/07/16)

#### Business: Graded Unit 1 (F8LD 34)

The wording within **Applying financial concepts** – page 5 of the Unit specification - has been revised in line with FRS 102 requirements. The Assessment Support Packs (ASPs) are also being revised to incorporate the changes which apply to the terminology used within financial statements.

## Business Accounting (F84M 34)

The Unit specification and Assessment Support Pack (ASP) have been revised to comply with the FRS 102 requirements. In addition, guidance has been given about the assessment of Outcomes 3, 4 and 5. The ASP exemplifies the combined assessment of these Outcomes. However, if centres assess these Outcomes separately a different case study must be used for each Outcome.

## HN Enhancement Pilot

Alternative Assessment Approach Support Packs (AAASPs) are available for centres participating in the *Piloting 'Enhancements' to HN Qualifications to Support Articulation* project. These are a combination of reduced and integrated assessments for the Units listed below:

Unit title(s)	Code(s)	Assessment Type
Business Law: An Introduction*	F84P34	Reduced
Business Culture and Strategy <b>and</b> Behavioural Skills for Business	F7J7 35 F84L 35	Combined
Economic Issues: An Introduction	F7J8 34	Reduced
Business: Graded Unit 2 <b>and</b> Research Skills	F8LD 34 F60A 34	Combined

Centres who are not already part of this pilot project and who wish to participate must email: [hnenhancementpilot@sqa.org.uk](mailto:hnenhancementpilot@sqa.org.uk) to notify SQA of their intent to do so. The AAASPs are available on SQA secure site.

## Assessment Support Packs (ASPs)

### Security Breach – Marketing: An Introduction F7BX 34 AEX001

This ASP was subject to a security breach and has therefore been withdrawn from the SQA Secure website. The Marketing Qualifications Development team are currently developing a replacement. The second ASP for this Unit (F7BX 34 / AEX002) remains available for use. **Please note - F7BX 34/AEX001 should not be used for session 2015/16 onwards.**

### Combined Business Communication and Creating a Customer Care of Customer Care ASP

The combined ASP for units Communication: Analysing and Presenting Complex Communication (DE3N 34) and Creating a Culture of Customer Care (H1F0 34) has been updated to produce a version aligned with the new Communication: Business Communication (H7TK 34) Unit.

The previous version of this ASP remains available for centres continuing with the older Communication: Analysing and Presenting Complex Communication Unit (DE3N 34) for session 2015/16. The older unit ends on 31/07/2016.

**Centres must ensure that the ASP used is aligned with the version of the Communication unit they are delivering in session 2015/16 (H7TK 34 or DE3N 34).**

**New ASPs published**

New ASPs have been published during session 2014/15 for the Units listed in the table below. Please refer to HN Administration and Information Technology list for ASPs that also feature as optional Units in HN Business.

<b>Unit title</b>	<b>Code</b>	<b>Reference</b>
Preparing to Start a Business	H7V4 34	ASP001
Preparing a Formal Business Plan	H7V5 34	ASP001
Developing Entrepreneurial Skills	H7V6 34	ASP001

A full list of ASPs available for all HN subjects is available from the Internal Assessment Support Materials webpage <http://www.sqa.org.uk/sqa/46233.2769.html>

## HNC/D Financial Services (GE9T 15/GE9V 16)

Three of the Unit specifications within the HNC/HND Financial Services qualifications have been revised, for session 2015/2016 and have been allocated a new Unit code. A new Assessment Support Pack (ASP) has been written to support these Units.

Unit Title	New Unit Code
Investment	H9AM 35
Principles of Insurance	H9ND 35
Pension Provision	H9NC 35

Additional ASPs are available for the Units:

- ◆ Financial Sector: An Introduction (DE5M 34)
- ◆ Personal Financial Services (H0BX 34)
- ◆ Financing International Trade (DE5T 35)
- ◆ Financial Services Regulatory Framework (H0BW 35)

Yours faithfully



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