

Accounting, Administration and IT, Business, Business
Management and Economics



This update contains information on any recent updates to documents for your subjects along with further information and guidance.

I hope you find this information helpful, and please contact me if you have any questions.

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Qualifications Manager

The Qualifications Team

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Subject Review Report

The development and implementation of the whole suite of National Qualifications has been a huge programme of work dating from 2010 and included many stakeholders. As part of the review and evaluation of this programme, SQA has been engaging with teachers and lecturers on an ongoing basis, as well as gathering intelligence from the awarding and verification process. As a result of this work, SQA has created subject reports to give teachers and lecturers an insight into our planned incremental changes and further areas of investigation for each subject. Each report identifies the key issues for that subject and an associated action plan. Find out more information and what this means for your subjects here.

- [Accounting](#)
- [Administration and IT](#)
- [Business](#)
- [Business Management](#)
- [Economics](#)

Planned changes to documents in session 2016/17

We have put in place an agreed schedule of planned changes to documents for session 2016/17.

Publication date	Documents
End of April 2016	Course Specifications, Course Assessment Specifications and Unit Specifications
End of May 2016	Course and Unit Support Notes
End of August 2016	Unit assessment support packs
End of September 2016	Coursework assessment tasks, specimen question papers and exemplar question papers

This schedule takes into account any necessary changes that are identified as a result of verification activities, the exam diet and feedback received from centres throughout the current session. It is anticipated that additional, critical changes may be identified for some subjects following the grade boundary meetings which take place during the summer months. Where

such changes are identified, we will make further updates and publish these documents by the following dates:

Publication date	Documents
End of August 2016	Course Specifications, Course Assessment Specifications and Unit Specifications (<i>further critical changes only</i>)
End of September 2016	Course and Unit Support Notes (<i>further critical changes only</i>)

Changes to documents in April and May 2016

Please ensure that you read the following updated documents in preparation for session 2016/17. To help you quickly and easily identify what has been updated, for every updated mandatory document we have also published a comparison document that clearly illustrates the changes.

These are published alongside the updated documents on our subject pages at www.sqa.org.uk/nqsubjects

The Notification of Changes spreadsheets have also been updated to reflect the latest changes to documents. You can view these spreadsheets at www.sqa.org.uk/nqsubjectchanges

Accounting

National 4 and National 5 documents

The National 5 Accounting Terminology Resource Bank has been amended to give exemplification of Cash Discount, taking into account advice from International Accounting Standards legislation.

Higher documents

Course and Unit Support Notes

Some questions in the Higher Accounting Terminology Resource Bank have been amended.

Advanced Higher documents

Course and Unit Support Notes

As part of our continuing support for the Advanced Higher Course in Accounting, we have published a formulae sheet to show the formulae to be used for Variance Analysis. This formulae sheet can be used as part of learning and teaching, and may also be issued for Unit assessment. Centres should note that it will not be made available for use in the external examination.

Administration and IT

National 3 to Higher documents

There are no planned changes to the Course Specification, Course Assessment Specification, Unit Specifications, and Course and Unit Support Notes in April and May 2016.

Business and Business Management

National 3 to Advanced Higher documents

There are no planned changes to the Course Specification, Course Assessment Specification, Unit Specifications, and Course and Unit Support Notes in April and May 2016.

Economics

National 5 to Advanced Higher documents

There are no planned changes to the Course Specification, Course Assessment Specification, Unit Specifications, and Course and Unit Support Notes in April and May 2016.

Further information and guidance

Business Management and Economics Coursework (all levels)

Centres are reminded that a minimum font size of 11 point and 1.5 line spacing is recommended for assignments which are completed as word-processed documents. Some recent submissions have been presented in a smaller font and single-line spacing. This causes considerable difficulty for markers and we would ask centres to ensure that a sensible approach is taken to producing and submitting this work, which should reflect good business practice.

Coursework issue and submission dates

The dates for the 2017 issue and uplift of Coursework for all Business Education subjects will be confirmed in the autumn subject update and also via Centre News.

- ◆ **National 5 Accounting** — centres will be notified of the topics in September 2016. The 2017 assignment will be issued in mid-February 2017, for uplift in March 2017.
 - ◆ **Higher Accounting** — centres will be notified of the topics in September 2016. The 2017 assignment will be issued in mid-February 2017, for uplift in March 2017.
 - ◆ **Advanced Higher Accounting** — the project uplift will be in April 2017.
 - ◆ **National 5 Administration and IT** — the 2017 assignment will be issued in mid-February 2017, for uplift in April 2017.
 - ◆ **Higher Administration and IT** — the 2017 assignment will be issued in mid-February 2017, for uplift in April 2017.
 - ◆ **National 5 Business Management** — the assignment uplift will be in March 2017.
 - ◆ **Higher Business Management** — the assignment uplift will be in April 2017.
 - ◆ **Advanced Higher Business Management** — the project uplift will be in April 2017.
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- ◆ **National 5 Economics** — the assignment uplift will be in March 2017.
 - ◆ **Higher Economics** — the assignment uplift will be in April 2017.
 - ◆ **Advanced Higher Economics** — the project uplift will be in April 2017.

Understanding Standards programme

Our Understanding Standards programme will continue in session 2016/17 when we will publish more candidate evidence and commentary materials. We will also deliver a series of Understanding Standards events on Course assessment and continue to deliver subject-specific continuing professional development (CPD) webinars online, subject to request. In addition to this, throughout the session we will gather and publish assessment case studies to share good practice in assessment.

To access candidate evidence and commentaries for externally assessed Components of Course assessment, visit www.understandingstandards.org.uk

Candidate evidence and commentaries for Units and internally assessed Components of Course assessment are available from our secure website.

For more information on Understanding Standards, visit www.sqa.org.uk/understandingstandards

E-touch Typing Units

We have produced Unit assessment support packs for the following E-touch Typing Units:

E-touch Typing	H8KD 44
E-touch Typing: Copy Speed Test (30 wpm)	H8KE 44
E-touch Typing: Copy Speed Test (40 wpm)	H8KF 45

These are available on our secure website and can be accessed via your SQA Co-ordinator:

https://secure.sqa.org.uk/secure/NQGA_NC_and_NPAs/NQGA_Subjects/Administration_E-touch_Typing/Administration_E-touch_Typing

Verification Key Messages

Key messages from round 1 of verification in session 2015/16 are available from the relevant subject pages of our website at www.sqa.org.uk/nqsubjects. You can access them from the 'Verification and Course Reports' heading in the Assessment Support section.

Key messages from round 2 will be published over the summer.

Looking ahead to session 2016/17

Continuing Professional Development (CPD) training

We are still offering free CPD training for teachers and lecturers where particular areas of concern are identified which are not addressed by the Understanding Standards programme. This CPD support is subject-specific and is tailored to cover one or more qualification levels according to requirements.

Where there is sufficient demand, we may deliver CPD training through online webinars and, where appropriate, publish the recordings and related materials on our website after the webinar has taken place.

During March, we delivered CPD webinars for Administration and IT (National 3 to National 5) and Business/ Business Management (National 3 to National 5). You can access the presentations on our **secure website** using the following links:

[Administration and IT National 3 to Higher webinar 9 March 2016](#)

[Business \(National 3 and 4\) Business Management National 5 webinar 16 March 2016](#)

Audio presentations were also recorded for all levels of Business Management. These will be available shortly on our website, using this [link](#).

Stay informed

Subscribe to our newsletters

We currently issue two key newsletters for teachers and lecturers:

- Centre News (weekly)
- New National Qualifications update (monthly)

Both of these newsletters contain the latest news and updates for the National Qualifications. Centre News also includes subject-specific news and a regular reminder of key dates during the session.

To subscribe to our newsletters, visit <http://mailer.sqa.org.uk>

Visit your subject pages

Make sure you regularly visit your subject pages, where you can access documents and assessment support materials for your Courses, Verification Key Messages and information on Coursework. You will also find the latest news updates for your Courses in the 'Updates and announcements' section.

Visit www.sqa.org.uk/nqsubjects

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YouTube: [SQAonline](https://www.youtube.com/SQAonline)

Contact us

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