

Introducing Advanced Higher Administration

Advanced Higher is SQA's highest level of National Course. It is very demanding. Advanced Higher extends students' knowledge and skills beyond Higher. Students will face new academic and personal challenges, requiring them to develop their knowledge and abilities and to think and work independently.

Advanced Higher Administration

The Advanced Higher Administration Course consists of three mandatory Units:

Administrative Management (1 Credit). This Unit is designed to enable candidates to gain an in-depth knowledge of factors which affect the Administrative Management of an organisation. For example Leadership Skills, Legislation and effective team working.

Administrative Management: Presentation and Communication (1 Credit). This Unit is designed to enable candidates to use a number of advanced presentation functions to create and develop multi media presentations using the appropriate software to communicate an administrative issue.

Planning a Management Report (1 Credit). This Unit is designed to provide candidates with the knowledge and skills to plan a Management Report which addresses the administrative issues faced by modern business organisations. This Unit gives candidates the opportunity to plan, research and justify information and develop strategies to address an administrative issue. This Unit will enable candidates to gain an understanding of the planning process, and subsequently will help prepare candidates for entry to university or college.

To achieve an award in the Course, a candidate must pass internal assessment in all three Units, achieve Grade A–D in the Management Report (30 marks will contribute to the overall award), and achieve Grade A–D in the external examination (70 marks will contribute to the overall award).

Further Information

You can find the detailed Course Arrangements on the Administration page of SQA's website (www.sqa.org.uk).

Copies of past examination papers (for the last two years) can be purchased from SQA's Customer Contact Centre — tel 0845 279 1000. The Contact Centre can also send you our free leaflet *Introducing Advanced Higher* (publication code BD2803).