

Recognising Positive Achievement:

National 5 to National 4 Courses and National 4 to National 3 Courses

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1 Introduction

This guide outlines the arrangements that are in place to support candidates who:

- ◆ do not achieve a National 5 course assessment but may be able to achieve the Course at National 4
- ◆ do not achieve the National 4 Added Value Unit but may be able to achieve the Course at National 3

2 Course Hierarchies and Corresponding Courses

Hierarchical structures have been used in the new National Courses and Units to support smooth progression through the levels of qualifications. 'Hierarchy' is the term used to describe Courses and Units which form a structured progression involving two or more SCQF levels. Courses that are in a hierarchy will normally have a common set of Units. The difference between the levels in a hierarchy reflects the degree of demand from one SCQF level to another.

Courses that are in hierarchies have skills, knowledge and understanding which form a progression through the levels of the Course and align with the SCQF level descriptors.

Most, but not all, National Courses are in hierarchies. Courses are in a hierarchy if they share the same Course subject title at different levels. If they do not share the same title, there are Courses where SQA has specifically indicated that a Course relationship exists across levels — we call this a 'corresponding Course'.

Examples of Course hierarchies

Structure 1: Courses and Units at National 4 (apart from the Added Value Unit) have the same titles as those at National 5.

National 5		National 4	
Code	Title	Code	Title
C733 75	Geography	C733 74	Geography
H27H 75	Geography: Human Environments	H27H 74	Geography: Human Environments
H27J 75	Geography: Global Issues	H27J 74	Geography: Global Issues
H27G 75 or H6N9 75	Geography: Physical Environments or Geography: Physical Environments with a Scottish Context	H27G 74 or H6N9 74	Geography: Physical Environments or Geography: Physical Environments with a Scottish Context
		H27K 74	Geography: Assignment (Added Value Unit)

Structure 2: Courses at National 4 have different titles from Courses at National 5; unit titles can be the same or different. This is a corresponding course. In this structure, the National 5 Units are in the National 4 Course framework as alternatives to National 4 Units.

National 5		National 4	
Code	Title	Code	Title
C710 75	Business Management	C708 74	Business
H20S 75	Management of People and Finance	H281 74	Influences on Business
H20V 75	Management of Marketing and Operations	H280 74 or H6N6 74	Business in Action or Business in Action with a Scottish Context
H20R 75 or H6N3 75	Understanding Business or Understanding Business with a Scottish Context		
		H282 74	Business Assignment (Added Value Unit)

In Design and Technology, the Recognising Positive Achievement arrangement is available from National 4 to National 3 if all of the units except the Added Value Unit are completed at National 4 in any one of these Courses:

- ◆ Design and Manufacture
- ◆ Engineering Science
- ◆ Graphic Communication

The Recognising Positive Achievement arrangement is available from National 4 to National 3 in each of the following Course Hierarchies although the Courses do not have a common set of Units across levels:

- ◆ Computing Science
- ◆ English
- ◆ Gàidhlig
- ◆ Lifeskills Mathematics

3 Recognising Positive Achievement: National 5 to National 4

3.1 Who is eligible?

A candidate who receives a band 8 or 9 (No Award) in a National 5 Course assessment will be able to gain a National 4 Course, providing the following requirements are met:

- ◆ there is a hierarchical / corresponding Course at National 4 (see section 2)
- ◆ the candidate has passed all the internally-assessed Units at National 5
- ◆ the candidate has passed the National 4 Added Value Unit
- ◆ the candidate has passed a Literacy/Numeracy Unit at National 4 or National 5 — this is an additional condition that applies to English, Gàidhlig, Mathematics and Matamataig Courses only (not Lifeskills Mathematics)

3.2 Additional requirements for English, Gàidhlig, Mathematics and Matamataig

English, Gàidhlig, Mathematics and Matamataig Courses at National 4 include a Literacy or Numeracy Unit, but the corresponding Courses at National 5 do not. (Note that Lifeskills Mathematics Courses include a Numeracy Unit at both National 4 and National 5.) To be eligible to have achievement recognised with a National 4 Course in English, Gàidhlig, Mathematics or Matamataig, candidates must have a Pass in the National 4 Added Value Unit and in a Literacy/Numeracy Unit.

The Literacy/Numeracy Units are available at National 4 as part of the National 4 Courses, or at National 5 as free-standing Units. Candidates may use either National 4 or National 5 Literacy/Numeracy to contribute to these National 4 Courses. There are bridging packs for Literacy and Numeracy available on the SQA secure site to facilitate achievement at National 5.

3.3 National 4 Course award in time for August certification

This applies to a candidate who has been entered for and achieved the National 4 Added Value Unit (and Literacy/Numeracy Unit where applicable) prior to August certification. The candidate will be awarded the National 4 Course on their August certificate providing that:

- ◆ the candidate receives a band 8 or 9 (No Award) in the National 5 Course assessment
- ◆ the candidate has attempted all / part of the Course assessment
- ◆ the candidate has passed all of the internally-assessed Units as part of the National 5 Course

3.3.1 What action is required?

In this scenario described above, our records for each candidate must show an entry and Pass result for the National 4 Added Value Unit (and Literacy/Numeracy Unit where applicable) in line with the closing dates published in the key dates section of the SQA Co-ordinators Guide. SQA will create the National 4 Course entry if you have not already done this, so there is no need for a further Course entry to be submitted at this stage.

3.4 National 4 Course award after August certification

This applies to a candidate who either has not been entered for, or has been entered for but has not achieved, the National 4 Added Value Unit (and Literacy/Numeracy Unit if applicable) prior to August certification. Where a candidate has received a band 8 or 9 (No Award) in the National 5 Course assessment, SQA has put in place arrangements to recognise achievement at National 4.

The candidate is eligible for this arrangement providing that:

- ◆ the candidate has attempted all/part of the Course assessment
- ◆ the candidate has passed all the internally assessed Units as part of the National 5 Course

3.4.1 What action is required?

If you would like this candidate to be awarded the National 4 Course you will need to:

- ◆ ensure the candidate has passed the Added Value Unit assessment (and Literacy or Numeracy Unit assessment if applicable)
- ◆ submit the entry for the National 4 Added Value Unit (Form EC01 - see example in section 3.8)
- ◆ submit the entry for the Literacy/Numeracy Unit (where applicable) (Form EC01)
- ◆ submit Pass results as required (Form UR00 – see example in section 3.8)

3.4.2 How will this work in practice?

Following certification in August, SQA will send you a report (see example below) to inform you of all candidates at your centre for whom we have automatically created a Course entry at National 4.

For each National 4 Course entry, the report will list the candidates' names and SCNs, and will indicate 'P' where the candidate has been awarded the National 4 Course. Where the candidate has not been awarded the National 4 Course, the field alongside the candidate's name will be blank.

Centre Code	Centre Name	SCN	Candidate Name	Course Code	Course Name	Result
5010130	EA Secondary School 1	64481545	Test Candidate 1	C70174	Administration and IT	P
5010130	EA Secondary School 1	74482705	Test Candidate 2	C70174	Administration and IT	
5010130	EA Secondary School 1	64483232	Test Candidate 3	C70774	Biology	P
5010130	EA Secondary School 1	64479864	Test Candidate 4	C70774	Biology	P
5010130	EA Secondary School 1	64487532	Test Candidate 5	C70774	Biology	
5010130	EA Secondary School 1	64486119	Test Candidate 6	C70774	Biology	P
5010130	EA Secondary School 1	80032423	Test Candidate 7	C70774	Biology	P
5010130	EA Secondary School 1	64479034	Test Candidate 8	C70874	Business	
5010130	EA Secondary School 1	80030356	Test Candidate 9	C71374	Chemistry	P
5010130	EA Secondary School 1	64479967	Test Candidate 10	C71374	Chemistry	
5010130	EA Secondary School 1	64479378	Test Candidate 11	C71374	Chemistry	
5010130	EA Secondary School 1	64487889	Test Candidate 12	C71374	Chemistry	
5010130	EA Secondary School 1	64483898	Test Candidate 13	C71374	Chemistry	
5010130	EA Secondary School 1	64485511	Test Candidate 14	C71374	Chemistry	
5010130	EA Secondary School 1	64482023	Test Candidate 15	C71374	Chemistry	P
5010130	EA Secondary School 1	64484034	Test Candidate 16	C71374	Chemistry	P
5010130	EA Secondary School 1	64488925	Test Candidate 17	C71374	Chemistry	P
5010130	EA Secondary School 1	74482664	Test Candidate 18	C71974	Design and Manufacture	P

Report created on Mon Jul 22 16:51:27 BST 2014


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These automatically-generated National 4 Course entries will be held open on the system until April the following year. SQA will then withdraw any open entries for National 4 Courses with the previous session's completion date.

3.5 What forms have to be completed to support this arrangement after August certification?

The Entry Creation form (EC01) should be used to enter either a group of candidates or individual candidates who are eligible for the Recognising Positive Achievement arrangement and require certification at National 4 post August certification.

The Unit Results form (UR00) should be used when no Unit result form has been produced and / or where it is not possible to submit a result electronically. There must be a valid entry for the candidate at the appropriate level for each Unit listed to enable a result to be processed.

Centre Number		Centre Name				
<p align="center">Form UR00 Entry Update Form</p> <p align="center">Unit Results</p> 						
SCN	DOB	Entry Code	Entry Level	Completion Date	Result	Candidate Name
9 digits	dd-mm-yyyy	4 characters	2 digits	dd-mm-yyyy	1 Character	Forename Surname
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory - P/F	Mandatory
To be completed by Centre						
Signature:		Designation:		Date:		
SQA Use Only:	Processed by:	Checked by:		Date:		

Entry Update – Units Results (By Candidate): Using Form UR00

Form UR00 is to be used:

- when no unit result form has been produced
- where you are unable to submit a result electronically

Please note there must be a valid entry for the candidate at the appropriate level for each unit listed overleaf to enable a result to be processed.

Centre Details
Centre Number: Enter the seven-digit Centre Number.
Centre Name: This field is optional, it may facilitate reading and recognising information on the form

Candidate Details
SCN: Enter the nine-digit Scottish Candidate Number.
Date of Birth: Enter the date of birth in the form ddmmyyyy, for instance, 01031994 for 1st March 1994.
Candidate Name: This field is optional, it may facilitate reading and recognising information on the form.

Entry Details
Entry Name: This field is optional, it may facilitate reading and recognising information on the form.
Entry Code: Enter the relevant four-digit code, eg H275 (French: Using Language)
Entry Level: Enter the relevant two-digit level code, eg 75 (National 5)
Completion Date: Enter the month and year you submitted for this candidate, for instance, 052015 (May 2015)

Result: Indicate the candidate's result by entering the relevant letter given below in the appropriate box

Result	Letter to be entered
Pass	P
Fail	F
Merit	M (current format Higher National Units only)
Grade	A / B / C (Higher National Graded Units only)

Please Note: for withdrawals please use form EU00c Entry Update.

The completed form should be signed, dated and sent to the relevant team below. Unsigned forms will be returned for signature. (Further supplies of this form are available either on request or on the SQA website, it is also available as a MS Word document).

For Schools:
 Data Services
 Scottish Qualifications Authority
 Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD
 Tel: 0345-213 6960
 Fax: 0345 213 5000 (for the attention of Data Services – Shawfair)
 Email: national.qualifications@sqa.org.uk

For Colleges, Employers and Training Providers:
 Internal Assessment – Centre Services
 Scottish Qualifications Authority
 The Optima Building, 58 Robertson Street, Glasgow G2 8DQ
 Fax: 0345 213 5000 (for the attention of HN & Vocational Delivery - Glasgow)

4 Recognising Positive Achievement: National 4 to National 3

4.1 Who is eligible?

If a candidate has not achieved the Added Value Unit at National 4, it is possible to achieve a National 3 Course providing the following requirements are met:

- ◆ there is a hierarchy/corresponding Course at National 3
- ◆ the candidate has passed all of the internally-assessed Units in the National 4 Course (except the Added Value Unit)

4.2 How will this work in practice?

The National 3 Course entry should be processed by exception or by change of level from National 4 to National 3. Please note that it is not necessary to withdraw the candidate from the corresponding National 4 Course if it is likely the Added Value Unit will be attempted again.

Candidates using this arrangement must be entered for the National 3 Course by the dates published in the key dates section of the SQA Coordinators guide if they wish this award to be included in the August certification process.

5 Further information

If you have any questions about the Recognising Positive Achievement arrangement, please don't hesitate to get in touch with your centre's Curriculum for Excellence Support Manager, www.sqa.org.uk/cfeteam

Information is also available on our Recognising Positive Achievement web page at www.sqa.org.uk/rpa

Appendix 1: The Scottish Qualifications Certificate

Where a candidate has achieved a National 4 or National 3 Course award via the Recognising Positive Achievement arrangement, this is how it will be reported on the candidate's Scottish Qualifications Certificate.

Summary of attainment

Qualification	Grade	Date	Level
National Courses			
National 4 Business		08/2015	4
National 3 Chemistry		08/2015	3

Detailed record of attainment

Code	Qualification	Grade	Date	Level	Credit
National Courses					
C708 74	National 4 Business		08/2015	4	
H20V 75	Management of Marketing and Operations		08/2015	5	6
H20S 75	Management of People and Finance		08/2015	5	6
H20R 75	Understanding Business		08/2015	5	6
H282 74	Business Assignment		08/2015	4	6
C713 73	National 3 Chemistry		08/2015	3	
H21G 74	Chemical Changes and Structure		08/2015	4	6
H21L 74	Chemistry in Society		08/2015	4	6
H21J 74	Nature's Chemistry		08/2015	4	6

Appendix 2: Eligibility scenarios

The following scenarios show examples both of candidates who are eligible for the Recognising Positive Achievement arrangement and some who are not.

Example 1

Keira is a National 5 candidate who did not achieve the National 5 English course. Keira:

- ◆ completed the National 5 English course
- ◆ received a band 8/9 for the course assessment
- ◆ passed all National 5 Units

Keira is eligible for the Recognising Positive Achievement arrangement providing that she achieves and is resulted for the National 4 or National 5 Literacy Unit and the National 4 Added Value Unit before April of the following year. Providing that this action is taken, Keira will be awarded the National 4 Course.

Example 2

Mateusz is a National 5 candidate who did not achieve the National 5 Mathematics course. Mateusz:

- ◆ completed the National 5 Mathematics course
- ◆ received a band 8/9 result for the course assessment
- ◆ passed all National 5 Units

Mateusz is eligible for the Recognising Positive Achievement arrangement providing that he achieves and is resulted for the National 4 or National 5 Numeracy Unit and the National 4 Added Value Unit before April of the following year. Providing that this action is taken, Mateusz will be awarded the National 4 Course.

Example 3

Kian is a National 5 candidate who did not achieve the National 5 Gàidhlig course. Kian:

- ◆ completed the National 5 Gàidhlig course
- ◆ received a band 8/9 for the course assessment
- ◆ passed all National 5 Units
- ◆ passed the National 4 Added Value Unit

Kian is eligible for the Recognising Positive Achievement arrangement providing that he achieves and is resulted for the National 4 or National 5 Gàidhlig Literacy Unit before April of the following year. Providing that this action is taken, Kian will be awarded the National 4 Course.

Example 4

Adam is a National 5 candidate who did not achieve the National 5 Art & Design course. Adam:

- ◆ attempted the National 5 Art & Design coursework assignment
- ◆ did not attempt the National 5 Art & Design question paper
- ◆ received a band 8/9 for the course assessment
- ◆ passed all National 5 Units

Adam is eligible for the Recognising Positive Achievement arrangement providing that he achieves and is resulted for the National 4 Added Value Unit before April of the following year. Providing that this action is taken, Adam will be awarded the National 4 Course.

Example 5

Paulina is a National 5 candidate who did not achieve the National 5 Latin course. Paulina:

- ◆ did not attempt the National 5 Latin Course Assessment
- ◆ received a band '99' for the course assessment
- ◆ passed all National 5 Units
- ◆ passed the National 4 Added Value Unit

Paulina is not eligible for the Recognising Achievement arrangement because she **did not attempt** the National 5 Latin Course Assessment. Paulina will be awarded the National 4 Course if her centre has entered her for the course.

Example 6

Daniel is a National 5 candidate who was awarded a grade D in the National 5 Modern Studies course. Daniel:

- ◆ completed the National 5 Modern Studies course
- ◆ received a grade D
- ◆ passed the National 4 Added Value Unit

Daniel is not eligible for the Recognising Positive Achievement arrangement because he achieved a grade D in the National 5 Modern Studies course. Daniel will be awarded the National 4 Course if his centre has entered him for the course.