

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



Welcome to the first edition of our new-look subject update, which replaces the letter you would have received previously. This update complements our regular monthly and weekly communications, with more information relevant to your subject, and details of what we have been working on.

I would encourage you to make regular use of our subject pages, where you will find support documents, answers to Common Questions, and links to other areas of interest. Documents that must be treated confidentially can be found on our secure site and you can arrange access to these through your SQA Co-ordinator.

I hope you find the following update helpful, and please contact me if you have any questions.

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Contacting the team

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Updates to documents

In the **special edition June 2014 update** on the new National Qualifications, we explained that we would be making updates to documents containing mandatory information on National 3 to National 5 Courses, along with the associated Unit assessment support packs.

Revisions and Solutions to Administration and IT National 3, 4, 5 and Higher

National 3 to National 5

Based on customer feedback, revisions have been made to the Unit assessment support packs. Solutions have been added to the Unit assessment support packs and some supplementary files have been updated. Revised documents will have a date stamp of August 2014 next to them on SQA's secure site.

The intention of these updates is to provide teachers and lecturers with further information and clarification based on feedback we have received. The amendments are minor amendments to provide clarification in certain key areas. All amendments and additional content have been carefully managed to minimise disruption. A detailed list of the changes is available on the **notification of changes spreadsheet**. Please note that there are no planned changes to mandatory documents in this session.

Unit assessment support packs have been updated:

- ◆ Accounting – National 5
- ◆ Administration and IT – National 3, National 4 and National 5
- ◆ Business and Business Management – National 3, National 4 and National 5
- ◆ Economics – National 5

These updates are to ensure consistency between the Unit assessment support packs and the mandatory documents. A high level summary of these updates can be found in the **notification of changes spreadsheet** for National 3 to National 5 Social Studies (Business).

New Higher

Based on customer feedback, solutions have been made to Unit assessment support packs. The solutions have been added to the supplementary files folder. The revised supplementary files will have a date stamp of August 2014 next to them on SQA's secure site. The combined approach Unit assessment support pack contains one revision to task 5. A detailed list of the changes is available on the [notification of changes spreadsheet](#).

Please note that there are no planned changes to mandatory documents in this session.

Some documents containing mandatory information on the new Higher were reviewed and revised in April and May 2014, along with the Higher Unit assessment support packs. A high level summary of these updates can be found in the notification of changes spreadsheet for Higher, at www.sqa.org.uk/cfesubjectchanges.

Support and guidance

Finalised Marking Instructions for the 2014 Accounting, Administration, Administration and IT, Business Management and Economics question papers and assignments will be published on the relevant subject pages of SQA's website by the end of September 2014.

Guidance on performance in external Course assessments and evidence generated for internal assessment is published annually. This includes Course Reports, External Assessment Reports and Verification Key Messages, all of which will be available in the autumn via the relevant subject pages of SQA's website. Internal Assessment Reports will not be published for the new National Courses.

The following Verification Key Messages are now available:

- ◆ National 5 Accounting
- ◆ National 3 to National 5 Administration and IT
- ◆ National 3 to National 5 Business and Business Management
- ◆ National 5 Economics

Please take time to read each of the above reports as they contain useful feedback on candidate performance in 2013–14.

Coursework arrangements for 2015

Last year we issued an electronic template for completion of the Coursework for National 5 Business Management and National 5 Economics. We will no longer issue a template for Coursework, however, centres who wish to use the template that was issued last year may continue to do so.

A flyleaf will be distributed for Coursework for the following subjects/levels:

- ◆ National 5/Higher Administration and IT
 - ◆ National 5/Higher Accounting
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- ◆ National 5/Higher Business Management
 - ◆ National 5/Higher Economics

In addition, for National 5 and Higher Economics Coursework, we will publish an electronic template for the Research Sheet.

The assignment Marking Instructions for National 5 Business Management and Economics were updated during this year's main diet. This was to assist Markers by providing further clarity to ensure consistency across marking. These Marking Instructions have been updated and can be found on SQA's secure website.

Subject specific information

If you are delivering Higher Accounting in Session 2014-15, please note that the Coursework task will be issued in the January 2015 Coursework Distribution.

To aid you with planning the delivery and teaching of the Course, please be advised that the following topics will be assessed in this session's Coursework:

New Higher

- ◆ Manufacturing and Trading Account
- ◆ Decision Making
- ◆ Overhead Analysis

National 5

- ◆ Ledger Accounts
- ◆ Decision Making – limiting factor
- ◆ Preparation of a Cash Budget

The Coursework must be completed using the spreadsheet template that will be provided for download on SQA's Secure site. Please ensure, therefore, that your candidates are familiar with the spreadsheet requirements outlined in the Course Assessment Specification.

Accounting National 5 and new Higher – examination stationery

As a result of feedback from customers, centres are advised that candidates will be issued with the following stationery for external examination in diet 2015:

- ◆ National 5 – lined paper answer booklet
- ◆ Higher – accounting paper answer booklet

International Accounting Standards – changes to terminology

There have been changes made to some accounting terminology as a result of the requirements to meet International Accounting Standards. This includes updates on the following documents: UASPs and Specimen Question Paper (National 5 and Higher levels).

Following the dissemination event on 30 September 2014, materials from the event will be made available to download from the Accounting subject page on SQA's website. Adapted past paper questions and their relevant Marking Instructions will be published for National 5 and Higher to support centres in the implementation of this.

New Advanced Higher events

We will be running events to support the implementation of Advanced Higher Accounting, Business Management and Economics during January and February 2015. Further details will be communicated to centres in due course.

Example question papers

We will be publishing an additional example question paper for the new Higher subjects of Accounting, Administration and IT, Business Management and Economics. This will show you how existing past paper questions or items have been amended and adapted for use as support for Course assessment preparation.

Subject Implementation Manager

Diane Santana has taken up post with the Business Education team as Subject Implementation Manager to support centres in the introduction of the new Higher Courses. Diane is available to centres and authorities requiring advice and assistance. She can be contacted by email – diane.santana@sqa.org.uk

Coursework submission dates – 2015

The dates for the submission of Coursework for diet 2015 are as follows:

- ◆ National 5 Accounting, Business Management and Economics – 24 March 2015
- ◆ National 5 Administration and IT – 23 April 2015
- ◆ Higher Accounting, Administration and IT, Business Management and Economics – 23 April 2015

Coursework uplift dates can be found at:

http://www.sqa.org.uk/files_ccc/course_assessment_components.xls

Advanced Higher Business Management Report

Centres are reminded that they **must** submit a copy of each candidate's completed Researching a Business NAB (a photocopy is acceptable) when the Business Report is submitted. The Business Report is marked centrally and we are unable to mark it without the accompanying completed NAB.

National 5 Administration and IT

The 2015 Coursework assignment will be available to download from SQA's secure site at the end of January 2015 as part of the normal Coursework distribution. Centres are reminded that the assignment should not be undertaken until the end of the Course, ie this should happen during March/April. The uplift date for the assignment will be 23 April 2015. The Coursework assignment is externally assessed by SQA.

Further information is contained in the guidance document which accompanies the assignment and is available from SQA's secure site via your SQA Co-ordinator.

New Higher Administration and IT

The 2015 Coursework assignment will be available to download from SQA's secure site at the end of January 2015 as part of the normal Coursework distribution.

Centres are reminded that the assignment should not be undertaken until the end of the Course, ie this should happen during March/April. The uplift date for the assignment will be 23 April 2015. The Coursework assignment is externally assessed by SQA. Further information is contained in the guidance document which accompanies the assignment and is available from SQA's secure site via your SQA Co-ordinator.

Looking ahead to 2014–15

We would like to express our gratitude and extend our thanks to all those who have undertaken duties in session 2013–14. We appreciate the work that all the teams carry out and look forward to continuing to work with them during session 2014–15.

Recruitment opportunities

We are currently in the process of recruiting for a number of vacancies that we are looking to fill between now and February 2015. Vacancies include new and replacement appointments for the following roles in relation to the new qualifications:

- ◆ Team Leaders for external assessment
- ◆ Markers

For more information, please visit www.sqa.org.uk/cfeappointeevacancies.

Understanding Standards

Throughout session 2014–15, we will be publishing a range of Understanding Standards materials for both Unit and Course assessment. These materials will include candidate evidence with commentaries and can be used by centres for training and bench-marking purposes. We will also run Understanding Standards events for Unit assessment, for Nominees to share knowledge of Unit assessment with their colleagues. In addition, we will run Understanding Standards events for Course assessment for National 5, which will be open to all subject specialists.

Further information will follow in SQA's weekly and monthly centre updates.
