



Scottish Qualifications Authority  
Ughdarras Theisteanas Na H-Alba

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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 an annual summary of visiting and central verification activity in relation to HN Qualifications. Reports are currently in production for each of the subject areas and 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'.

### HN Network Support Events

Feedback from the 2016 annual Network Support Events continues to be positive with delegates highlighting the importance of being able to meet practitioners from across the sector. It is therefore our intention to host events for the Accounting, Administration and Information Technology and Business HNs in early 2017. We will notify centres of dates and the process for booking places towards the end of this year.

### HN Survey

Thank you again to all centres who participated in the 5th annual HN surveys. These surveys acquire feedback from both practitioners and learners, and are 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 (QST) meeting.

## Formative Assessments

An instance of a live SQA Assessment Support Pack (ASP) being used as a formative assessment was identified during this year's central verification activity. Centres are reminded all SQA published ASPs must remain secure and must only be used for summative assessment purposes. The shell publication document for SQA published ASPs has now been updated to include a statement to this effect. In addition, this statement has been added to the 'Browse HN Sectors' page on the SQA secure site and to the Support Materials pages on the open SQA website.

A range of formative assessments for HN Accounting, Administration and Information Technology and Business are available on the SQA Secure website for use as preparation and practice assessment. These assessments were adapted from Assessment Exemplars for HN Units which have now ended and therefore may not map fully to the content of current Units, but should still provide useful preparation for learners.

## HN Accounting

We have now completed Phase 2 of our project to update the Unit specifications and ASPs to comply with Accounting Standard FRS 102. Details of revisions are detailed below.

### Unit specifications revised to comply with FRS 102, with some revisions to content, and re-coded for session 2016/17

Financial Reporting and Analysis	HC43 35
Accounting for Specialised Transactions	HC44 35

### Unit specifications revised to comply with FRS 102

Management Accounting for Planning and Control	F82H
Business Taxation	F7R6 35
Auditing	FN11 35
Accounting: Graded Unit 3	F8KG 35
Cost Accounting ( <i>removal of LIFO</i> )	F7JR 34

**Revised Assessment Support Packs (ASPs) for use in session 2016/17**

Accounting: Graded Unit 2 F8KF 35/AEX002 5 <sup>th</sup> Edition, March 2016	F8KF 35
Accounting: Graded Unit 2 F8KF 35/ASP004 2 <sup>nd</sup> Edition, March 2016	F8KF 35
Accounting: Graded Unit 3 (Exemplar 1) F8KG 35/AEX001 3 <sup>rd</sup> Edition, May 2016	F8KG 35
Accounting: Graded Unit 3 (Exemplar 2) F8KG 35/AEX002 3 <sup>rd</sup> Edition, May 2016	F8KG 35
Accounting for Specialised Transactions HC44 35/ASP001 1 <sup>st</sup> Edition, May 2016	HC44 35
Auditing FN11 35/AEX001 2 <sup>nd</sup> Edition, May 2016	FN11 35
Business Taxation F7R6 35/AEX001 4 <sup>th</sup> Edition, March 2016	F7R6 35
Cost Accounting F7JR 34/AEX001 6 <sup>th</sup> Edition, April 2016	F7JR 34
Financial Reporting and Analysis HC43 35/ASP001 1 <sup>st</sup> Edition, May 2016	HC43 35
Management Accounting for Decision Making F82J/AEX001 6 <sup>th</sup> Edition, March 2016	F82J 35
Management Accounting for Planning and Control F82H 35/ASP001 2 <sup>nd</sup> Edition, March 2016	F82J 35

A new Assessment Support Pack (ASP) has been commissioned for **Income Tax (F86X 35)**. The anticipated publication date is October 2016.

**Plans for 2016/17**

It is in our plans for 2016/17 to revise the Unit specification and ASP for **Recording Financial Information (F7JV 34)** to bring them into line with HMRC legislation relating to Prompt Payment Discounts (PPD) and VAT. As the change came into effect on 1 April 2015, centres may use the ASPs as they stand or can amend them to take account of the amended legislation. Centres should record any amendments in their Internal Verification records. The External Verification Team has been advised of this arrangement.

## HN Administration and Information Technology

The limited review of the HNC/D Administration and Information Technology Group Awards is well underway. Two Qualification Review Team (QRT) meetings have taken place and work is ongoing on revisions to some of the Units. These revisions were informed by consultation in late 2015-early 2016, feedback from the 2016 Network Support Events and the 2015 and 2016 annual surveys. Changes have yet to be finalised, however an outline of the forthcoming changes is provided in the table below:

<b>HNC/HND Administration and Information Technology Review 2016/17</b>	
<b>Unit</b>	<b>Status</b>
Office Technologies (F7J9 34)	Complete revision
IT in Business: Spreadsheets (F84V 34)	Under revision
IT in Business: Word Processing and Presentation Applications (F84C 34)	Minor revision
IT in Business: Databases (F84X 34)	No change
Office Administration (F7JA 34)	No change
Recording Financial Transactions (F847 33)	Under revision
Communication: Business Communication (H7TK 34)	No change
Personal Development Planning (DE3R 34)	No change*
IT in Business: Advanced Spreadsheets (F849 35)	Minor revision
IT in Business: Advanced Word Processing (F84A 35)	Minor revision
IT in Business: Advanced Databases (F848 35)	Minor revision
Office Management (F84D 35)	No change
ICT in Business (F84W 35)	Under revision
Presentation Skills (F84E 35)	Under revision
Developing the Individual Within a Team (F870 34/F86Y 35)	No change
Graded Unit 1 (F8KW 34)	Revise in line with changes to other Units
Graded Unit 2 (F8KX 35)	
Graded Unit 3 (F8KY 35)	

\*Contextualised Assessment Support Pack (ASP) to be developed.

New ASPs will be developed where changes are significant enough to warrant it. This will be the case with Office Technologies (F7J9 34) and IT in Business: Spreadsheets (F84V 34), and possibly other Units, but these cannot be definitively identified at present. In the case of less significant changes, ASPs will be updated.

Revised Unit content and ASPs will be available for implementation and delivery from August 2017. More details will be provided at the Network Support Events in early 2017.

### Changes to Frameworks

#### Unit added to Optional Section

International Marketing: An Introduction	<b>H8PD 34</b>
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## HN Business

Recent revisions to Accounting Units have had a minor knock-on effect to content within the HND Business Group Awards. The impact is largely superficial and outlined below.

### Business Accounting (F84M 34)

The ASP F84M/AEX001 and supplementary material for Outcomes 3, 4 and 5 have been revised to include Statements of Changes in Equity (SOCIE). Although the SOCIE is not required to complete the assessment task, the inclusion of the SOCIE will provide clarity for lecturers and students. Please refer to the History of Change section within these publications for more detail.

SQA plan to revise the second ASP for this Unit (F84M 34/AEX002) to comply with FRS 102 during 2016/17.

### Preparing Financial Forecasts (F84R 35)

This Unit specification and ASP have been revised to comply with FRS 102. The changes are very minor.

### Business: Graded Unit 2 (F8LE 35)

No revisions were made to either the Unit specification or the ASP as they were not affected by FRS 102.

## Changes to Frameworks

### Units added to Optional Section

Digital Marketing Communications: An Introduction	<b>FK93 34</b>
Marketing Communications: Using Digital Media	<b>FK92 35</b>
Sales Planning*	<b>FK8G 35</b>
Managing Marketing Resources*	<b>FK8K 35</b>

### Lapsing Optional Unit

Sales Management (end date 31.07.2017)	<b>DV8W 35</b>
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\* These Units provide a broad equivalence in content to the lapsing Unit.

## HND Financial Services

### Personal and Business Lending (HF2H 35)

The content of this Unit specification has been revised and the Unit has been re-coded. The ASP has also been revised.

## Group Award Structures

The Group Award Structures for all HNC/D qualifications can be found within the Group Award Specification documents (formerly known as the Arrangements Document). These are located under the 'Group Award Specification' tab within the section entitled 'Qualification content and delivery tools' on the respective HN subject webpages on the open SQA website.

[HNC/HND Accounting](#)

[HNC/HND Administration and Information Technology](#)

[HNC/HND Business](#)

[HNC/HND Financial Services](#)

Yours faithfully



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