Arrangements for:

SQA Advanced Certificate in Business (GM8A 47)

SQA Advanced Diploma in Business (GM8Y 48)

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of SQA Advanced Qualifications.

Further information

Call SQA's Customer Contact Centre on 44 (0) 141 500 5030 or 0345 279 1000. Alternatively, complete our Centre Feedback Form.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. Centres are advised to check SQA Connect to confirm they are using the up-to-date qualification structure.

NOTE: Where a unit is revised by another unit:

♦   No new centres may be approved to offer the unit which has been revised.
♦   Centres should only enter candidates for the unit which has been revised where they are expected to complete the unit before its finish date.

Version number	Description	Date
08	**Revision of Unit:** HR0Y 47 Research Skills (finish date 31/07/2022) has been replaced by J1NB 47 Research Skills in Advanced Certificate and Advanced Diploma Frameworks	07/3/19
07	Update to professional body recognition	14/01/19
06	**Additional Optional Units:** J1GN 47 Social Media and J1GP 48 Social Media for Business have been added to the optional section of both the SQA Advanced Certificate and SQA Advanced Diploma Frameworks	12/11/18
05	**Revsion of Units:** HP0A 47 Marketing Practice: An Introduction (finish date 31/07/2021) has been revised by J1GM 47 Marketing Practice: An Introduction (start date 01/08/18)	06/11/18
04	**Revision of Units:** HR1J 48 Business Taxation (finish date 31/07/20) has been revised by J11S 48 Business Taxation (start date 01/08/18). HP6W 48 Behavioral Skills for Business (finish date 31/07/2021) has been replaced by J1E5 48 Behavioral Skills for Business (start date 01/08/2018) HR35 47 Manage Operational Resources (finish date 31/07/2021) has been replaced by J1E6 47 Manage Operational Resources for both the Advanced Certificate and Advanced Diploma Frameworks	25/07/18
03	**Additional Optional Unit:** HV2C 47 Management: Leadership at Work has been added to the optional section of both the SQA Advanced Certificate and SQA Advanced Diploma Frameworks	18/07/18

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Version number	Description	Date
02	**Revision of Units:** HP13 47 Financial Sector: An Introduction (finish date 31/07/2020) has been replaced by J01W 47 Financial Sector: An Introduction (start date 01/08/2018). HP16 48 Financial Services Regulatory Framework (finish date 31/07/2020) has been replaced by J01Y 48 Financial Services Regulatory Framework (start date 01/08/2018) for both the SQA Advanced Certificate and SQA Advanced Diploma Frameworks	23/04/18

Contents

1 Introduction

This is the Arrangements Document for the group award(s) in the SQA Advanced Certificate in Business and SQA Advanced Diploma in Business. This document includes background information on the group award, its aims, details of the group award structure, and guidance on delivery.

2. Aims of the group awards

The main aims of the SQA Advanced Certificate and SQA Advanced Diploma in Business awards are to enable candidates to acquire the skills and knowledge needed to progress to a higher level of their study in the Business subject area, or take an exit route into related employment within a business environment.

2.1 General aims of the group awards

The general aims for these awards are to:

1   develop candidates' knowledge and skills required for employment in a business environment
2   enable progression within the SCQF framework
3   develop study and research skills
4   develop transferable skills including Core Skills to the levels demanded by employers
5   enable a sound articulation route to the SQA Advanced Diploma in Business and articulation with higher education
6   prepare candidates for progression to further studies

2.2 Specific aims of the group award(s)

2.2.1 Aims of the SQA Advanced Certificate

The specific aims of SQA Advanced Certificate in Business are to:

1   enable candidates to enter a range of administrative, commercial or managerial positions in organisations
2   develop suitable competencies to enhance an administrative, commercial or managerial career on which they have already embarked
3   enable candidates to progress within the SCQF framework and to further professional, academic or vocational qualifications
4   develop candidate competencies in a range of specialist areas of their choice in line with their preferred career pattern
5   provide a basis for future career and personal development
6   develop and enhance transferable skills
7   adopt an innovative and creative approach to their work and be able to respond quickly to the challenges posed by changes in the business environment
8   develop and apply a range of vocational knowledge and skills in an integrated manner to the analysis of business situations
9   develop a global understanding of business, marketing and consumer issues

SQA Advanced Certificate and Diploma

2.2.2   Aims specific to the SQA Advanced Diploma

An SQA Advanced Diploma in Business will provide a breadth of competences, expanding on those covered in the SQA Advanced Certificate. The specific aims of SQA Advanced Diploma in Business are to:

1   enable candidates to consider and revisit core business issues and develop a depth of understanding from a managerial perspective
2   further develop organisational and investigative skills
3   promote the development of transferable skills in planning, organisation and evaluation, and enable in-depth investigation of business issues and problems
4   provide an advanced entry point to an organisation
5   facilitate speed of progression within an organisation
6   promote advanced level of entry to further academic or professional qualification
7   develop the underpinning knowledge which supports SVQs

2.2.3   Relationship of the Mandatory Units to the Aims of SQA Advanced Certificate and SQA Advanced Diploma

The aims of the Awards are met within the mandatory units. Two tables, one for the SQA Advanced Certificate and one for the SQA Advanced Diploma, illustrating where the individual aims are met within each unit, are provided in **Appendix 1**.

2.3   Target groups

SQA Advanced Certificate or SQA Advanced Diploma in Business Awards are designed for candidates who wish to pursue a career in business but do not wish to commit themselves to a specialist area from the outset. They are suitable for a wide range of candidates including:

♦   school leavers
♦   adult returners to education
♦   those in employment who wish to enhance their career prospects
♦   those who are, or wish to be, self-employed and require a broad grounding in business

Both the SQA Advanced Certificate and SQA Advanced Diploma in Business enable candidates to progress to further academic and professional qualifications before embarking on an administrative, managerial or commercial career. Increasingly, candidates are able to articulate to higher education institutions (HEIs) after the SQA Advanced Certificate in Business rather than having to complete the SQA Advanced Diploma, therefore the aim of providing articulation to further study is becoming increasingly important.

2.4   Employment opportunities

The SQA Advanced Certificate and SQA Advanced Diploma in Business will prepare candidates for entry to a wide range of positions.
The SQA Advanced Diploma has a strong managerial focus which enables candidates to progress more quickly to supervisory/management roles. In addition, SQA Advanced Diploma candidates, through their choice of options, will be able to prepare for a career (or further studies) in a number of specialist areas, for example, Human Resource Management, Marketing, and Financial Services.

3 Access to the group awards

Access to SQA Advanced Certificate/Diploma in Business is at the discretion of the centre. The following recommendations are for guidance only. Examples of appropriate qualifications for entry are not exhaustive and may be considered in a variety of combinations. The over-riding criterion to be satisfied is that the applicant has a realistic chance of achieving the qualification within the programme model delivered by the centre.

3.1 Formal qualifications

♦ NC Business at SCQF level 5
♦ Business Management at SCQF level 6
♦ Relevant National Qualifications or National Qualification Group Awards at SCQF level 5 or 6
♦ Any two National Qualifications at SCQF level 6.
♦ An SVQ at level 2 or 3 in a relevant area
♦ Different combinations of National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies
♦ Relevant work experience
♦ Good communication and analytical skills
♦ For candidates where English is not their first language, it is recommended that they possess English for Speakers of Other languages (ESOL) at SCQF level 5 or an overall score of 5.5 in IELTS

The structure of NC Business at SCQF level 5 allows centres to design their programmes to include up to four credits at SCQF level 6 by selecting appropriate units from the optional section. Centres may wish to consider this model if using the NC Business as a means of providing a smooth progression to SQA Advanced Certificate/Diploma in Business.

3.2 Work experience

Those with relevant work experience may be accepted for entry if the enrolling centre is satisfied that the candidate has a reasonable expectation of successfully completing the qualification. This may be established through a written application, face-to-face interview or other means as deemed appropriate by the centre.

3.3 Entry to Year 2 of the SQA Advanced Diploma

In order to achieve the SQA Advanced Diploma in Business candidates must gain a total of 30 SQA Credits from the appropriate parts of the qualification structure. Access to SQA Advanced Diploma typically varies between a requirement to have a minimum of between 12 and 15 credits, usually including all of the SQA Advanced Certificate in Business mandatory units.

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3.4   Recommended Core Skills Entry Profile

It is recommended that candidates possess the following minimum Core Skills or equivalent on entry to the SQA Advanced Certificate or SQA Advanced Diploma in Business Group Awards.

Core Skill or component	SCQF level
Communication	5
Numeracy	5
Information and Communication Technology	4
Problem Solving	4
Working with Others	4

4 Group Award structures

4.1 Structure of the SQA Advanced Certificate

Candidates will be awarded an SQA Advanced Certificate in Business on successful completion of all of the units and the Graded Unit in the mandatory section, and an appropriate combination of optional Units up to a total of 96 SCQF credit points. The SQA Design Principles require an SQA Advanced Certificate Group Award to incorporate at least 48 SCQF credit points at SCQF level 7.

The SQA Advanced Certificate in Business mandatory section comprises 80 SCQF credit points at SCQF level 7. Candidates must complete an additional 16 SCQF credit points from the optional section and there are no restrictions on the SCQF level from which to draw these credit points.

This equates to 10 SQA Credits from the mandatory units and 2 SQA Credits from the optional units.

The framework (on following pages) illustrates the composition of the mandatory and optional parts of the award, and the credit value and level of each unit.

FRAMEWORK

SQA ADVANCED CERTIFICATE IN BUSINESS

GM8A 47

STRUCTURE: 12 SQA Credits needed

Mandatory Units

Mandatory: 10 SQA Credits needed				
Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Managing People and Organisations	HP71 47	7	16	2
Marketing: An Introduction	HP6N 47	7	8	1
Economic Issues: An Introduction	HP6T 47	7	8	1
Business Accounting	HP7K 47	7	16	2
Communication: Business Communication	HP75 47	7	8	1
IT in Business: Spreadsheets	HP78 47	7	8	1
IT: Applications Software 1	HP6L 47	7	8	1
Business Graded Unit 1	HR2V 47	7	8	1

10 SQA Credits
80 SCQF credits at SCQF level 7

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Optional Units

Options: 2 SQA Credits needed				
Unit Title	**Unit Code**	**SCQF Level**	**SCQF Credit**	**SQA Credit**
Accounting and Finance				
Payroll	HR17 47	7	8	1
Using Financial Accounting Software	HR10 47	7	8	1
Business Taxation	J11S 48*	8	16	2
Management Accounting Using Information Technology	HR11 47	7	16	2
Preparing Financial Forecasts	HP70 48	8	8	1
Business				
Business Culture and Strategy	HP6R 48	8	16	2
Behavioural Skills for Business	J1E5 48*	8	8	1
Communication				
Research Skills	J1NB 47*	7	8	1
Customer Service				
Customer Care	HR3D 46	6	8	1
Creating a Culture of Customer Care	HP73 47	7	8	1
E-commerce				
e-commerce: Introduction	HR1T 47	7	8	1
e-commerce: Publishing Websites	HR1V 47	7	8	2
Economics				
Resource Economics	HR2T 48	8	8	1
Economics 1: Micro and Macro Theory and Application	HP6P 48	8	8	1
Economics 2: The World Economy	HP72 48	8	8	1
Enterprise and Employability				
Preparing a Formal Business Plan	HR19 47	7	16	2
Managing Information Systems to Develop a Small Business	HR18 48	8	16	2
Preparing To Start a Business	HR3E 47	7	8	1
Personal Enterprise Skills	HR0X 47	7	8	1
Financial Services				
Personal Financial Services	HP17 47	7	16	2
Financial Sector: An Introduction	J01W 47*	7	8	1
Insurance Underwriting Process	HR2W 46	6	8	1
Insurance: Legal and Regulatory Requirements	HR2Y 46	6	8	1
General Insurance Business	HR2X 46	6	8	1
Financial Services Regulatory Framework	J01Y 48*	8	8	1
Human Resource Management				
Recruitment, Selection and Induction	HR36 47	7	8	1
Human Resource Management Practice	HP7E 48	8	16	2
Grievance and Discipline Handling	HP7F 48	8	8	1
Human Resource Management: Core Activities	HR3A 47	7	16	2
Interviewing	HR37 47	7	8	1

*Refer to History of Changes for revision changes.

SQA Advanced Certificate and Diploma

Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Information Technology				
IT in Business: Databases	HP6C 47	7	8	1
IT in Business: Advanced Word Processing	HP0N 48	8	8	1
IT in Business: Advanced Databases	HP0G 48	8	8	1
IT in Business: Advanced Spreadsheets	HP0H 48	8	8	1
IT in Business: Desktop Publishing	HP0J 47	7	8	1
IT in Business: Word Processing and Presentation Applications	HP6G 47	7	16	2
Information and Communication Technology in Business	HP7A 48	8	16	2
Project Management	HR05 48	8	8	1
Visual Communication: Social Media	HR3C 47	7	8	1
Social Media	J1GN 47*	7	8	1
Social Media for Business	J1GP 48*	8	8	1
International Business				
International Purchasing and Supply Management	HP0T 48	8	16	2
European Union: An Introduction	HR2D 47	7	8	1
Legal				
Company Law: An Introduction	HP7J 48	8	8	1
Company Law	HR2C 48	8	16	2
Health and Safety Legislation: An Introduction	HR1P 47	7	8	1
Individual Employment Relations: Law	HR39 47	7	8	1
Individual Employment Relations: Practice	HR38 47	7	8	1
Business Law: An Introduction	HP6Y 47	7	8	1
Business Contractual Relationships	HP6X 47	7	8	1
Management Skills				
Manage Operational Resources	J1E6 47*	7	8	2
Functional Areas of Business	HR0V 47	7	8	1
Project Management: An Introduction	HR0W 47	7	8	1
Project Management: Managing the Implementation of a Project	HR0T 48	8	16	2
Management: Leadership at Work	HV2C 47*	7	8	1
Marketing/Sales				
Marketing Practice: An Introduction	J1GM 47*	7	8	1
Marketing Research Theory	HP0F 47	7	8	1
Marketing Research Applications	HW93 48	8	8	1
Sales Planning	HR30 48	8	8	1
Marketing Communication: Using Digital Media	HR32 48	8	8	1
Digital Marketing Communications: An Introduction	HR33 47	8	8	1
Managing Marketing Resources	HR31 48	8	8	1
Sales Promotion	HR34 48	8	8	1
Mathematics and Statistics				
Mathematics for Business	HR00 47	7	8	1
Statistics for Business	HP6V 48	8	8	1
Office Skills				
Office Administration	HP69 47	7	8	1

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Digital Technologies for Administrators	HP0M 47	7	8	1
Office Management	HP6A 48	8	16	2
Presentation Skills	HP79 48	8	8	1
Personal and Social Development				
Work Placement t	HP4X 47	7	8	1
Personal Development Planning	HP6M 47	7	8	1
Public Administration				
Public Sector: An Introduction	HR2P 47	7	8	1
Management and Leadership in the Public Sector	HR2N 48	8	8	1
Supply Chain Management				
Supply Chain Fundamentals	HP5R 47	7	8	1
Supply Chain: Business Strategy	HP5X 48	8	8	1
Sustainability				
Sustainable Development	HR1R 47	7	8	1
Restricted Accounting Options 0 to 1 SQA Credit needed				
Recording Financial Information	HP04 47	7	8	1
Recording Financial Transactions	HP6F 46	6	8	1
Restricted International Marketing Options 0 to 2 SQA Credits needed				
International Marketing: The Mix	HP0P 48	8	8	1
International Marketing: An Introduction	HP76 47	7	8	1
Restricted Language Options 0 to 3 SQA Credits needed *(max 3 SQA Credits)*				
Workplace Communication in English	HR1C 46	6	8	1
ESOL for Work: Advanced Operational	HR1G 47	7	24	3
French for Work: Basic Operational	HR22 46	6	24	3
French for Work: Intermediate Operational	HR23 46	6	24	3
French for Work: Advanced Operational	HR27 47	7	24	3
German for Work: Basic Operational	HR21 46	6	24	3
German for Work: Intermediate Operational	HR24 46	6	24	3
German for Work: Advanced Operational	HR28 47	7	24	3
Italian for Work: Basic Operational	HR20 46	6	24	3
Italian for Work: Intermediate Operational	HR25 46	6	24	3
Italian for Work: Advanced Operational	HR29 47	7	24	3
Spanish for Work: Basic Operational	HR1Y 46	6	24	3
Spanish for Work: Intermediate Operational	HR26 46	6	24	3
Spanish for Work: Advanced Operational	HR2A 47	7	24	3
Communication in Spanish: Basic Operational Speaking Skills	HR2R 46	6	8	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	HR2H 46	6	8	1
Communication in Spanish: Basic Operational Reading and Writing Skills	HR2M 46	6	8	1
Restricted Language Options 0 to 3 SQA Credits needed *(continued)*				
Communication in French: Basic Operational Reading and Writing Skills	HR2J 46	6	8	1
Communication in French: Basic Operational Speaking and Listening Skills	HR2E 46	6	8	1
Communication in German: Basic Operational Reading and Writing Skills	HR2K 46	6	8	1
Communication in German: Basic Operational Speaking and Listening Skills	HR2F 46	6	8	1

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Communication in Italian: Basic Operational Reading and Writing Skills	HR2L 46	6	8	1
Communication in Italian: Basic Operational Speaking and Listening Skills	HR2G 46	6	8	1
Restricted Personal and Social Development Options (Developing Personal Effectiveness) 0 to 1 SQA Credit needed				
Developing Skills for Personal Effectiveness	HP4Y 46	6	8	1
Developing Skills for Personal Effectiveness	HR0G 47	7	8	1
Developing Skills for Personal Effectiveness	HR0K 48	8	8	1
Restricted Personal and Social Development Options (Developing the Individual Within a Team) 0 to 1 SQA Credit needed				
Developing the Individual within a Team	HR13 47	7	8	1
Developing the Individual within a Team	HP3C 48	8	8	1

*Refer to History of Changes for information.

12 SQA Credits
96 SCQF credits
(A minimum of 80 SCQF credits at SCQF level 7)

SQA Advanced Certificate and Diploma

4.2   Structure of the SQA Advanced Diploma

Candidates will be awarded an SQA Advanced Diploma in Business on successful achievement of all of the Units and the Graded Units in the mandatory section and an appropriate combination of optional Units up to a total of 240 SCQF credit points. The SQA Advanced Design Principles require an SQA Advanced Diploma Group Award to incorporate at least 64 SCQF credit points at SCQF level 8.

The SQA Advanced Diploma in Business mandatory units comprise 88 SCQF credit points at SCQF level 8 and 96 SCQF credit points at SCQF level 7. Candidates must complete a further 56 SCQF credit points from the optional section and there are no restrictions on the SCQF level from which to draw these credit points.

This equates to 23 SQA Credits from the mandatory section and 7 SQA Credits from the options.

The qualification framework (on following pages) illustrates the composition of the mandatory and optional parts of the award, and the credit value and level of each unit.

SQA Advanced Certificate and Diploma

FRAMEWORK
SQA ADVANCED DIPLOMA IN BUSINESS
GM8Y 48

STRUCTURE: 30 SQA Credits needed

Mandatory Units

Mandatory: 23 SQA Credits needed				
Unit Title	**Unit Code**	**SCQF level**	**SCQF Credit**	**SQA Credit**
Managing People and Organisations	HP71 47	7	16	2
Marketing: An Introduction	HP6N 47	7	8	1
Economic Issues: An Introduction	HP6T 47	7	8	1
Business Accounting	HP7K 47	7	16	2
Communication: Business Communications	HP75 47	7	8	1
IT in Business: Spreadsheets	HP78 47	7	8	1
IT: Applications Software 1	HP6L 47	7	8	1
Business Culture and Strategy	HP6R 48	8	16	2
Behavioural Skills for Business	J1E5 48*	8	8	1
Economics 1: Micro and Macro Theory and Application	HP6P 48	8	8	1
Economics 2: The World Economy	HP72 48	8	8	1
Information and Communication Technology in Business	HP7A 48	8	16	2
Statistics for Business	HP6V 48	8	8	1
Preparing Financial Forecasts	HP70 48	8	8	1
Business Law: An Introduction	HP6Y 47	7	8	1
Business Contractual Relationships	HP6X 47	7	8	1
Business Graded Unit 1	HR2V 47	7	8	1
Business Graded Unit 2	HR63 48	8	16	2

23 SQA Credits
96 SCQF credits at SCQF level 7
88 SCQF credits at SCQF level 8

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Optional Units

Options: 7 SQA Credits needed				
Unit Title	**Unit Code**	**SCQF Level**	**SCQF Credit**	**SQA Credit**
Accounting and Finance				
Payroll	HR17 47	7	8	1
Using Financial Accounting Software	HR10 47	7	8	1
Business Taxation	J11S 48*	8	16	2
Management Accounting Using Information Technology	HR11 47	7	16	2
Communication				
Research Skills	J1NB 47*	7	8	1
Customer Service				
Customer Care	HR3D 46	6	8	1
Creating a Culture of Customer Care	HP73 47	7	8	1
E-commerce				
e-commerce: Introduction	HR1T 47	7	8	1
e-commerce: Publishing Websites	HR1V 47	7	8	2
Economics				
Resource Economics	HR2T 48	8	8	1
Enterprise and Employability				
Preparing a Formal Business Plan	HR19 47	7	16	2
Developing Entrepreneurial Skills	HR1A 47	7	8	1
Managing Information Systems to Develop a Small Business	HR18 48	8	16	2
Preparing to Start a Business	HR3E 47	7	8	1
Personal Enterprise Skills	HR0X 47	7	8	1
Financial Services				
Personal Financial Services	HP17 47	7	16	2
Financial Sector: An Introduction	J01W 47*	7	8	1
Insurance Underwriting Process	HR2W 46	6	8	1
Insurance: Legal and Regulatory Requirements	HR2Y 46	6	8	1
General Insurance Business	HR2X 46	6	8	1
Financial Services Regulatory Framework	J01Y 48*	8	8	1
Human Resource Management				
Recruitment, Selection and Induction	HR36 47	7	8	1
Human Resource Management: Introduction	HP74 47	7	8	1
Human Resource Management Practice	HP7E 48	8	16	2
Human Resource Management: Core Activities	HR3A 47	7	16	2
Grievance and Discipline Handling	HP7F 48	8	8	1
Information Technology				
IT in Business: Databases	HP6C 47	7	8	1
IT in Business: Advanced Word Processing	HP0N 48	8	8	1
IT in Business: Advanced Databases	HP0G 48	8	8	1
IT in Business: Advanced Spreadsheets	HP0H 48	8	8	1
Interviewing	HR37 47	7	8	1

*Refer to History of Changes for revision changes.

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Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Information Technology *(Continued)*				
IT in Business: Desktop Publishing	HP0J 47	7	8	1
IT in Business: Word Processing and Presentation Applications	HP6G 47	7	16	2
Project Management	HR05 48	8	8	1
Visual Communication: Social Media	HR3C 47	7	8	1
Social Media	J1GN 47*	7	8	1
Social Media for Business	J1GP 48*	8	8	1
International Business				
International Purchasing and Supply Management	HP0T 48	8	16	2
European Union: An Introduction	HR2D 47	7	8	1
Legal				
Company Law: An Introduction	HP7J 48	8	8	1
Company Law	HR2C 48	8	16	2
Health and Safety Legislation: An Introduction	HR1P 47	7	8	1
Individual Employment Relations: Law	HR39 47	7	8	1
Individual Employment Relations: Practice	HR38 47	7	8	1
Management Skills				
Manage Operational Resources	J1E6 47*	7	8	2
Functional Areas of Business	HR0V 47	7	8	1
Project Management: An Introduction	HR0W 47	7	8	1
Project Management: Managing the Implementation of a Project	HR0T 48	8	16	2
Management: Leadership at Work	HV2C 47*	7	8	1
Marketing/Sales				
Marketing Practice: An Introduction	J1GM 47*	7	8	1
Marketing Research Theory	HP0F 47	7	8	1
Marketing Research Applications	HW93 48	8	8	1
Sales Planning	HR30 48	8	8	1
Marketing Communications: Using Digital Media	HR32 48	8	8	1
Digital Marketing Communications: An Introductions	HR33 47	8	8	1
Managing Marketing Resources	HR31 48	8	8	1
Sales Promotion	HR34 48	8	8	1
Marketing Planning: domestic Market	HR09 48	8	16	2
Mathematics and Statistics				
Mathematics for Business	HR00 47	7	8	1
Office Skills				
Office Administration	HP69 47	7	8	1
Digital Technologies for Administrators	HP0M 47	7	8	1
Office Management	HP6A 48	8	16	2
Presentation Skills	HP79 48	8	8	1
Personal and Social Development				
Work Placement	HP4X 47	7	8	1
Personal Development Planning	HP6M 47	7	8	1
Public Administration				
Public Sector: An Introduction	HR2P 47	7	8	1

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Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Management and Leadership in the Public Sector	HR2N 48	8	8	1
Unit Title	**Unit Code**	**SCQF Level**	**SCQF Credit**	**SQA Credit**
Supply Chain Management				
Supply Chain Fundamentals	HP5R 47	7	8	1
Supply Chain: Business Strategy	HP5X 48	8	8	1
Sustainability				
Sustainable Development	HR1R 47	7	8	1
Restricted Accounting Options 0 to 1 SQA Credit needed				
Recording Financial Information	HP04 47	7	8	1
Recording Financial Transactions	HP6F 46	6	8	1
Restricted International Marketing Options 0 to 2 SQA Credits needed				
International Marketing: The Mix	HP0P 48	8	8	1
International Marketing: An Introduction	HP76 47	7	8	1
Restricted Language Options 0 to 3 SQA Credits needed *(maximum 3 SQA Credits)*				
Workplace Communication in English	HR1C 46	6	8	1
ESOL for Work: Advanced Operational	HR1G 47	7	24	3
French for Work: Basic Operational	HR22 46	6	24	3
French for Work: Intermediate Operational	HR23 46	6	24	3
French for Work: Advanced Operational	HR27 47	7	24	3
German for Work: Basic Operational	HR21 46	6	24	3
German for Work: Intermediate Operational	HR24 46	6	24	3
German for Work: Advanced Operational	HR28 47	7	24	3
Italian for Work: Basic Operational	HR20 46	6	24	3
Italian for Work: Intermediate Operational	HR25 46	6	24	3
Italian for Work: Advanced Operational	HR29 47	7	24	3
Spanish for Work: Basic Operational	HR1Y 46	6	24	3
Spanish for Work: Intermediate Operational	HR26 46	6	24	3
Spanish for Work: Advanced Operational	HR2A 47	7	24	3
Communication in Spanish: Basic Operational Speaking Skills	HR2R 46	6	8	1
Communication in Spanish: Basic Operational Reading and Writing Skills	HR2M 46	6	8	1
Communication in Spanish: Basic Operational Speaking and Listening Skills	HR2H 46	6	8	1
Communication in French: Basic Operational Reading and Writing Skills	HR2J 46	6	8	1
Communication in French: Basic Operational Speaking and Listening Skills	HR2E 46	6	8	1
Communication in German: Basic Operational Reading and Writing Skills	HR2K 46	6	8	1
Communication in German: Basic Operational Speaking and Listening Skills	HR2F 46	6	8	1
Communication in Italian: Basic Operational Reading and Writing Skills	HR2L 46	6	8	1
Communication in Italian: Basic Operational Speaking and Listening Skills	HR2G 46	6	8	1

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Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Restricted Personal and Social Development Options (Developing Personal Effectiveness) 0 to 1 SQA Credit needed				
Developing Skills for Personal Effectiveness	HP4Y 46	6	8	1
Developing Skills for Personal Effectiveness	HR0G 47	7	8	1
Developing Skills for Personal Effectiveness	HR0K 48	8	8	1
Restricted Personal and Social Development Options (Developing the Individual Within a Team) 0 to 1 SQA Credit needed				
Developing the Individual within a Team	HR13 47	7	8	1
Developing the Individual within a Team	HP3C 48	8	8	1

30 SQA Credits
240 SCQF credits
A minimum of 88 SCQF credits at SCQF level 8

SQA Advanced Certificate and Diploma

FRAMEWORK
SQA ADVANCED DIPLOMA IN BUSINESS
GM8Y 48

STRUCTURE: 30 SQA Credits needed

Mandatory: 13 SQA Credits needed (*GM8Y 48 Year 2 Mandatory Units*)

Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Business Culture and Strategy	HP6R 48	8	16	2
Behavioural Skills for Business	J1E5 48*	8	8	1
Economics 1: Micro and Macro Theory and Application	HP6P 48	8	8	1
Economics 2: The World Economy	HP72 48	8	8	1
Information and Communication Technology in Business	HP7A 48	8	16	2
Statistics for Business	HP6V 48	8	8	1
Preparing Financial Forecasts	HP70 48	8	8	1
Business Law: An Introduction	HP6Y 47	7	8	1
Business Contractual Relationships	HP6X 47	7	8	1
Business Graded Unit 2	HR63 48	8	16	2

Options: 5 SQA Credits needed
(*GM8Y 48 optional Units*)

Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Accounting and Finance				
Payroll	HR17 47	7	8	1
Using Financial Accounting Software	HR10 47	7	8	1
Business Taxation	J11S 48*	8	16	2
Management Accounting Using Information Technology	HR11 47	7	16	2
Communication				
Research Skills	J1NB 47*	7	8	1
Customer Service				
Customer Care	HR3D 46	6	8	1
Creating a Culture of Customer Care	HP73 47	7	8	1

*Refer to History of Changes for revision changes.

SQA Advanced Certificate and Diploma

Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
E-commerce				
e-commerce: Introduction	HR1T 47	7	8	1
e-commerce: Publishing Websites	HR1V 47	7	8	2
Economics				
Resource Economics	HR2T 48	8	8	1
Enterprise and Employability				
Preparing a Formal Business Plan	HR19 47	7	16	2
Developing Entrepreneurial Skills	HR1A 47	7	8	1
Managing Information Systems to Develop a Small Business	HR18 48	8	16	2
Preparing to Start a Business	HR3E 47	7	8	1
Personal Enterprise Skills	HR0X 47	7	8	1
Financial Services				
Personal Financial Services	HP17 47	7	16	2
Financial Sector: An Introduction	J01W 47*	7	8	1
Insurance Underwriting Process	HR2W 46	6	8	1
Insurance: Legal and Regulatory Requirements	HR2Y 46	6	8	1
General Insurance Business	HR2X 46	6	8	1
Financial Services Regulatory Framework	J01Y 48*	8	8	1
Human Resource Management				
Recruitment, Selection and Induction	HR36 47	7	8	1
Human Resource Management: Introduction	HP74 47	7	8	1
Human Resource Management Practice	HP7E 48	8	16	2
Grievance and Discipline Handling	HP7F 48	8	8	1
Information Technology				
IT in Business — Databases	HP6C 47	7	8	1
IT in Business — Advanced Word Processing	HP0N 48	8	8	1
IT in Business — Advanced Databases	HP0G 48	8	8	1
IT in Business — Advanced Spreadsheets	HP0H 48	8	8	1
IT in Business: Desktop Publishing	HP0J 47	7	8	1
Project Management	HR05 48	8	8	1
Visual Communication: Social Media	HR3C 47	7	8	1
Social Media	J1GN 47*	7	8	1
Social Media for Business	J1GP 48*	8	8	1
International Business				
International Purchasing and Supply Management	HP0T 48	8	16	2
European Union: An Introduction	HR2D 47	7	8	1
Legal				
Company Law: An Introduction	HP7J 48	8	8	1
Company Law	HR2C 48	8	16	2
Health and Safety Legislation: An Introduction	HR1P 47	7	8	1
Individual Employment Relations: Law	HR39 47	7	8	1
Individual Employment Relations: Practice	HR38 47	7	8	1

*Refer to History of Changes for information

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Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Management Skills				
Manage Operational Resources	J1E6 47*	7	8	2
Functional Areas of Business	HR0V 47	7	8	1
Project Management: An Introduction	HR0W 47	7	8	1
Project Management: Managing the Implementation of a Project	HR0T 48	8	16	2
Management: Leadership at Work	HV2C 47*	7	8	1
Marketing/Sales				
Marketing Practice: An Introduction	J1GM 47*	7	8	1
Marketing Research Theory	HP0F 47	7	8	1
Marketing Research Applications	HW93 48	8	8	1
Sales Promotion	HR34 48	8	8	1
Mathematics and Statistics				
Mathematics for Business	HR00 47	7	8	1
Office Skills				
Office Administration	HP69 47	7	8	1
Digital Technologies for Administrators	HP78 47	7	8	1
Office Management	HP6A 48	8	16	2
Presentation Skills	HP79 48	8	8	1
Personal and Social Development				
Work Placement	HP4X 47	7	8	1
Personal Development Planning	HP6M 47	7	8	1
Public Administration				
Public Sector: An Introduction	HR2P 47	7	8	1
Management and Leadership in the Public Sector	HR2N 48	8	8	1
Supply Chain Management				
Supply Chain Fundamentals	HP5R 47	7	8	1
Supply Chain: Business Strategy	HP5X 48	8	8	1
Sustainability				
Sustainable Development	HR1R 47	7	8	1
Restricted Accounting Options 0 to 1 SQA Credit needed				
Recording Financial Information **OR**	HP04 47	7	8	1
Recording Financial Transactions	HP6F 46	6	8	1
Restricted International Marketing Options 0 to 2 SQA Credits needed				
International Marketing: The Mix	HP0P 48	8	8	1
International Marketing: An Introduction	HP76 47	7	8	1

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Unit Title	Unit Code	SCQF Level	SCQF Credit	SQA Credit
Restricted Language Options 0 to 3 SQA Credits needed *(max 3 SQA Credits)*				
Workplace Communication in English	HR1C 46	6	8	1
ESOL for Work: Advanced Operational	HR1G 47	7	24	3
French for Work: Basic Operational	HR22 46	6	24	3
French for Work: Intermediate Operational	HR23 46	6	24	3
French for Work: Advanced Operational	HR27 47	7	24	3
German for Work: Basic Operational	HR21 46	6	24	3
German for Work: Intermediate Operational	HR24 46	6	24	3
German for Work: Advanced Operational	HR28 47	7	24	3
Italian for Work: Basic Operational	HR20 46	6	24	3
Italian for Work: Intermediate Operational	HR25 46	6	24	3
Italian for Work: Advanced Operational	HR29 47	7	24	3
Spanish for Work: Basic Operational	HR1Y 46	6	24	3
Spanish for Work: Intermediate Operational	HR26 46	6	24	3
Spanish for Work: Advanced Operational	HR2A 47	7	24	3
Restricted Personal and Social Development Options (Developing Personal Effectiveness) 0 to 1 SQA Credit needed				
Developing Skills for Personal Effectiveness **OR**	HP4Y 46	6	8	1
Developing Skills for Personal Effectiveness **OR**	HR0G 47	7	8	1
Developing Skills for Personal Effectiveness	HR0K 48	8	8	1
Restricted Personal and Social Development Options (Developing the Individual Within a Team) 0 to 1 SQA Credit needed				
Developing the Individual within a Team **OR**	HR13 47	7	8	1
Developing the Individual within a Team	HP3C 48	8	8	1

Please note – the 12 credits from the SQA Advanced Certificate includes 2 credits from optional Units. Centres should take care to ensure that these 2 credits are not double-counted when checking the remaining optional credits learners need to achieve the SQA Advanced Diploma. The 5 optional credits referred to in the table above are in addition to those already achieved as part of the SQA Advanced Certificate. This means that when checking the optional Units on a learner's SQA record, 2 of these credits must be allocated to the SQA Advanced Certificate before counting optional credits towards the 5 needed from this section. Learners need a total of 7 optional credits and 30 overall to achieve the SQA Advanced Diploma.

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4.3   Core Skills

SQA Advanced Certificate and SQA Advanced Diploma in Business Awards provide a number of embedded Core Skills and a range of opportunities for the signposting and development of Core Skills. These opportunities are illustrated in the table in **Appendix 2**.

The reviewed specifications for units within the mandatory section have been updated in respect of Core Skill guidance. All revised unit specifications within the mandatory section of the SQA Advanced Certificate and SQA Advanced Diploma in Business contain signposting of opportunities for the development or certification of Core Skills or Core Skill components.

4.3.1   Core Skills Exit Profile — SQA Advanced Certificate in Business

Core Skill	Recommended Entry Profile	Certificated Exit Profile
Communication	SCQF level 5	SCQF level 6
Information and Communication Technology	SCQF level 5	SCQF level 6
Numeracy	SCQF level 4	SCQF level 5 Using Number SCQF level 6
Problem Solving	SCQF level 4	Critical Thinking SCQF level 5
Working with Others	SCQF level 4	SCQF level 6*

*The Core Skill of *Working With Others* is not automatically certificated within the mandatory section of the SQA Advanced Certificate Group Award. However candidates completing *Developing the Individual Within a Team* at SCQF level 7 (HR13 47) or SCQF level 8 (HP3C 48) as an optional Unit will be certificated for *Working With Others at SCQF* level 6. If either of these options are not selected, signposting opportunities exist within the mandatory Units — *Managing People and Organisations* (HP71 47), *Communication: Business Communication (HP75 47)* and *Marketing: An Introduction* (HP6N 47).

4.3.2 Core Skills Exit Profile — SQA Advanced Diploma in Business

Core Skill	Recommended Entry Profile	Certificated Exit Profile
Communication	SCQF level 5	SCQF level 6
Information and Communication Technology	SCQF level 5	SCQF level 6
Numeracy	SCQF level 5	SCQF level 6
Problem Solving	SCQF level 5	Critical Thinking SCQF level 5
Working with Others	SCQF level 5	SCQF level 6*

*The Core Skill of *Working With Others* is not automatically certificated within the mandatory section of the SQA Advanced Diploma Group Award. However candidates completing *Developing the Individual Within a Team* at SCQF level 7 (HR13 47) or SCQF level 8 (HP3C 48) as an optional Unit will be certificated for Working With Others at SCQF level 6. If either of these options are not selected, signposting opportunities exist within the mandatory Units — *Managing People and Organisations* (HP71 47), *Communication: Business Communication* (HP75 47), *Marketing: An Introduction* (HP6N 47), *Business Culture and Strategy* (HP6R 48)*, Behavioural Skills for Business* (J1E5 48) *Information and Communication Technology in Business* (HP7A 48) and *Business: Graded Unit 2* (HR63 48).

4.3.3 Opportunities to develop the Core Skill *Working with Others*

Whilst opportunities to develop the *Working with Others* Core Skill are not explicitly identified within the mandatory Units 2, there are units where this Core Skill could be developed through appropriate delivery models. Several units lend themselves to teaching and learning approaches that involve the development of *Working With Others* at SCQF level 6. These units are:

Managing People and Organisations (HP71 47)

Opportunities are available for the development of co-operative working. Candidates may work in small groups when analysing case studies before presenting their ideas to the whole group. Candidates may take part in team games to reinforce the theoretical points underlying the principles of team work. This will also involve reflection upon their performance during team based activities.

Communication: Business Communication (HP75 47)

In Outcome 2 candidates may work co-operatively as a group in researching an issue to provide a context for the achievement of this outcome. In Outcome 3 candidates will work co-operatively with others in planning and taking part in a formal group meeting. Candidates are required to present agenda items to others and respond to the contribution of others.

Marketing: An Introduction (HP6N 47)

This unit provides opportunities for the use of collaborative learning and group discussion in applying marketing theory to case study scenarios.

Business Culture and Strategy (HP6R 48)

During this unit candidates will develop skills in working co-operatively with others during group discussions. Candidates may work collaboratively in researching topics and presenting their findings to others. Candidates may analyse case studies in small groups before presenting their ideas others.

Behavioural Skills for Business (J1E5 48)

Several opportunities are available for working co-operatively within this unit. Group discussions and role play may be used to reinforce management behaviour involving assertiveness skills, influencing strategies, negotiation strategies, meetings and briefings and conflict management. Management games may be appropriate to encourage the use of these skills in a group scenario. Candidates may also be asked to reflect on and review their contribution during these activities. Candidates may engage in group discussion when analysing case studies and make group decisions on recommendations.

Information and Communication Technology in Business (HP7A 48

Candidates may carry out a group presentation to present their findings on new technological innovations and their use of presentation software. Peer review and self evaluation may be used to evaluate the contribution of self and others to the group presentation.

4.4   Relationship to UK National Occupational Standards

Whilst there are no UK National Occupational Standards (NOS) which encapsulate the knowledge, skills and competences within SQA Advanced Certificate and SQA Advanced Diploma in Business Awards, there are various NOS suites which are relevant. Units such as *Business Accounting* (HP7K 47), *Preparing Financial Forecasts* (HP70 48), *Managing People and Organisations* (HP71 47), *Behavioural Skills for Business* (J1E5 48), *Marketing: An Introduction* (HP6N 47) and *Information and Communication Technology in Business* (HP7A 48) have content which may be signposted against Accounting NOS (FSSC), Management NOS (CMI), Business Enterprise NOS (SFEDI), and Business and Administration NOS (CfA).

4.5 Articulation and professional recognition

4.5.1 Other SQA qualifications

Within the current SQA Advanced Certificate/Diploma framework, links exist with a number of qualifications in the Administration and Business subject area. Examples of relevant qualifications include:

♦ IT in Business (SCQF level 7)
♦ Office Administration (SCQF level 7)
♦ Administrative Management (SCQF level 8)
♦ Office Management and IT (SCQF level 8)
♦ Book-keeping (SCQF level 7)
♦ Management Accounting (SCQF level 7)
♦ Financial Accounting (SCQF level 7)

4.5.2 Higher Education

Articulation arrangements exist between a number of Scottish, UK and international universities where SQA Advanced Certificates and Diplomas will be accepted as advanced entry to either the second or third year of a related degree programme. Depending on the specific degree programme, certain units may be required as part of the SQA Advanced Certificate/Diploma. The optional section of the framework is sufficiently broad to ensure that centres are able to comply with reasonable articulation requests. A high proportion of our candidates have articulated to degree programmes and successfully completed them.

4.5.3 Professional Bodies

Chartered Management Institute (CMI)
Graduates are eligible for Associate Grade membership. For more information see https://www.managers.org.uk/individuals/become-a-member

Chartered Banker Institute (CBI)
SQA Advanced Certificate graduates are eligible for entry into the Institute's *Professional Banker Diploma* and SQA Advanced Diploma graduates are eligible for entry into the Institute's *Chartered Banker Diploma (ACBD).*
For more information see https://www.charteredbanker.com/

The Chartered Institute of Management Accountants (CIMA) have confirmed that graduates of HNC and HND Business between 2016 and 2019 (HNC)/2020 (HND) will be entitled to exemptions from up to three of the four exams in the CIMA Certificate in Business Accounting. The precise number of exemptions depends on the optional units completed by the learner as illustrated in the table below.

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CIMA Subject name	CIMA Subject level	SQA Unit(s) required for Exemption 2016-2020 completion
C01 / BA2 Fundamentals of Management Accounting	Certificate	Core: F84M34 Business Accounting AND F84R35 Preparing Financial Forecasts AND F84V34 IT in Business: Spreadsheets AND Option: F7JS34 Management Accounting using Information Technology
C02 / BA3 Fundamentals of Financial Accounting	Certificate	Core: F84M34 Business Accounting AND Option: F7JP34 Using Financial Accounting Software

5 Approaches to delivery and assessment

5.1 Delivery

Suggested delivery schedules have been included in **Appendix 3** but the choice of delivery pattern is at the discretion of the Centre. It is anticipated that centres will ensure that as much of the relevant mandatory content as possible is covered prior to commencing delivery of the Graded Unit.

Centres should ensure that when planning a course delivery programme, it reflects the needs and requirements of the candidates. Centres will be able to customise course programmes through the optional section of the framework but should, wherever possible, develop delivery schedules that enable candidates to build on knowledge and understanding and gain a holistic view of business.

The qualifications can be delivered in a number of ways:

♦ full-time
♦ full-time fast track
♦ day release
♦ part-time evening
♦ open learning

A combination of these modes can also be used. For example, candidates may wish to study on a half-day/one-evening basis or combine evening, or day-release study with some open-learning provision. Such combined-mode study may enable candidates to complete the awards within a shorter time period. For example, it is possible to devise a combined-mode programme to allow part-time students (who currently have a 12-credit SQA Advanced Certificate) to complete all the required credits for the SQA Advanced Diploma award in two years. For both the SQA Advanced Certificate and SQA Advanced Diploma Group Award a similar approach can be used. However given that the SQA Advanced Diploma Group Award contains several units at SCQF level 8, greater emphasis is placed on candidates working unsupervised in order to develop their analytical and research skills; therefore delivery and teaching should reflect this.

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A wide range and combination of teaching, learning and assessment methods may be used by centres. The following suggested delivery methods could be adopted by centres:

♦ lecturers
♦ tutorials
♦ study packs
♦ problem-based scenarios
♦ case studies
♦ group work
♦ online materials
♦ IT-based teaching materials
♦ projects
♦ Virtual Learning Environments

Unit specifications set out the statements of standards required for achieving the unit, along with guidance on content and assessment. Assessment Exemplars will be available for all of the mandatory units. Assessment Exemplars may be used to assess candidates and should be kept secure at all times. Should centres wish to alter Assessment Exemplars or use different instruments of assessment, particularly where a Core Skill is embedded, it is recommended that they should seek prior verification before using such instruments.

The Evidence Requirements within the mandatory units focus on the knowledge/skills that candidates should perform/use and the assessment conditions are not prescribed in the majority of the units. This means that there is much more flexibility as to when and how the evidence is gathered thereby reducing the possibility of assessing similar evidence on more than one occasion.

Throughout delivery, candidates should be set clear standards in terms of presentation of information. It is recommended that candidates use standard referencing conventions such as Harvard Referencing system throughout so they are confident about using wider evidence in support of a business or academic report and ensuring compliance with copyright and avoiding issues of plagiarism.

5.2 Graded Units

All Graded Unit specifications are available from SQA's website (www.sqa.org.uk).

The purpose of the Graded Units is to assess the candidate's ability to retain and integrate the knowledge and skills gained in the mandatory units; to assess that the candidate has met the principal aims of the group award and to grade the candidate's achievement. A Graded Unit is assessed and a grade of A, B or C awarded to candidates who successfully achieve the unit.

Candidates will take a one credit Graded Unit at SCQF level 7 in the SQA Advanced Certificate/Year 1 of the SQA Advanced Diploma, and a further two credit Graded Unit at SCQF level 8 in Year 2 of the SQA Advanced Diploma Group Award.

The Graded Units take the form of:

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♦ Business: Graded Unit 1 (HR2V 47) Examination at SCQF level 7
♦ Business: Graded Unit 2: (HR63 48) Project Investigation at SCQF level 8

Business: Graded Unit 1 (HR2V 47) is a closed-book examination lasting three hours, comprising two papers worth 40% and 60% of the marks respectively. This Unit covers the integration of a range of knowledge and skills achieved through study of the mandatory Units, but focusing on *Business Accounting* (HP7K 47), *Economic Issues: An Introduction* (HP6T 47)*, Managing People and Organisations* (HP71 47) and *Marketing: An Introduction* (HP6N 47).

This assessment should take place towards the end of the programme to ensure that candidates have covered the topics which will be assessed within the Graded Unit.

Business: Graded Unit 2 (HR63 48) is a project investigation to be completed on an open-book basis over a period of time. This Unit covers the integration of a range of knowledge and skills achieved throughout the mandatory Units of the SQA Advanced Diploma, ie *Business Accounting* (HP7K 47), *Preparing Financial Forecasts* (HP70 48), *Economic Issues: An Introduction* (HP6T 47), *Economics 1: Micro and Macro Theory and Application* (HP6P 48), *Economics 2: The World Economy* (HP72 48), *Marketing: An Introduction* (HP6N 47), *Managing People and Organisations* (HP71 47), *Business Culture and Strategy* (HP6R 48), *Information and Communication Technology in Business* (HP7A 48HP7A 48), *Information Technology: Applications Software* 1 (HP6L 47), *IT in Business: Spreadsheets* (HP78 47), *Communication: Business Communication* (HP75 47), *Behavioural Skills for Business* (J1E5 48), *Business Law: An Introduction* (HP6Y 47), *Business Contractual Relationships* (HP6X 47) *and Statistics for Business* (HP6V 48)

In addition to the integration of knowledge and skills needed to complete the project investigation, candidates will develop their skills in planning, negotiation, research, analysis, time management and problem solving. The Core Skill of *Problem Solving* at SCQF level 6 is embedded and therefore automatically certificated on successful completion of the unit.

The Planning stage of the project is worth 24% of the overall mark, the developing stage 52% and the evaluation stage 24%. A pass mark of 50% for each stage is required to achieve the overall unit.

5.2.1 Business: Graded Unit 1 Examination

Business: Graded Unit 1 (HR2V 47) is assessed through an examination based upon a seen case study. The Unit is effectively the examination of four primary areas of business and is best served by consistent allocation to each subject area, not on the basis of credit values of the Units of recommended entry (see 6.3).

Delivery and support are key issues, not just in terms of the Graded Unit itself, but through a holistic approach to the constituent units. There is a risk that if Graded Unit 1 is delivered in isolation, it will be the first time concepts have been addressed if their relevance to the Graded Unit has not been highlighted within the other mandatory units. There should be substantial scope to prepare candidates for Graded Unit 1 from the outset of delivery, rather than commencing only when delivery of the Unit itself begins.

5.2.2 Business: Graded Unit 2 Project Investigation

The project investigation promotes the skills of planning, negotiation and evaluation within the context of a real or simulated business issue or issues. It is important that candidates have a suitable foundation upon which to conduct a meaningful project. Delivery of the project in the SQA Advanced Diploma second year ensures that candidates have a wide range of topics around which the project can be based and then linked to a real or fictitious organisation. In addition to the appropriate knowledge, the project investigation also requires planning and research skills, greater independent learning, the ability to solve problems and analyse information. The planning and evaluative nature of the project allows candidates to develop these higher level skills.

The project investigation provides the candidate with the opportunity to draw on concepts and issues that may arise out of the content of the mandatory section of the SQA Advanced Diploma in Business framework. Common topic areas extend from the study of Economics, Marketing, Management and Finance, with specific issues relating to Customer Care, Product Development, Market Development and externalities providing a focus for further investigation.

5.3 Open learning

The removal of closed-book and supervised assessment conditions where not critical to competence, has widened the scope for delivery via open learning. However evidence should still be generated under the assessment conditions stipulated within the unit specification. This mode of delivery requires planning by the centre to ensure the authenticity of candidate evidence.

5.4 E-Learning

Centres are encouraged to use new technologies to support and enhance the delivery and assessment of the SQA Advanced Certificate/Diploma in Business Group Awards.

5.5 Resources

Centres will require ICT facilities for the delivery and assessment of the units *IT in Business: Spreadsheets* (HP78 47), *IT Applications Software 1* (HP6L 47) and *Information and Communication Technology in Business* (HP7A 48). Centres should keep up-to-date with developments in legislation and business practices relevant to the knowledge and skills within the group awards.

6 General information for centres

Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website
www.sqa.org.uk/assessmentarrangements.

Internal and external verification

All instruments of assessment used within this/these group award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* (**www.sqa.org.uk**).

7   General information for candidates

The SQA Advanced Certificate and SQA Advanced Diploma in Business awards are designed to enable you to develop the skills and knowledge that will facilitate your entry to and development within the world of business. They will enable you to acquire skills and knowledge in key business functions such as Management, Marketing, and Finance as well as helping you enhance relevant knowledge and skills in Economics, Communication, Problem Solving and Information and Communication Technology. The SQA Advanced Diploma also addresses the fundamental legal knowledge required to operate in a business context.

The SQA Advanced Certificate and SQA Advanced Diploma in Business will provide a platform allowing you to progress to employment or further study at an equivalent or higher level. They cover a range of subject topics which are relevant to modern business practices and to university degree programmes.

The SQA Advanced Certificate in Business is an SCQF level 7 qualification which contains 12 SQA Credits (96 SCQF credit points), 10 of which or mandatory and 2 which are gained from optional Units. The SQA Advanced Diploma in Business is an SCQF level 8 qualification which contains 30 SQA Credits (240 SCQF credit points), 23 of which are mandatory with 7 to be obtained from optional Units. The 12 credits within the SQA Advanced Certificate also contribute to the SQA Advanced Diploma. Some units are worth 2 SQA Credits (rather than 1) so the number of units you will be required to complete will not be the same as the overall number of SQA Credits required.

You will be assessed throughout the SQA Advanced Certificate or SQA Advanced Diploma qualification on a unit by unit basis, with assessments taking the form of practical assignments, classroom assessment and case studies.

Towards the end of the SQA Advanced Certificate (or 1st year of the SQA Advanced Diploma) you will undertake a Graded Unit (Business: Graded Unit 1), which is designed to assess your ability to integrate the knowledge and skills gained across the mandatory units. *Business: Graded Unit 1* is a one credit unit which provides the opportunity to reflect on the main topics covered within the other units and how these link together. Assessment of Business: Graded Unit 1 will take the form of a closed-book examination at SCQF level 7 based on questions on a seen case study.

The SQA Advanced Diploma requires candidates to complete a second Graded Unit (Business: Graded Unit 2) which will also assess your ability to integrate knowledge and skills gained across the breadth of the qualification. *Business: Graded Unit 2* is a two credit unit which takes the form of a project investigation into a real or simulated business problem or issue. You will be required to pass the three stages of the project with a mark of at least 50% for each stage — Planning, Development and Evaluation.

On successful completion of each Graded Unit you will be awarded a grade of A, B or C according to the mark attained. This grading applies only to the relevant Graded Unit and not to the overall SQA Advanced Certificate or SQA Advanced Diploma award.

Grading is based on the marks attained as follows:
Grade A: 70–100%
Grade B: 60–69%
Grade C: 50–59%

8 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**

SCQF credit points: 1 SQA Credit is equivalent to 8 SCQF credit points. This applies to all SQA Advanced Units, irrespective of their level.

SCQF levels: The Scottish Credit and Qualifications Framework (SCQF) covers 12 levels of learning. SQA Advanced Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Unit: Subject units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess each candidates' ability to integrate their learning across the different Units of the group award by assessing knowledge and skills from a number of Units. Their purpose is to add value to the group award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Evidence Requirements of the Unit also cover the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to opportunities to develop a particular Core Skill at a specified level which are not entirely covered by the Evidence Requirements of the Unit and therefore are not automatically certificated.

Qualification Design/Review Team: Works in conjunction with a Qualification Manager/Officer to lead the development of an SQA Group Award from beginning through to validation. The team consists of key stakeholders representing the interests of centres, employers and other relevant organisations.

9 Appendices

Appendix 1: Mapping of Mandatory Units to the Aims of the SQA Advanced
Certificate and SQA Advanced Diploma
Appendix 2: Core Skills Certification and Signposting within Mandatory Units
Appendix 3: Suggested Delivery and Assessment Strategies

Appendix 1: Mapping of Mandatory Units to the Aims of the SQA Advanced Certificate and SQA Advanced Diploma

Mapping of Mandatory Units to the Aims of the SQA Advanced Certificate

Unit Title	General Aims	Specific Aims
Business Accounting	1, 2, 4, 5, 6	7, 8, 9, 10, 11, 12, 14
Marketing: An Introduction	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 13, 14, 15
Economic Issues: An Introduction	1, 2, 4, 5, 6	7, 8, 9, 10, 11, 13, 14, 15
Communication: Business Communication	1, 2, 3, 4, 5, 6	7, 8, 9, 11, 12
Managing People and Organisations	1, 2, 4, 5, 6	7, 8, 9, 10, 11, 13, 14
Information Technology: Applications Software 1	1, 2, 4, 5 , 6	7, 8, 9, 11, 12, 13, 14
IT in Business: Spreadsheets	1, 2, 4, 5 , 6	7, 8, 9, 11, 12, 13, 14
Business: Graded Unit 1	1, 2, 3, 4, 5 , 6	7, 9, 12, 13, 14, 15

Mapping of the Mandatory Units to the Aims of the SQA Advanced Diploma

Unit Title	General Aims	Specific Aims
Economics 1: Micro and Macro Issues	1, 2, 4, 5, 6	16, 18, 20, 21
Economics 2: The World Economy	1, 2, 3, 4, 5, 6	16, 17, 18, 20, 21
Information and Communication Technology in Business	1, 2, 3, 4, 5, 6	16, 17, 18, 19, 20, 21, 22
Business: Graded Unit 2	1, 2, 3, 4, 5, 6	16, 17, 18, 19, 21
Statistics for Business	1, 2, 3, 4, 5, 6	16, 17, 18, 21
Behavioural Skills for Business	1, 2, 4, 5, 6	16, 18, 20, 21, 22
Business Culture and Strategy	1, 2, 4, 5, 6	16, 18, 20, 21, 22
Business Law: An Introduction	1, 2, 5, 6	16, 21
Business Contractual Relationships	1, 2, 5, 6	16, 21
Preparing Financial Forecasts	1, 2, 4, 5, 6	16, 18, 21, 22

Appendix 2: Core Skills Certification and Signposting within Mandatory Units

SQA Advanced Certificate in Business (SQA Advanced Diploma Year 1 Units)

Unit Code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working With Others	
		Comms (Written)	Comms (Oral)	Graphical Info	Using Number	Accessing Info	Provide Create Info	Critical Thinking	Planning Organising	Reviewing Evaluating	Working Co-op	Reviewing Co-op
HP7K 47	Business Accounting	SCQF 5 S	SCQF 5 S		SCQF 6 E							
HP75 47	Communication: Business Communication	SCQF 6 E	SCQF 6 E									
HP6T 47	Economic Issues: An Introduction	SCQF 6 S	SCQF 6 S					SCQF 5 S	SCQF 5 S	SCQF 5 S		
HP6L 47	IT: Application Software 1					SCQF 6 E	SCQF 6 E					
HP78 47	IT in Business: Spreadsheets			SCQF 5 E	SCQF 5 E	SCQF 5 S	SCQF 5 S	SCQF 5 E	SCQF 5 S	SCQF 5 S		
HP71 47	Managing People and Organisations	SCQF 6 S						SCQF 6 S		SCQF 6 S		
HP6N 47	Marketing: An Introduction	SCQF 6 S	SCQF 6 S					SCQF 6 S	SCQF 6 S	SCQF 6 S		
HR2V 47	Business: Graded Unit 1											

SQA Advanced Certificate and Diploma

SQA Advanced Diploma in Business (Year 2 Units)

Unit Code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working With Others	
		Comms (Written)	Comms (Oral)	Graphical Info	Using Number	Accessing Info	Provide Create Info	Critical Thinking	Planning Organising	Reviewing Evaluating	Working Co-op	Reviewing Co-op
J1E5 48	Behavioural Skills for Business	SCQF 6 S	SCQF 6 S					SCQF 6 S	SCQF 6 S	SCQF 6 S		
HP6X 47	Business Contractual Relationships	SCQF 6 S	SCQF 6 S			SCQF 5 S	SCQF 5 S	SCQF 6 S	SCQF 6 S	SCQF 6 S		
HP6R 48	Business Culture and Strategy	SCQF 6 S	SCQF 6 S					SCQF 6 S	SCQF 6 S	SCQF 6 S		
HP6Y 47	Business Law: An Introduction	SCQF 6 S	SCQF 6 S			SCQF 5 S	SCQF 5 S	SCQF 6 S	SCQF 6 S	SCQF 6 S		
HP6P 48	Economics 1: Micro and Macro Theory and App	SCQF 6 S				SCQF 6 S	SCQF 6 S					
HP72 48	Economics 2: the World Economy	SCQF 6 S	SCQF 6 S			SCQF 5 S	SCQF 5 S	SCQF 6 S	SCQF 6 S	SCQF 6 S		
HP70 48	Preparing Financial Forecasts				SCQF 6 S			SCQF 5 S				
HP6V 48	Statistics for Business			SCQF 6 E	SCQF 6 E	SCQF 5 S	SCQF 5 S					
HP7A 48	ICT in Business	SCQF 6 S				SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S			
HR63 48	Business: Graded Unit 2	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 E	SCQF 6 E	SCQF 6 E	SCQF 6 S	SCQF 6 S

Appendix 3: Suggested Delivery and Assessment Strategies

Two Semester Delivery Option

SQA Advanced Certificate in Business (including SQA Advanced Diploma Year 1 options)

Semester One	Semester Two
Marketing: An Introduction	Business: Graded Unit 1
Economic Issues: An Introduction	Communication: Business Communication
Business Accounting	SQA Advanced Certificate Optional Unit
Business Accounting	IT in Business: Spreadsheets
Managing People and Organisations	SQA Advanced Diploma Optional Unit
Managing People and Organisations	SQA Advanced Diploma Optional Unit
IT Applications Software 1	SQA Advanced Diploma Optional Unit
SQA Advanced Certificate Optional Unit	Business Law: An Introduction (SQA Advanced Diploma)

SQA Advanced Diploma in Business (Year 2)

Semester One	Semester Two
Business Culture and Strategy	Business Culture and Strategy
Behavioural Skills for Business	Business Contractual Relationships
ICT in Business	ICT in Business
Business: Graded Unit 2	Business: Graded Unit 2
Economics 1: Micro and Macro	Statistics for Business
Economics 2: The World Economy	Optional unit
Preparing Financial Forecasts	Optional unit
Optional unit	

Three Block Delivery Option

SQA Advanced Certificate in Business

Block One	Block Two	Block Three
Managing People and Organisations	Managing People and Organisations	Business: Graded Unit 1
Marketing: An Introduction	Economic Issues: An Introduction	Communication: Business Communication
IT Applications Software 1	IT in Business: Spreadsheets	Business Law: An Introduction
SQA Advanced Certificate Optional Unit	SQA Advanced Certificate Optional Unit	SQA Advanced Diploma Optional Unit
Business Accounting	Business Accounting	SQA Advanced Diploma Optional Unit

SQA Advanced Diploma in Business

Block One	Block Two	Block Three
Business Culture and Strategy	Business Culture and Strategy	Business Contractual Relationships
ICT in Business	ICT in Business	Statistics for Business
Optional unit	Business: Graded Unit 2	Business: Graded Unit 2
Preparing Financial Forecasts	Economics 2: The World Economy	Optional unit
Economics 1: Micro and Macro Theory and App	Optional Unit	Optional unit

Assessment Strategy

SQA Advanced Certificate Assessment Strategy

The assessment strategy below provides suggestions for assessment rather than prescriptive direction.

Assessment	Units	Nature of integration	Additional comments
Simulated exercise	*Communication* *Business Accounting* *IT Applications Software 1* *IT in Business: Spreadsheets*	A meeting could be held to discuss financial performance of a business. The production of an accounting statement using, for example, spreadsheets could form the basis for an agenda item.	The emphasis is upon the development of skills that are applicable to a business environment. As a result, it is important to provide candidates with the opportunity to generate evidence through simulated business activity where possible. For example, candidate may participate in a business meeting, they may produce a profit and loss account for a business, they may produce business documentation to support business decision making.
Case Study with questions	*Managing People and Organisations* *Marketing: An Introduction* *Business: Graded Unit 1* *Economic Issues: An Introduction*	Opportunities may exist to use common case study stimulus material. This may provide candidates with a more holistic view of the nature of business and the internal and external environmental factors that impact upon it.	Candidates should be provided with the opportunity to generate evidence within the context of a real-life or simulated business environment. This will enable candidates to apply knowledge and skills to business issues and challenges rather than merely regurgitating theoretical concepts.
Practical exercise	*Communication: Business Communication* *IT Applications Software 1* *IT in Business: Spreadsheets*	Opportunities may exist to generate evidence through documentation that may satisfy different Units, for example, the production of a newsletter would promote integration between IT Applications Software 1 and Communication.	The generation of business documentation will provide candidates with tangible, transferable skills that are consistently demanded by HEIs and employers.

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Assessment	Units	Nature of integration	Additional comments
Project: Practical Assignment	*Managing People and Organisations* *Economic Issues: An Introduction* *Marketing: An Introduction*	Opportunities may exist for candidates to generate evidence based upon a real-life business organisation or situation and as such, candidates may have opportunities to integrate assessment evidence. For example, analysis of market conditions and management decision making may provide opportunities for integration.	The ability to generate evidence through project based assignments would provide the candidate with the opportunity to undertake independent research and development and would facilitate the development of planning, organisational and evaluation skills.

SQA Advanced Diploma Year 2 Assessment Strategy

Assessment	Units	Nature of integration	Additional comments
Simulated exercise	*ICT in Business* *Statistics for Business* *Preparing Financial Forecasts*	Opportunities may exist to develop a simulated project with budgetary parameters that must be planned, agreed and analysed.	The emphasis is upon the development of skills that are applicable to a business environment. As a result, it is important to provide candidates with the opportunity to generate evidence through simulated business activity where possible.
Case Study with questions	*Business Culture and Strategy* *ICT in Business* *Behavioural Skills for Business* *Economics 1: Micro and Macro Theory and App* *Business Law: An Introduction* *Business Contractual Relationships*	Opportunities may exist to use common case study stimulus material. This may provide candidates with a more holistic view of the nature of business and the internal and external environmental factors that impact upon it.	Candidates should be provided with the opportunity to generate evidence within the context of a real-life or simulated business environment. This will enable candidates to apply knowledge and skills to business issues and challenges rather than merely regurgitating theoretical concepts.
Practical exercise	ICT in Business Behavioural Skills for Business Preparing Financial Forecasts	The planning, financial analysis and management of a project could provide the basis for the generation of evidence.	Providing candidates with an opportunity to carry out practical activities through, for example, experiential learning, will increase the transferability of learned skills and knowledge.

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Assessment	Units	Nature of integration	Additional comments
Project: Practical Assignment	*ICT in Business* *Business Culture and Strategy* *Economics 2: The World Economy* *Business: Graded Unit 2* *Preparing Financial Forecasts*	Candidates may have an opportunity to generate evidence whilst working in partnership with a real-life business organisation. A range of business activities and influences could be examined and evaluated.	The ability to generate evidence through project based assignments would provide the candidate with the opportunity to undertake independent research and development and would facilitate the development of planning, organisational and evaluation skills.