Scottish Qualifications Authority
Ùghdarras Theisteanas Na H-Alba

13 August 2019

SQA Co-ordinator

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Dear Colleague

The content 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

Qualification Verification Summary Reports

Qualification Verification Summary Reports (QVSRs) for Accounting, Administration, Information Technology, Business and Financial Services are expected to be published on the respective HN subject pages towards the end of the year The purpose of these reports is to provide a summary of key points from external verification of each subject over the previous year. Centres may find it useful to refer to these reports for examples of good practice and areas where development may be needed.

HN Network Support Events

We continue to receive positive feedback regarding the annual Network Support Events. Delegates highlighted the importance of being able to meet and network with fellow practitioners. We intend to host Network Events for Accounting, Business and Administration and Information Technology in early 2020. Suggestions from delegates via feedback forms will be taken into account when devising the programme. Centres will be notified of the dates and process for booking places towards the end of this year.

HN Survey

The 2018/19 annual survey is now closed and we thank all of those who took time to complete these. The surveys provide valuable feedback from both practitioners and learners, and are used to inform future qualification developments and projects. The

responses will be summarised and presented for discussion at the next Qualification Support Team (QST) meeting in November 2019.

Group Award Specifications / Arrangements Documents

Group Award Specifications (Arrangements Documents) are updated annually to reflect any changes to the Group Award frameworks and/or content. Centres should ensure the most up to version for each Group Award framework is being used. These documents are found on each of the HN subject pages.

Assessment Support Packs (ASPs)

A list of assessment support packs (ASPs) is available to download from the relevant subject page.

Monthly updates on new or revised ASPs can be accessed at [Internal Assessment Support Materials](#).

Providing feedback on Qualification content to SQA

Centres wishing to provide feedback to SQA regarding the content of any of the Business-related HNC or HNDs may do so via email at mycentre@sqa.org.uk. In addition, centres may also provide feedback via the annual surveys.

HN Accounting, Administration, Business and Financial Services Blog

https://blogs.sqa.org.uk/businessadminfinance/

SQA have created a blog for HN and vocational subjects in Accounting, Administration, Business and Financial Services.

The purpose of the blog is to provide updates on the various work, activities and projects relating to the qualifications as they happen; and the opportunity for stakeholders to comment or express interest in being involved in future projects such as unit writing, vetting and other development opportunities.

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Subject Updates

HN Accounting

A new standard (IRFS 16 Leases) affecting the treatment of leases came into effect on 1 January 2019. This change mainly affects the Units **Accounting for Specialised Transactions (HC44 35), Financial Reporting and Analysis (HC43 35)** and **Accounting: Graded Unit 3 (F8KG 35)**. However, there are also minor implications for **Business Taxation (J0LY 35)** and **Auditing (FN11 35).** For session 2019/20, centres can use the ASPs as they stand or update to reflect the changes.

Guidance on the treatment of leases is available to download from the HN Accounting subject web page - HN Accounting.

This information and link was communicated to centres in the 8 and 15 August editions of Centre News.

Exemptions

Details of exemptions from some of the Association of Accounting Technicians' (AAT) qualifications/units is now included in an Appendix in the Group Award Specification (Arrangements Document).

Consultation

SQA will be carrying out a consultation between September and December 2019 to appraise the HNC and HND Accounting Group Awards. This is intended to identify where updates may be needed to ensure they continue to remain current, reflect modern practice and the challenges faced by the accounting sector.

Feedback from centres on unit content and assessment will be welcomed. Centres will be contacted for their input in due course.

Accounting: Graded Unit 3 (F8KG 35)

The integrity of the Assessment Support Pack (ASP) for Accounting: Graded Unit 3 (F8KG35\AEX002) has been compromised and this has been removed from SQA's secure website. A new ASP will be available by the end of December 2019.

Revised Optional Units

Some optional units have been revised. Refer to section **Revisions to Optional Units** for details.

HN Administration and Information Technology

Graded Unit 1 HH9M 34

We are currently revising Administration and Information Technology Graded Unit 1 SOLAR assessment questions. Two new fixed SOLAR assessments will be created with hard copy equivalents. The new assessments should be available early in 2020.

Digital Technologies for Administrators HH82 34

SOLAR team are in process of converting the recently published Digital Technologies for Business paper ASPs to a SOLAR version. These will replace the current SOLAR assessments for this unit when available.

HN Administration and Information Technology G9M7 15 and G9M8 16 end dates

HNC Administration and Information Technology (G9M7 15) and HND Administration and Information (G9M8 16) Group Awards ended on 1st August 2019. From this date new learners must be enrolled for the current Group Awards:

HNC Administration and Information Technology Group Award Code: **GM10 15**

HND Administration and Information Technology Group Award Code: **GM0Y 16**

Formative Assessments

We have moved Units which have now finished into the HNC/D Administration and Information Technology formative assessments area of the SQA secure site. These may be used as formative assessments**.** It is the centre's responsibility to ensure that summative assessment meet the requirements of the current Unit specification.

Professional recognition

Towards the end of last year we consolidated our agreements with professional bodies. Graduates of HNC and HND Administration and Information Technology are eligible for Member grade membership of the Institute of Administrative Management (MInstAM). For more information see HNC/D Admin & IT Group Award Specification

Units added to Optional Section

The following units have been added to the optional section of the HNC and HND structures (GM10 15/GM0Y 16):

Social Media	HT9W 34
Social Media for Business	HT9P 35

Revised Optional Units

Some optional units have been revised. Refer to section **Revisions to Optional Units** for details.

HN Business

Review

A limited review of HNC and HND Business will commence in September. The review will be informed by the consultation carried out in late 2018, and the recent annual surveys.

The scope of the review will include the following aims:

- Update content
- Increase flexibility of assessment
- Improve flexibility of the qualification structure

This will involve the development of new units, review of some existing units and potentially a reduction in the mandatory content of one or both Group Awards.

Due to timescales, the review will proceed on the basis of existing Design Principles rather than as part of the forthcoming HN Next-Gen Pilot.

With the aim of increasing flexibility of assessment, consideration will be given to embedding some of the assessment approaches used in the HN Enhancements Pilot in some units.

The following units will be subject to revision as part of the overall review:

Unit title	Code
Managing People and Organisations	F84T 34
Economic Issues: An Introduction	F7J8 34
Business Accounting	F84M 34
Business Culture and Strategy	F7J7 35
Economics 1: Micro and Macro Theory and Application	F7J6 35
Economics 2: The World Economy	F86E 35
Preparing Financial Forecasts	F84R 35
Business Graded Unit 1	F8LD 34
Business Graded Unit 2	F8LE 35

Two new units will be developed for the new Group Awards:

Working Unit title
Business Fundamentals/Managing a Business
Digital Technologies in Business

The revised HNC and HND Business Group Awards will be available for delivery early in 2021.

Professional Recognition

We recently consolidated agreements regarding membership of professional bodies and entry to various professional body programmes.

The professional bodies concerned are - Chartered Management Institute (CMI), Chartered Banker Institute (CBI) and The Chartered Institute of Management Accountants (CIMA). Details of these arrangements can be found in the HNC/D Business Arrangements Document.

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Preparing Financial Forecasts (F84R 35)

An alternative Question 2 has been added to Assessment task 1 within the SQA Assessment Support Pack.

Units added to Optional Section

The following units have been added to the optional section of the HNC and HND structures (GM10 15/GM0Y 16):

Social Media	HT9W 34
Social Media for Business	HT9P 35

HNC/HND Financial Services

Guidance on the delivery and assessment of the revised Graded Units for the new group awards is available to download from the subject web page - HN Financial Services:

HNC Financial Services (GP09 15)
HND Financial Services (GP0A 16)

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Revisions to Optional Units

Revisions have been made to a number of optional units that fall within one or more of our HN frameworks. These are:

New Unit Code	Revised Unit Title	Old Unit Code	Old Unit Title	Group Award(s)
J1NC 34	Research Skills	F60A 34[1]	Research Skills	Administration & IT Business Accounting
J1NH 34	Managing and Working with People	H1F4 34	Managing and Working with People	Administration & IT Accounting
J2FH 34	Human Resource Management: Introduction	H1KP 34	Human Resource Management: Introduction	Administration & IT Business Accounting
J2FS 34	Recruitment, Selection and Introduction	H1XK 34	Recruitment, Selection and Introduction	Administration & IT Business
J2FK 34	Interviewing: Skills and Practice	H1XM 34	Interviewing	Administration & IT Business

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[1] Learners can be entered for the F60A 34 version of the unit until 31 July 2020 with results submitted no later than 31 July 2022.

Yours faithfully

Tony Hamilton
Qualifications Manager
English, Languages and Business

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