What is a National Certificate?

National Certificates are made up of units. Each unit is mapped against an agreed set of national standards to identify the appropriate level and credit value defined by the Scottish Credit and Qualifications Framework (SCQF).

The SCQF level is a measure of how hard the unit is. The credit value is a measure of the time, on average, it should take a learner to achieve the unit. A single credit unit (6) works out at an average of 40 hours teaching time and 20 hours self-directed learning. A double credit unit (12) works out at an average of 80 hours teaching time and 40 hours self-directed learning.

To achieve the National Certificate, you will need to achieve all 12 credits from the list below.

National Certificate Units

FN14 11 Recording Cash Transactions

F1FB 11 PC Passport: IT Software – Spreadsheets and Databases

F1FC 11 PC Passport: IT Software – Word Processing & Presenting Information

F3GB 11 Communication

D36N 11 Enterprise Activity

F390 11 Marketing: Basic Principles

F38X 11 Skills for Customer Care

F391 11 Market Operations and the Scottish Economy

H1YW 75 IT Solutions for Administrators

F394 12 Financial Accounting: An Introduction

F3GF 11 Numeracy

D36H 11 Work Experience

*Successful completion of Understanding Business, Skills for Customer Care and both PC Passport units awards a National Progression Award in Business with Information Technology (G9XO 45)*

The personal development units are part of the programme to develop and enhance students’ employability skills.

Personal Development Units

H20R 75 Understanding Business

F5A3 11 Event Organisation

Higher Business Management

H20R 76 Understanding Business

H20V 76 Management of Marketing and Operations

H20S 76 Management of People and Finance

X710 76 Course Assessment (Exam and Assignment)

OR

Level 5 Business Management

H20R 75 Understanding Business

H20V 75 Management of Marketing and Operations

H20S 75 Management of People and Finance

X710 75 Course Assessment (Exam and Assignment)

Unit Information

Recording Cash Transactions

To provide learners with the basic knowledge and skills to process cash transactions, including VAT, from source documents, enter into the Petty Cash Book and prepare a simple banking pay in of cash and cheques.

Marketing: Basic Principles

An introductory unit designed to enable learners to develop a practical knowledge and understanding of the application of marketing concepts and techniques. Learners will be introduced to the fundamental marketing concepts of the marketing mix, market segmentation and market research. The unit provides a basis for further study for business in general and marketing in particular as well as enabling learners to develop skills relevant to employment.

Skills for Customer Care

Learners will consider key principles of good customer care and how this affects the success of an organisation. The importance of developing relationships with customers, various different communication techniques and ways of establishing a rapport with customers are considered. The unit allows the learner to consider the importance of gathering, recording and acting upon customer feedback.

Market Operations and the Scottish Economy

The unit will enable the learner to apply a number of economic aspects of the Scottish economy. It covers elements of microeconomics and, therefore, provides a foundation for future study in economics.

Financial Accounting: An Introduction

Introduces learners to the basic skills and techniques of financial accounting and fundamental knowledge and understanding of theory relating to financial accounting which will provide a platform for progression in this subject area. The unit will give learners the skills and techniques to prepare straightforward accounting statements for a limited company and knowledge and understanding to evaluate these statements and draw conclusions from them.

Understanding Business

The general aim of this unit is to enhance learners understanding of the features and characteristics of large organisations. It will further develop the skills, knowledge and understanding by carrying out activities relating to the operation of large organisations including those that operate globally. The unit will allow learners to explore issues relating to the internal and external environment in which large organisations operate and the effect this can have on decision making and profitability. Learners who complete this unit will be able to analyse the features, objectives and internal structures of large organisations and analyse the environment in which large organisations operate.

Management of Marketing and Operations

The general aim of this unit is to enhance learners understanding of the management of marketing and operations within large organisations. The unit will develop the skills, knowledge and understanding required to make decisions about how to manage these activities effectively. In doing so, the unit is designed to enhance the employability of learners by enabling them to carry out activities that will contribute to organizational success. Learners who complete this unit will be able to apply knowledge and understanding of how the marketing function enhances the effectiveness of large organisations and apply knowledge and understanding of how the operations function contributes to the success of large organisations.

Management People and Finance

The general aim of this unit is to enhance learners understanding of the management of people and finance within large organisations. The unit will develop the skills, knowledge and understanding required to make decisions about how to manage these resources effectively. In doing so, the unit is designed to enhance the employability of learners by enabling them to carry out activities that will contribute to organizational success. Learners who complete this unit will be able to apply knowledge and understanding of how the management of people can meet the objectives of large organisations and analyse how the management of finance contributes to the effectiveness of large organisations.

Event Organisation

This unit is designed to allow learners to develop knowledge and skills regarding the practicalities of organising an actual event. It develops an understanding of the pre-planning process of event organisations, the implementation of a planned event and the evaluation of the processes, roles and individuals involved in the organisation of an event.

Work Experience

The learner will develop planning, organizational, investigative and interpersonal skills and self-awareness through work experience. The learner is required to devise and arrange a work experience placement in relations to personal development goals, undertake a programme of work experience, initiate and sustain working relationships in the analysis, planning and implementation of a work experience and evaluate the contribution of the work experience to their own personal, social and vocational development.

PC Passport: IT Software – Spreadsheets & Databases

This unit is designed to introduce routine features of spreadsheet and database software. The learner will gain practical experience in the use of routine features in these types of software and will provide them with information regarding the selection of appropriate software for specific tasks.

PC Passport: IT Software – Word Processing & Presenting

This unit is designed to introduce routine features of word processing and presenting software. The learner will gain practical experience in the use of routine features in these types of software and will provide them with information regarding the selection of appropriate software for specific tasks.

Enterprise Activity

The learner will develop planning, organizational, investigative, interpersonal skills and self-awareness through organisation and undertaking an enterprise activity. Learners must devise and arrange an enterprise activity in relations to personal development goals, take a leading role in the implementation of the enterprise activity, initiate and sustain working relationships in the analysis, planning and implementation of an enterprise activity and evaluate the contribution of the knowledge and skills gained through the activity to their own personal, social and vocational development.

IT Solutions for Administrators

The general aim of this unit is to develop learner’s skills in IT and organising and manage information in an administration related context. Learners will interpret a given brief that will help them to develop problem solving skills, select appropriate IT applications covering word processing, spreadsheets and databases and will use them to create and edit business documents.

Numeracy

Numeracy at a level 5 is about applying numerical skills in personal, workplace, social and educational situations that involve graphical information, calculations and solving problems.

Communication

This unit is about reading, writing, speaking and listening skills in situations in your personal life, at work and in education.