

Route map through assessment

Course: Business Management

Level: National 5

This document is intended to assist staff in planning and delivering the overall vision for Curriculum for Excellence.

The vision for the new national qualifications is to create assessment opportunities that follow and support learning and teaching. This follows the principles laid out in *Building the Curriculum 5* and makes assessment a natural part of learning and teaching.

This route map aims to signpost all of the relevant material that is available to support your subject. Your professional judgement is vital and the documents listed below are intended to support you in deciding the most appropriate ways to generate evidence and assess learners.

Education Scotland has produced a professional focus paper for business management and this is a good starting point as it provides support to help learning and teaching approaches that take forward the purposes and practices of Curriculum for Excellence through Business Management National 5.

http://www.educationscotland.gov.uk/resources/nq/b/nqresource_tcm4744681.asp

Business Management National 5 course content

The main SQA business management page is found at <http://www.sqa.org.uk/sqa/45693.html>, with pages specifically related to National 5 at <http://www.sqa.org.uk/sqa/47436.html>. Staff should also regularly check the updates and announcements section of this page.

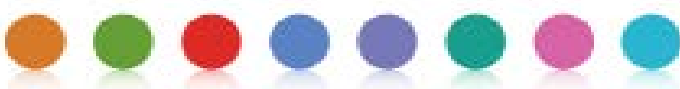
The course specification can be found at

http://www.sqa.org.uk/files_ccc/CfE_CourseSpec_N5_SocialStudies_BusinessManagement.pdf.

There are three units: Understanding Business, Management of People and Finance, and Management of Marketing and Operations.

Understanding Business: Introduction to the business environment. Role of business organisations and entrepreneurship in society, using real-life contexts. Main activities associated with businesses and other organisations. Issues relating to the external environment in which organisations operate and their effects on organisational activity, decision making and survival.

Management of People and Finance: Internal issues facing organisations in the management of people and finance. Theories, concepts and processes relating to human resource management and managing people in order to maximise their contribution to an organisation's success, financial aspects of business in preparing and interpreting financial information in order to solve financial problems facing businesses.



Management of Marketing and Operations: Importance to organisations of having effective marketing and operations systems, procedures organisations use in order to maintain quality and competitiveness. How marketing can be used to communicate effectively with consumers, maximise customer satisfaction and enhance competitiveness, and processes and procedures required to produce goods or services to an appropriate standard of quality.

More detail on course coverage can be found in the course support notes.

http://www.sqa.org.uk/files_ccc/CfE_CourseUnitSupportNotes_N5_SocialStudies_BusinessManagement.pdf

Further mandatory information on course coverage is found on pages 8 and 9 of the course assessment specification. This breaks each unit down into sections and topics.

http://www.sqa.org.uk/files_ccc/CfE_CourseAssessSpec_N5_SocialStudies_BusinessManagement.pdf

A course comparison from National 3 to National 5 is also available.

http://www.sqa.org.uk/files_ccc/Business_Management_Course_comparison.pdf

Course assessment

At National 5 added value will be assessed in a course assessment, which consists of a question paper and an assignment. The course will be graded A–D.

http://www.sqa.org.uk/files_ccc/CfE_CourseAssessSpec_N5_SocialStudies_BusinessManagement.pdf

Question paper

There will be a question paper of 1 hour and 30 minutes worth 70 marks, which will be carried out under exam conditions and marked by SQA.

The question paper will have 70 marks (70% of the total mark). All questions must be completed.

This question paper has two sections.

Section one has 30 marks and consists of a number of short answer questions based on two pieces of stimulus material. The questions will be sampled from the full range of the mandatory course coverage. This section will mainly assess decision making and application of knowledge and understanding.

In this section learners can be asked to identify business techniques or theories from the stimulus and describe possible courses of action for a business to take in order to survive or maximise profits.

The stimulus material will be in the form of case studies based on real organisations. The questions will mostly relate to the stimulus although some questions may be based on the mandatory topics surrounding the stimulus material.

Section two has 40 marks and consists of extended response questions sampled from the full range of mandatory course coverage. This section will mainly assess knowledge and understanding.

In this section there are four 10-mark questions. These questions will be broken down into sub-questions. Learners could be asked to explain business concepts and theories, and outline their costs and benefits. Learners could also be asked to describe different processes used by businesses and outline factors a business would consider before adopting these.

Specimen question paper and marking scheme: http://www.sqa.org.uk/files_ccc/BusinessManagementSQPN5.pdf.

Assignment

The purpose of the assignment is to address challenge and application by assessing the learner's ability to apply skills, knowledge and understanding from across the course. It is set by SQA and evidence will be externally marked by SQA. It should be conducted under some supervision and control to ensure that the work is the learner's own. The assignment will require learners to apply their research, decision-making and communication skills by producing a proposal to improve the effectiveness of a small to medium-sized business.

This assignment will have 30 marks (30% of the total mark).

The assignment will give learners an opportunity to demonstrate their ability to:

- select an appropriate business topic
- research and gather suitable business data/information/evidence relating to the context of the topic, from a range of sources
- apply knowledge and understanding of business concepts to explain the key features of the topic
- analyse the business data/information used to reach valid conclusions
- produce an appropriately formatted business report suitable for the purpose, intended audience and context of the assignment.

The assignment will have a greater emphasis on the assessment of skills than the question paper and marks awarded will reflect this. The assignment will take the form of producing a business report. It will assess planning, research, interpretation and evaluating skills in the context of a business topic drawn from the course coverage. To allow for personalisation and choice, learners have a high degree of choice when selecting the business topic that they will research. The first stage of the assignment can take 3–4 hours to complete. The presentation of findings will then take no more than 1 hour.

For further details of the course requirements please see the Further mandatory information on course coverage section of the general assessment information.

http://www.sqa.org.uk/files_ccc/GAInfoNational5BusinessManagement.pdf

Unit assessment

Units are mandatory when taken as part of the Business Management National 5 course but they can be taken independently. Unit support notes follow on from the course support notes.

http://www.sqa.org.uk/files_ccc/CfE_CourseUnitSupportNotes_N5_SocialStudies_BusinessManagement.pdf

Each individual unit also has a National 5 unit specification.

Each unit specification gives details of the outcomes and assessment standards. There are **two** outcomes per unit.

Understanding Business

http://www.sqa.org.uk/files_ccc/CfE_Unit_N5_BusinessManagement_UnderstandingBusiness.pdf

Management of People and Finance

http://www.sqa.org.uk/files_ccc/CfE_Unit_N5_BusinessManagement_ManagementofPeopleandFinance.pdf

Management of Marketing and Operations

http://www.sqa.org.uk/files_ccc/CfE_Unit_N5_BusinessManagement_ManagementofMarketingandOperations.pdf

Learners must meet all the outcomes and assessment standards, and staff should read the documentation carefully. Assessment support packs set out a possible approach or approaches which are in line with standards that must be met. Staff should use their professional judgement to determine the most appropriate ways to generate evidence, and the conditions and contexts in which they are used. Evidence can take a number of forms and may be a combination of practical, written, oral and/or recorded evidence as appropriate to the assessment activity and the needs of the individual learner.

Three different ways of gathering evidence have been suggested by SQA. The most traditional approach is unit by unit. As staff confidence grows, it is likely that there will be a move towards a combined approach linking knowledge and understanding from two units together or a portfolio approach whereby evidence is gathered from everyday learning using key classroom tasks. Unit assessment support is kept on the SQA Secure website.

Verification

The verification process is meant to be supportive and not onerous.

Internal verification is the process of ensuring standards are applied uniformly and consistently within a school in line with national standards. External verification is the process of ensuring that national standards are maintained consistently across all schools.

Quality assurance: <http://www.sqa.org.uk/sqa/58448.html>.

Prior verification

http://www.sqa.org.uk/files_ccc/Prior%20Verification%20Centre%20Guidance%20FINAL.pdf

Staff who devise their own assessments can send them to SQA for prior verification, free of charge. This is only necessary where significant changes have been made to the unit assessment provided. It gives departments confidence that their proposed assessment is fit for purpose and meets national standards.

Internal verification

http://www.sqa.org.uk/sqa/files_ccc/InternalVerificationGuideforSQAcentres.pdf

As a matter of course staff should be quality assuring their assessments by carrying out activities that they have always done for NABs, for example double marking and blind marking. A sample of learners' work should be marked by more than one staff member in a department, and in single-person departments an arrangement should be made with another local authority school.

External verification

<http://www.sqa.org.uk/sqa/66837.html>

In business management schools will submit a sample of learners' evidence for scrutiny by subject-specialist qualification verifiers. SQA intend that every school will be verified over the first few years. Verification will take place in November, February and May. Twelve samples will be asked for.

http://www.sqa.org.uk/sqa/files_ccc/Evidence_required_for_verificationevents.pdf

Schools must retain the evidence until 31 July of each academic year.

http://www.sqa.org.uk/sqa/files_ccc/SQA_Evidence_retention_requirements_A3_table.pdf

Key messages from verification will be put up on the SQA website and those from the first round are available here:

http://www.sqa.org.uk/files_ccc/Business_Management_VKM_Round_1.pdf

Recognising positive achievement

http://www.sqa.org.uk/files_ccc/Recognising_Positive_Achievement_N4N5.pdf

This is only applicable to National 5 **not** Higher. A learner who achieves 'No Award' in a National 5 Business Management course assessment will be able to gain a National 4 course award in Business as long as he/she has passed all the internally assessed units of the National 5 Business Management course **and** has passed the National 4 Added Value Unit in Business.

Results services

http://www.sqa.org.uk/sqa/files_ccc/FA6669_SQA_Results_Services_A5_8pp_brochure_web.pdf

<http://www.sqa.org.uk/sqa/65427.html>

There are no longer any appeals. SQA offers two services: (1) Exceptional Circumstances Consideration Service (within ten days of sitting external assessment) and (2) Post Results Service. The latter consists of either a clerical check or a marking review. It is likely that these will be carried out in conjunction with the school SQA co-ordinator.

Education Scotland support materials

Advice and support for new national qualifications (Glow password required):

<http://www.educationscotland.gov.uk/nqcoursematerials/subjects/businessmanagement/coursematerials.asp>

<http://www.educationscotland.gov.uk/nqcoursematerials/subjects/businessmanagement/learningandteaching.asp>

Other useful websites

A quick guide to finding vital information about Curriculum for Excellence:

<http://www.educationscotland.gov.uk/keycfesupport/index.asp>

This appears under three headings:

- the latest guidance, updates and plans for embedding Curriculum for Excellence
- information on assessment
- information on the new qualifications.

The BBC has pulled together all its learning content in a new Knowledge and Learning Beta site that includes Class Clips:

www.bbc.co.uk/education

The Bitesize websites have also been updated for National 5:

<http://www.bbc.co.uk/education/subjects/zd6fcdm>