

Administration: Overview

- Administration is working with Microsoft packages to give a professional finish to documents as well as learning other aspects of office administration.
- This subject touches your everyday life, we all use IT.
- Many career opportunities are available such as office administration, accountancy or if you decide to go self-employed.
- If you choose to go onto further study, IT skills are invaluable for University essays and dissertations. College courses also expect good Word-processed documents to be produced.
- IT is being integrated more and more in jobs such as the police, post office workers, doctors, nurses, delivery drivers, farming, hospitality industry, factories, retail and the list goes on.





Administration: Pathways

S3

- Study Business Management & Administration (level 4) to progress to N4/N5 Administration or NPA Business & IT (level 5). These courses are designed to give progression and gives the student the fundamental basis for the Higher Administration, NPA Business Skills (level 6) and Foundation Apprenticeship (level 6) courses.

S4

- One study option is the N4/N5 Administration & IT (level 5). This course can lead to further study at Higher level and/or NPA Business Skills (level 6).
- Another study option is the NPA Business Skills (level 5). This course can lead to further study at NPA Business Skills (level 6) or the Foundation Apprenticeship.

S5/S6

- One study option is Higher Administration & IT (level 6). A high grade will help towards obtaining a place at your chosen University or College.
- Another study option is the NPA Business Skills (level 6). To gain all the unit assessments equates to a Higher Administration at grade A. This will help towards obtaining a place at your chosen University or College. The qualification will help towards Apprenticeship applications or regular employment.
- We also offer a Foundation Apprenticeship which includes unit assessments of Business and IT. This course also offers the student the opportunity to work within a business on a Work Placement to gain valuable knowledge and skills in preparation for the world of work. To gain all aspects of the course equates to 2 Highers' at A grade. This is useful for University/College applications as well as regular employment opportunities.



Administration: S4 Course Content

N4/N5 Administration – Level 5

- Study IT skills using Microsoft packages, Word, Spreadsheets and Databases, to produce professional documentation. Theory aspects include Health & Safety, Keeping Information Secure and Customer Service. Homework is set once a week and IT skills practice is assumed to be done as part of the homework throughout the course. There is an expectation of at least one hour attempted every week to hone the skills employed.

NPA Business Skills – Level 5

- Study aspects of business management such as Understanding Business and Marketing. The further development of IT skills is employed and units on Communication using Presentation software, Word Processing, Spreadsheets and Databases are practiced to produce documentation.



Administration: S5/S6 Course Content

Higher Administration – Level 6

- Study IT skills using Microsoft packages to produce professional documentation. Theory aspects include Legislation, Meetings and Working within Teams. Homework is set once a week and IT skills practice is assumed to be done as part of the homework throughout the course. There is an expectation of one to two hours are practiced every week to hone the skills employed.

NPA Business Skills – Level 6

- Study aspects of business management such as Understanding Business and Marketing. The further development of IT skills is employed and units on Word Processing and Spreadsheets are developed to enable the student to feel more confident and secure in their abilities.

Foundation Apprenticeship – Level 6

- Study aspects of business management such as Understanding Business and Business in Contemporary Society looking at how businesses operate and function within the wider framework. This course builds upon knowledge and skills gained from previous courses, however this can be looked upon as a stand-alone course which a student can join with no previous experience of the subject matter. The IT elements of the course are developing skills in Word Processing and Spreadsheets. An extra element of this course is the opportunity to work in a business on a **work placement**. Elements of the work placement is developed as a portfolio and the student gains valuable insight into the world of work.



Administration: Assessment

N4/N5 Administration – Level 5

- Each unit/topic is internally assessed to ensure the student is understanding and keeping up with the content of the course. Homework is set every week for the theory aspects of the course and there is an assumption that the student will practice their IT skills for at least one/two hours a week, so they are consolidating learning in the classroom. A prelim is sat during the prelim diet. An end of year assessment, set by the SQA is sat before Easter which is externally marked. An assignment is set by the SQA during the examination diet which is set by the SQA and externally marked.

NPA Business Skills – Level 5

- Study aspects of business management such as Understanding Business and Marketing. The course includes internal assessments after every topic which are internally marked. The further development of IT skills is employed and units on Word Processing and Spreadsheets are internally assessed and marked.

No assignment, prelim or external examination during the SQA diet.



Administration: S5/S6 Assessment

Higher Administration – Level 6

- Each topic is internally assessed to ensure the student is understanding and keeping up with the content of the course. A prelim is sat during the prelim diet. An end of year assessment, set by the SQA is taken before Easter which is externally marked. The theory aspects of the course are examined during the SQA examinations. This is a written paper and the student will need to ensure they hone their literacy skills as this paper expects structured sentences, good use of command words and business terminology.

NPA Business Skills – Level 6

- Study aspects of business management such as Understanding Business and Marketing. The course includes internal assessments after every topic which are internally marked. The further development of IT skills is employed and units on Word Processing and Spreadsheets are internally assessed and marked. No assignment, prelim or external examination during the SQA diet. There is an expectation that the student can work through a series of scenarios and be able to apply knowledge and skills learnt to the topics for them to be able to achieve the unit assessments comfortably.

Foundation Apprenticeship – Level 6

- This course builds upon knowledge and skills gained from previous courses, however this can be looked upon as a stand-alone course which a student can join with no previous experience of the subject matter. Each topic is internally assessed and marked internally. An extra element of this course is the opportunity to work in a business on a **work placement**. Elements of the work placement is developed as a portfolio and assessed.



Administration: Entry Requirements

S3 to S4

- Building upon the IT skills acquired since S1, the S2 students are expected to have achieved CfE level 3 by the end of S2. This is to consolidate their learning in preparation for their chosen S3 curriculum.

S2 to S3

- S3 students need to develop their literacy skills to be able to start to apply knowledge and understanding to the topics.
- S3 students need to develop competencies and confidence in the use of IT skills.
- S3 students need to develop aptitude in the understanding of numeracy.
- Develop organisational and communication skills to ensure they are able to complete the course.

- S4, S5 and S6 students need to have developed IT skills to be able to cope with the demands of the course.
- Literacy skills are prevalent as part of the courses has theory elements included.
- Need to be prepared to practice the skills using their own initiative to ensure success.

S4/S5/S6