

BUSINESS MANAGEMENT

Business Management is available at National 4 (Business), National 5, Higher and Advanced Higher levels. Students in S4 are most likely to study National 4 or National 5 Business Management, progressing to National 5 or Higher in S5/6. Advanced Higher is available to pupils succeeding at Higher level.

| NATIONAL 4 BUSINESS MANAGEMENT | |
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| REQUIREMENTS | Level 3 in the majority of S3 subjects. Discuss entry requirements if unsure with Business Education staff. |
| COURSE CONTENT | Two units: Business in Action and Influences on Business. Generally the course looks at why people go into business and what makes them successful. A more detailed list is contained in the National 4 Business Course Assessment Specification which is available on the SQA website. |
| ASSESSMENT | <p>There is no external examination. Candidates are required to successfully complete two unit assessments. These may be task or question based ie produce a powerpoint or answer written questions.</p> <p>In addition there is an Added Value Unit. This requires candidates to research and produce a short report on a small business of their choice. This Unit is internally assessed.</p> |
| PROGRESSION / NEXT STEPS | <p>Success at National 4 allows for progression to the National 5 course.</p> <p>Pupils may wish to discuss relevant work experience/placements with Faculty staff and their Guidance Teacher.</p> |

| NATIONAL 5 BUSINESS MANAGEMENT | |
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| REQUIREMENTS | Level 4 in the majority of S3 subjects. Discuss entry requirements if unsure with Business Education staff. |
| COURSE CONTENT | Three units: Understanding Business, Management of People and Finance, Management of Marketing and Operations. The course highlights how different businesses operate and the impact they have on everyday life operate. A more detailed list is contained in the National 5 Business Management Course Assessment Specification which is available on the SQA website. |
| ASSESSMENT | <p>A final external examination is set which is worth 90 marks. This consists of two 20 marks questions based on case studies and five 10 mark short answer questions. All questions are mandatory.</p> <p>There is also coursework which consists of an assignment which requires the candidates to research and produce a report on a small business of their choice. The research has to be a topic from the course and candidates are required to make a proposal to improve the business. This assignment is worth 30 marks and is assessed externally.</p> <p>A specimen question paper is available on the SQA website.</p> |
| PROGRESSION / NEXT STEPS | <p>Success at National 5 allows for progression to the Higher course.</p> <p>Pupils may wish to discuss relevant work experience/placements with Faculty staff and their Guidance Teacher.</p> |

| HIGHER BUSINESS MANAGEMENT | |
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| REQUIREMENTS | National 5 Business Management (grade A or B) or evidence of success in a range of National 5/Higher courses. |
| COURSE CONTENT | Three units: Understanding Business, Management of People and Finance, Management of Marketing and Operations. The course highlights how organisations in the private, public and voluntary sector operate. It looks at the impact real business has on everyday life. A more detailed list is contained in the Business Management Higher Course Assessment Specification available on the SQA website. |
| ASSESSMENT | <p>A final external examination is set which is worth 90 marks. This consists of one 30 mark question based on a real business case study and four 15 mark questions. All questions are mandatory.</p> <p>There is also coursework which consists of an assignment which requires the candidates to research and produce a report on a business of their choice. The research has to be a topic from the course and candidates are required to make recommendations for the business. The assignment is worth 30 marks and is marked externally.</p> <p>A specimen question paper is available on the SQA website.</p> |
| PROGRESSION / NEXT STEPS | <p>Success at Higher allows for progression to the Advanced Higher course. There are also numerous opportunities to continue studying Business courses after school at ONC, HNC or degree level.</p> <p>Pupils may wish to discuss relevant work experience/placements with Faculty staff and their Guidance Teacher.</p> |

| ADVANCED HIGHER BUSINESS MANAGEMENT | |
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| REQUIREMENTS | Higher Business Management (grade A) Strong literacy skills. |
| COURSE CONTENT | Three units: The External Business Environment, The Internal Business Environment and Evaluating Business Information. This allows candidates to gain knowledge of what is happening in the real business world including the influence of multinational organisations and Europe. A more detailed list is contained in the Advanced Higher Business Management Course Assessment available on the SQA website. |
| ASSESSMENT | The units are assessed internally. An externally assessed exam also is set. This consists of a 80 mark paper split into two sections. The first section requires analysis of a real business case study. The second section contains written mandatory questions from both units of the course. A business report also has to be completed which is marked externally and worth 40 marks. |
| PROGRESSION / NEXT STEPS | This course gives a good grounding for Business courses at degree level. In Business Management the skills used to run any business are learned. It is useful for those setting up their own business eg hairdressers, tradesmen, farmers, shopkeepers. There are a lot of career opportunities in business – Finance, Marketing, Human Resources openings exist in all types and sizes of firm. |