



Course Outline

Pupils are required to successfully complete 3 units of work as follows:

- **Administrative Theory and Practice** – the purpose of this unit is to enable learners to develop an in-depth knowledge and understanding of administration in, and the impact of IT on, the workplace.
- **IT Solutions for Administrators** – the purpose of this unit is to develop learners’ skills in IT, some of them advanced, and in organising and managing information in administration-related contexts.
- **Communication in Administration** – the purpose of this unit is to enable learners to develop a range of IT skills, some of them advanced, for research and communicating complex information to others.

External assessment consists of:

SQA examination paper – 42%
SQA externally marked assignment – 58%

To improve on his/her current performance with **Higher Administration and IT** your child could use some of the following strategies:-

Strategy	✓
Produce a study planner to ensure regular study each week	
Revise course notes regularly to keep on top of content	
Make use of spider diagrams, cue cards or other study aids to help organise key pieces of information	
Complete all homework tasks set and return to their teacher on time for marking	
Attend supported study classes on offer after school to develop ICT skills	
Attempt SQA past examination questions under timed conditions	
Ensure you have prepared and revised for the SQA assignment	
Identify command words at the start of questions to ensure questions are answered properly	
Apply more effort in class to ensure all work is complete	
Take copies of ICT files and workbooks in order to practice at home	
Make use of on-line learning resources such as Scholar and Tutor 2U	
Engage more with classroom discussions and focus on activities to develop knowledge and understanding	
Extend the level of detail and exemplification in written work	
Prepare thoroughly for class assessments and act on any feedback provided by class teachers	
Work to the best of your ability and take a more serious attitude to their studies	
Improve attendance and catch up on any work missed.	
Spend time preparing for the assignment given it’s worth 58% of the overall course mark	
Use feedback from the prelim /class assessments to inform revision planning and to identify areas for improvement	

Websites –

www.sqa.org.uk www.brightredbooks.net

Point of contact – Mr Reynolds

