



Course Outline

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

- **Administrative Practices** – the purpose of this unit is to give learners a basic introduction to administration in the work place. The unit will also enable them to apply a basic understanding in carrying out a range of straightforward administrative tasks required for organising and supporting small-scale events.
- **IT Solutions for Administrators** – the purpose of this unit is to develop learners’ basic skills in IT and in organising and managing information in administration-related contexts. Learners will develop skills using the following software application packages: word processing, database and spreadsheets.
- **Communication in Administration** – the purpose of this unit is to enable learners to use IT for gathering and sharing simple information with others in familiar administration contexts. Learners will focus on developing skills using PowerPoint and Internet.

Assessment

Learners will complete three internally assessed units of work and complete a Valued Added Assignment. All units of work and the Value Added Assignment are subject to SQA verification.

To improve on his/her current performance with **National 5 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

