

NATIONALS IN A NUTSHELL

The National Parent Forum of Scotland Summary of Administration and IT National 5

ADMINISTRATION
& IT
SOCIAL STUDIES

NATIONAL
5

3

UNITS

ADMINISTRATIVE PRACTICES
IT SOLUTIONS FOR ADMINISTRATORS
COMMUNICATION IN ADMINISTRATION

+

COURSE
ASSESSMENT

ADDED VALUE UNIT: ADMINISTRATION AND IT ASSIGNMENT

What skills will my child develop?

- an understanding of administration in the workplace and of the attributes required of good administrators
- knowledge and understanding of key legislation affecting organisations and employees
- knowledge and understanding the benefits to organisations of good customer care
- IT skills in word processing, spreadsheets, databases, presentations, desktop publishing in familiar and some unfamiliar contexts
- the ability to use IT skills in more complex administrative tasks
- organisational skills in the context of organising and supporting events
- the ability to use technology appropriately for communication and investigation in familiar and some unfamiliar contexts
- skills in organising, processing and communicating information in largely familiar contexts
- knowledge and understanding of social issues such as business use of IT and the impacts of IT
- problem-solving, team-working and using initiative



WHAT WILL MY CHILD EXPERIENCE DURING THE COURSE?

- Active and independent learning through self and peer evaluations, reflecting on learning, making independent decisions
- A blend of classroom approaches including practical and experiential learning; group work and peer learning; internet research; visits
- Collaborative learning: working in pairs, small groups or larger groups to deliver presentations or organise events
- Space for personalisation and choice: learners could choose methods of communicating information.
- Applying learning
- Embedding literacy and numeracy skills: communicating; reflecting; researching and presenting information; using technology.

ASSESSMENT

- To gain National 5, learners must pass all Units and the Course Assessment
- Units are assessed as pass or fail by the school/centre (following SQA external quality assurance to meet national standards)
- Unit assessment (or 'evidence of learning') could be presented in a variety of ways such as e-portfolios, audio and video recordings, presentations, diaries, written work. A portfolio of work may be prepared
- The Course Assessment consists of an Assignment which will require learners to use their knowledge and skills to prepare for and support an event. This will be assessed and graded A to D by the SQA.

National 5 progresses onto Higher Administration and IT



the National Parent
Forum of Scotland

For more detailed course information:

SQA: Administration and IT National 5: www.sqa.org.uk/sqa/45688.html

Education Scotland: www.educationscotland.gov.uk/nationalqualifications/index.asp

Curriculum for Excellence Key Terms and Features Factfile:

www.educationscotland.gov.uk/Images/CfEFactfileOverview_tcm4-665983.pdf

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