

# HIGHERS IN A NUTSHELL

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

ADMINISTRATION  
AND IT  
SOCIAL STUDIES

CfE  
HIGHER

3  
UNITS

ADMINISTRATIVE THEORY AND PRACTICE  
IT SOLUTIONS FOR ADMINISTRATORS  
COMMUNICATION IN ADMINISTRATION

+  
COURSE  
ASSESSMENT

ASSIGNMENT + QUESTION PAPER



## Skills

Learners will be able to:

- understand administration in the workplace and its importance
- take responsibility for key administrative tasks
- develop a range of advanced IT skills for processing and managing information
- communicate complex information effectively, making appropriate use of IT
- develop skills in managing the organisation of events
- solve problems in the context of administration



## Opportunities for Learners

Learners will be able to:

- develop their administrative and IT skills
- use a range of functions, some of them complex, of IT applications such as word processing, spreadsheets, databases, desktop publishing, presentation
- organise, manage and communicate relatively complex information
- understand relevant health, safety and security legislation and workplace procedures



## Assessment

- To gain Higher Administration and IT, learners must pass the three Units and the Course Assessment (Assignment and Question Paper for 100 marks)
- Units are assessed as pass or fail by the school/centre and are quality assured by the SQA. Achievement of Units is recorded on the learner's qualifications certificate
- The SQA has provided examples of Unit assessments that teachers/lecturers can use as they are, or adapt to suit the needs of their learners
- The Course Assessment consists of an Assignment (70 marks) and a Question Paper (exam for 30 marks) which is in two sections (see below). These are marked externally by the SQA
- Higher Administration and IT is graded from A to D or as No Award.



**Question Paper** Section 1: A scenario is described, followed by questions (10 marks)  
Section 2: Questions cover the coursework (20 marks)

1 hour  
30 marks

**Specimen Paper** [www.sqa.org.uk/files\\_ccc/AdministrationandITSQPH.pdf](http://www.sqa.org.uk/files_ccc/AdministrationandITSQPH.pdf)

**Assignment** Administration and IT skills will be evidenced in response to a complex scenario with two stages (Stage 1: Planning, including contingency planning; Stage 2: Follow-up tasks) and written up in timed conditions.

2 hours  
70 marks



**Progression** Higher courses can stand alone or follow on from National 5 qualifications and may lead to Advanced Highers, the Scottish Baccalaureate and a range of qualifications within Further and Higher Education.



For course information, specimen question papers and past paper guidance visit:

Higher Administration and IT: [www.sqa.org.uk/sqa/47918.html](http://www.sqa.org.uk/sqa/47918.html)

Curriculum for Excellence Key Terms and Features Factfile

[www.educationscotland.gov.uk/Images/CfEFactfileOverview\\_tcm4-665983.pdf](http://www.educationscotland.gov.uk/Images/CfEFactfileOverview_tcm4-665983.pdf)

Further Information for Parents and Learners Information on assessment, skills,

progression, revision resources and summaries of National Qualifications

[www.parentforumscotland.org](http://www.parentforumscotland.org)



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