Administration & IT
SOCIAL STUDIES

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

- The course will be assessed through a question paper and an assignment, which will be marked by SQA and graded A to D.
- The question paper is worth 50 marks and makes up 42% of the total assessment mark. Learners answer questions on problem solving, administration theory and the use of IT functions in spreadsheet and database applications.
- The assignment is worth 70 marks and makes up 58% of the total assessment mark. Learners work through a series of planning, support and follow-up tasks for an event or business.

National 5 progresses onto Higher Administration and IT

For more detailed course information:
SQA: Administration and IT National 5: www.sqa.org.uk/sqa/45688.html
Education Scotland: www.education.gov.scot/nationalqualifications
Curriculum for Excellence Key Terms and Features Factfile:
www.education.gov.scot/parentzone/Documents/CfEFactfileOverview.pdf