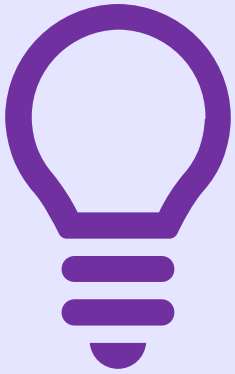
Business Education

Digital Study Resources



Department Subjects

Accounting – Higher/NPA Level 6

Administration and IT – National 4/5 and Higher

Business Management - National 4/5 and Higher

Financial Services – National 5

Dual NPA Business Award – Level 6

Young Enterprise – Level 6

Class Resources

Resources:

- All students have access to all class PowerPoints, notes, tasks and other resources on Teams and OneNote.
- A learning outline is posted on Teams each week so students can see what will be covered. They can refer back to this at any point.
- Students have access to a BrightRed textbook.

Useful websites

Accounting Useful Sites

Websites (click on the images to access):

- **Achieve:** ACHIEVE - ACHIEVE more at National 5 and Higher
- **Department Video Library**
- **SQA**: here you will find the course specifications, SQA templates, glossaries and links to understanding standards and past papers/solutions
- **Bright Red**: students can register and access the digital learning zone to compliment their textbook

Administration and IT Useful websites

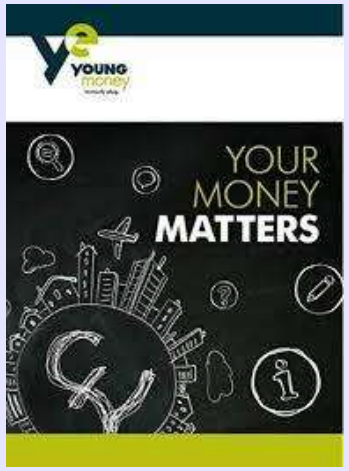
- **Achieve –** ACHIEVE - ACHIEVE more at National 5 and Higher
- **Microsoft** – Excel, Word, PowerPoint, Outlook Microsoft Support
- **OneNote Video Library/Checklist:** see your class OneNote for a checklist with video guides for each skills. Available for all software covered in the course.
- **YouTube - Build Your Skills, GCF Learn Free**, **Businessedtv** – useful demonstrations
- **SQA** – here you will find specification, links to understanding standards and past papers
- **HSE Website** - support learning on legislation
- **Bright Red -** students can register and access the digital learning zone

Business Management Useful Websites

- **Business Bitesize –** filled with notes, videos and tips
- **Department Video Library**
- **Achieve** ACHIEVE - ACHIEVE more at National 5 and Higher
- **SQA** – here you will find specification, links to understanding standards and past papers
- **Two Teachers** – lots of videos to support learning
- **HSE** - support learning on legislation
- **Bright Red -** students can register and access the digital learning zone

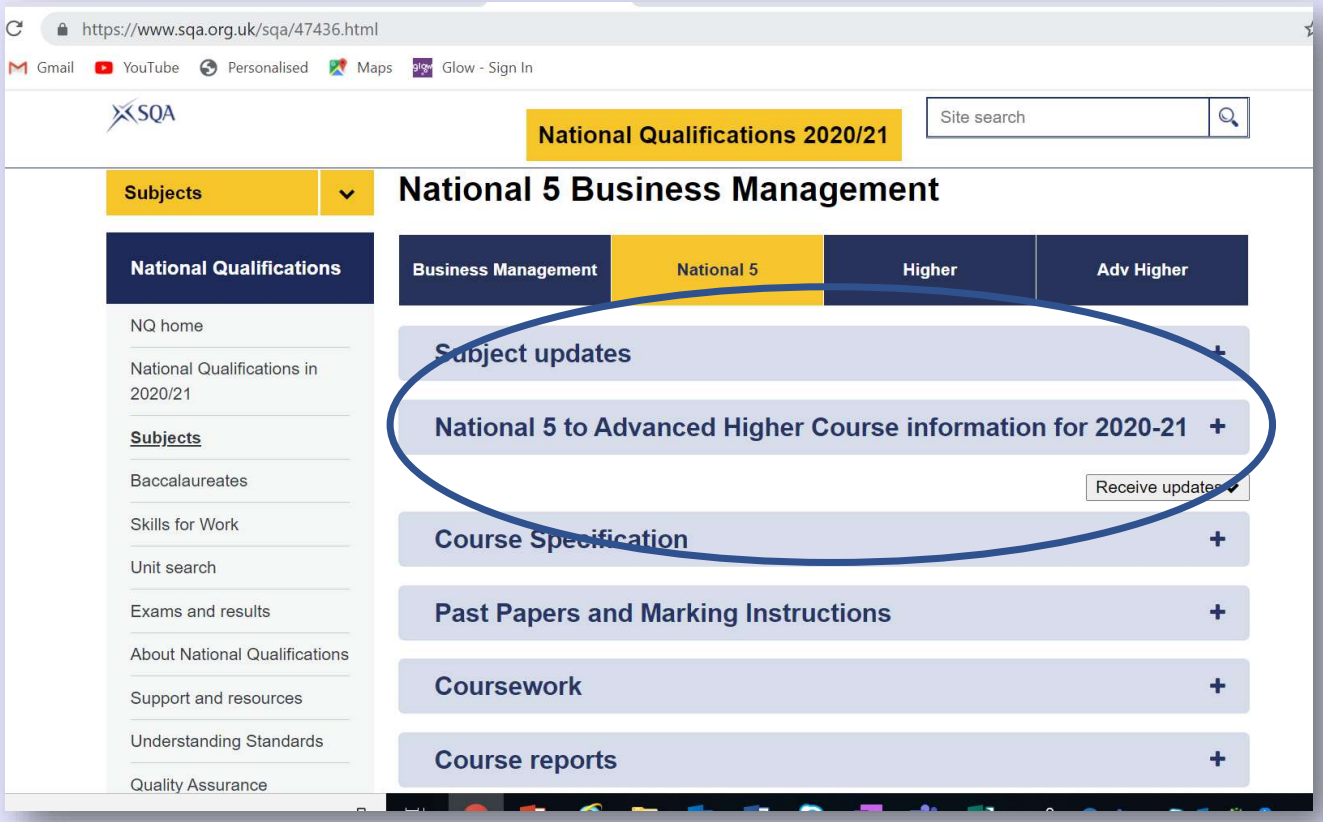
Financial services useful websites

- SQA – Qualification information and specification
- Your Money Matters Digital Textbook (free to download)
- RBS – My Money Sense
- Young Enterprise Finance
- The Money Advice Service
- Employability Skills Wakelet
- Money Saving Expert

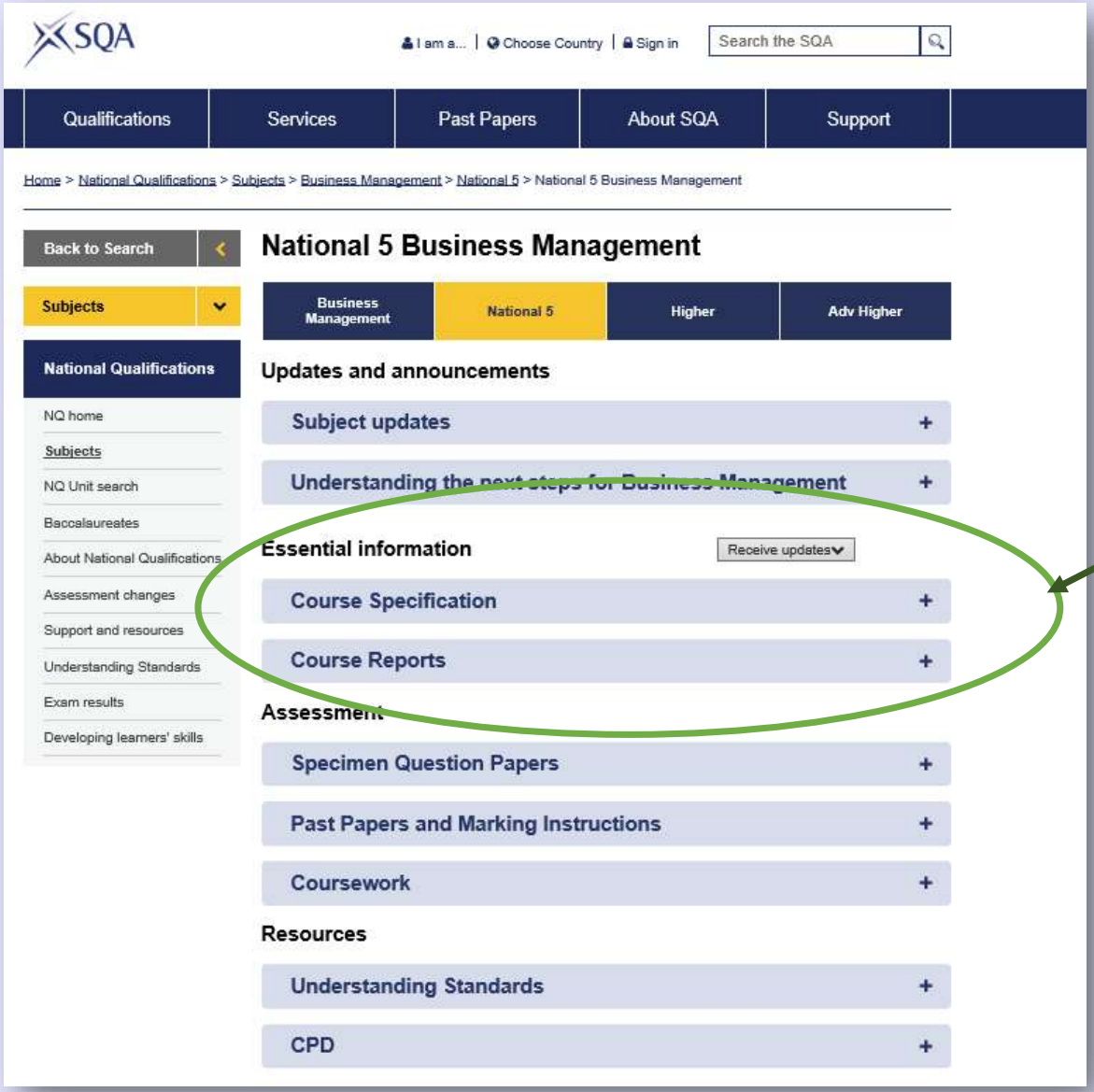


SQA SITE – TOP TIPS

SQA website



This section holds course updates for this years assessments.



This section holds course outlines and information about the course structure. It will also contain the examiner's reports with analysis of performance in previous exams.

This can be useful as you can see the pitfalls that have caught out other students across the whole of Scotland and learn from their mistakes!

Course Specification

This contains a list of all the units in the course and a breakdown of all the topics covered. This would be useful during revision to make sure you have covered all topics, or to highlight areas you think you need to focus on.

Skills, knowledge and understanding for the course assessment

The following provides details of skills, knowledge and understanding sampled in the course assessment. The question paper and the assignment can draw on any of the mandatory content listed in the areas below.

Understanding business	
Role of business in society	Factors of production, production of goods, provision of services, consumption of goods and services, satisfaction of human wants, sectors of industry (primary/secondary/tertiary), and sectors of the economy (private/public/third).
Customer satisfaction	Methods of maximising customer service and their importance.
Types of business organisations	Sole traders, partners, private limited companies, local government organisations, non-profit-making organisations, and social enterprises. Understanding how enterprising skills and qualities help these organisations develop.
Objectives	Profit, provision of a service, social responsibility, survival, customer satisfaction, market share, and enterprise.
External factors	Political, environmental, social, technological, economic, and competitive

Course Reports

Section 1

Question 1 (c): Many candidates described external factors but did not detail the effect of the factors.

Question 1 (d): Some candidates compared objectives rather than features.

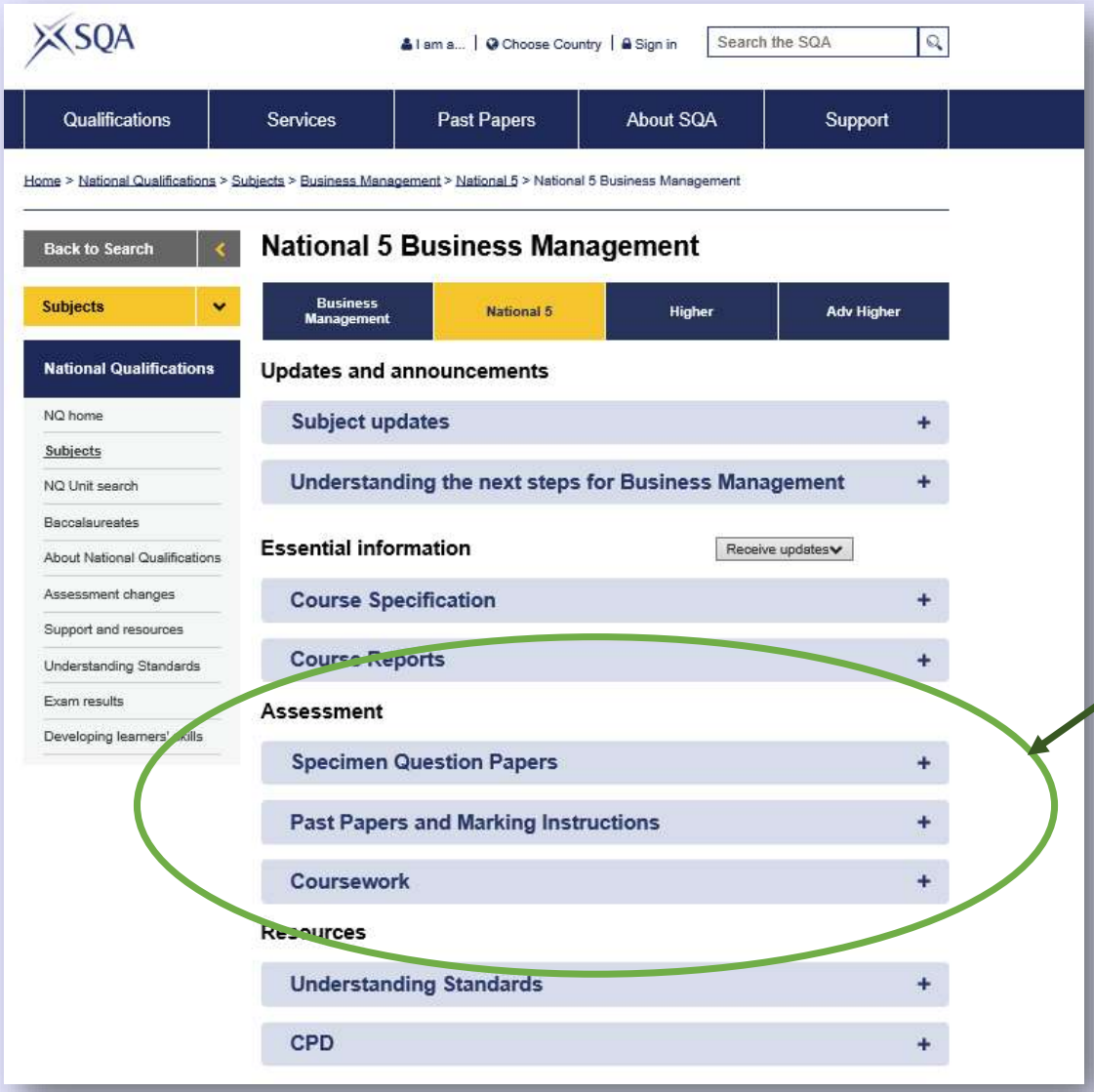
Question 2 (b) (i): Candidates did not describe the method of production being used. Many only identified the method.

Question 5 (a): The use of technology in operations was very poorly done, and in many cases omitted. Many candidates gave very general answers and some candidates gave marketing or human resources uses as opposed to operations. As stated in the Course Assessment Specification, candidates should be able to describe the use of technology in all four functional areas.

Question 5 (b) (ii): Candidates showed poor knowledge of terms associated with inventory. These are part of the National 5 course that fall under suppliers and over/under stocking.

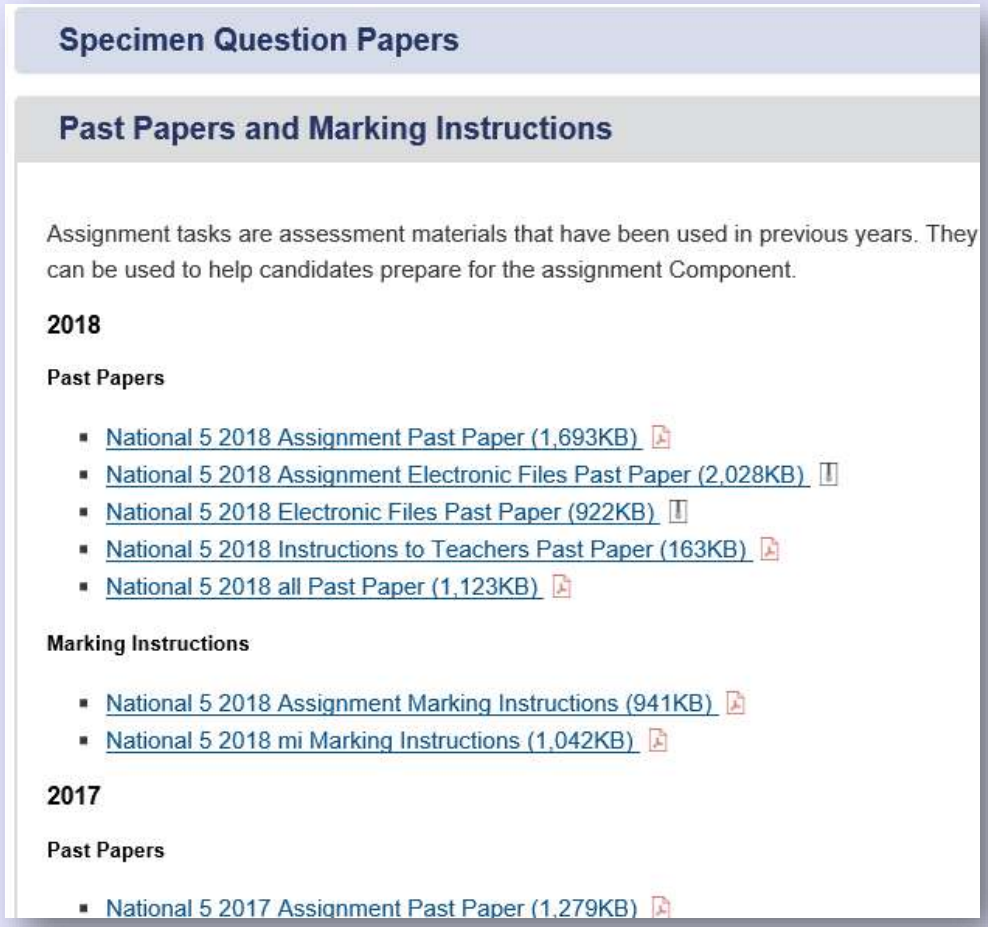
This is a report that combines feedback from all the markers for that particular paper. It gives feedback on the areas that students did well and also areas that they did poorly in.

This will help you avoid similar mistakes.



This section holds past papers, marking schemes, specimen papers for the new courses and examples of coursework or assignments

Past papers and marking schemes



Specimen Question Papers

Past Papers and Marking Instructions

Assignment tasks are assessment materials that have been used in previous years. They can be used to help candidates prepare for the assignment Component.

2018

Past Papers

- National 5 2018 Assignment Past Paper (1,693KB)
- National 5 2018 Assignment Electronic Files Past Paper (2,028KB)
- National 5 2018 Electronic Files Past Paper (922KB)
- National 5 2018 Instructions to Teachers Past Paper (163KB)
- National 5 2018 all Past Paper (1,123KB)

Marking Instructions

- National 5 2018 Assignment Marking Instructions (941KB)
- National 5 2018 mi Marking Instructions (1,042KB)

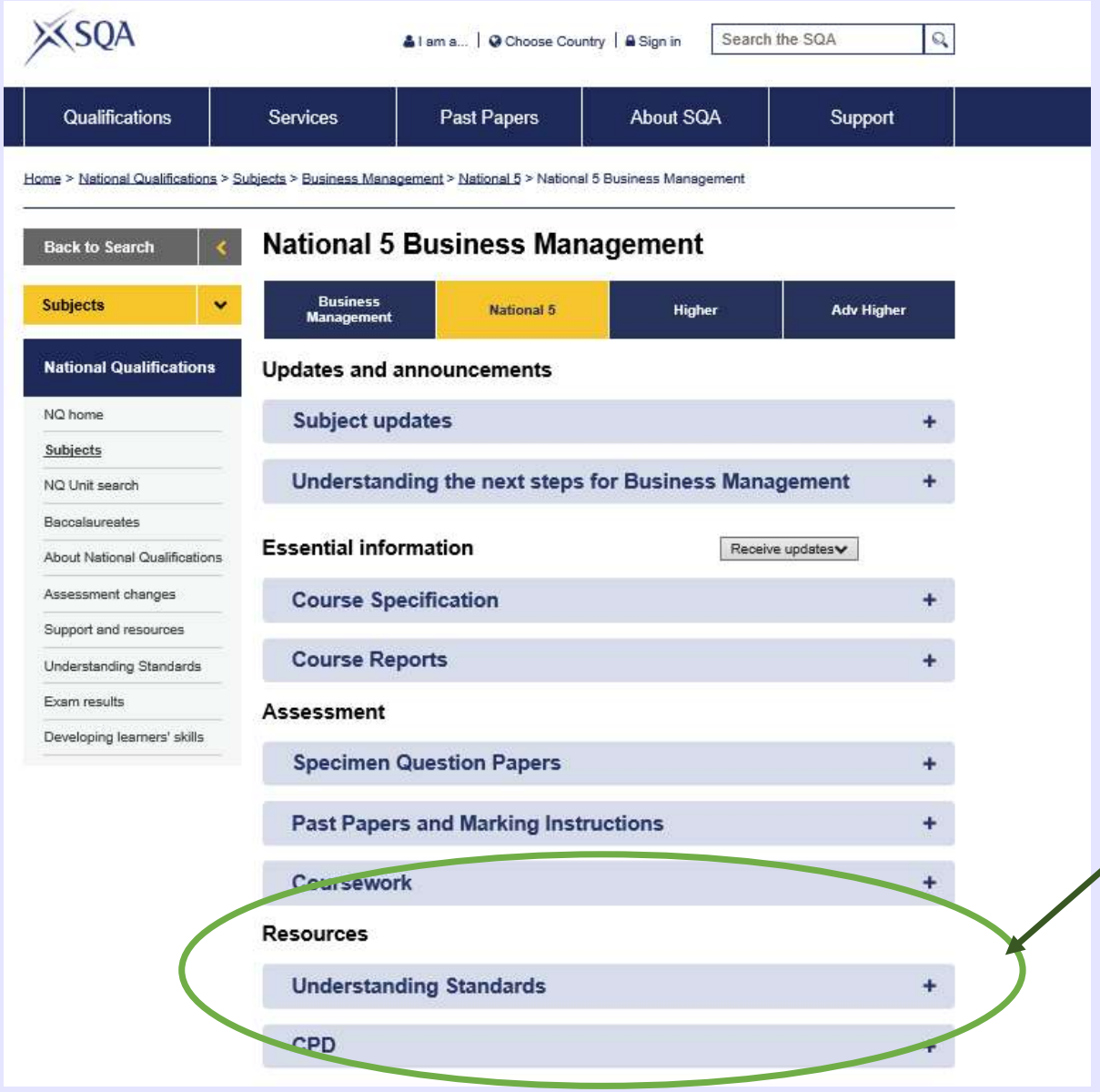
2017

Past Papers

- National 5 2017 Assignment Past Paper (1,279KB)

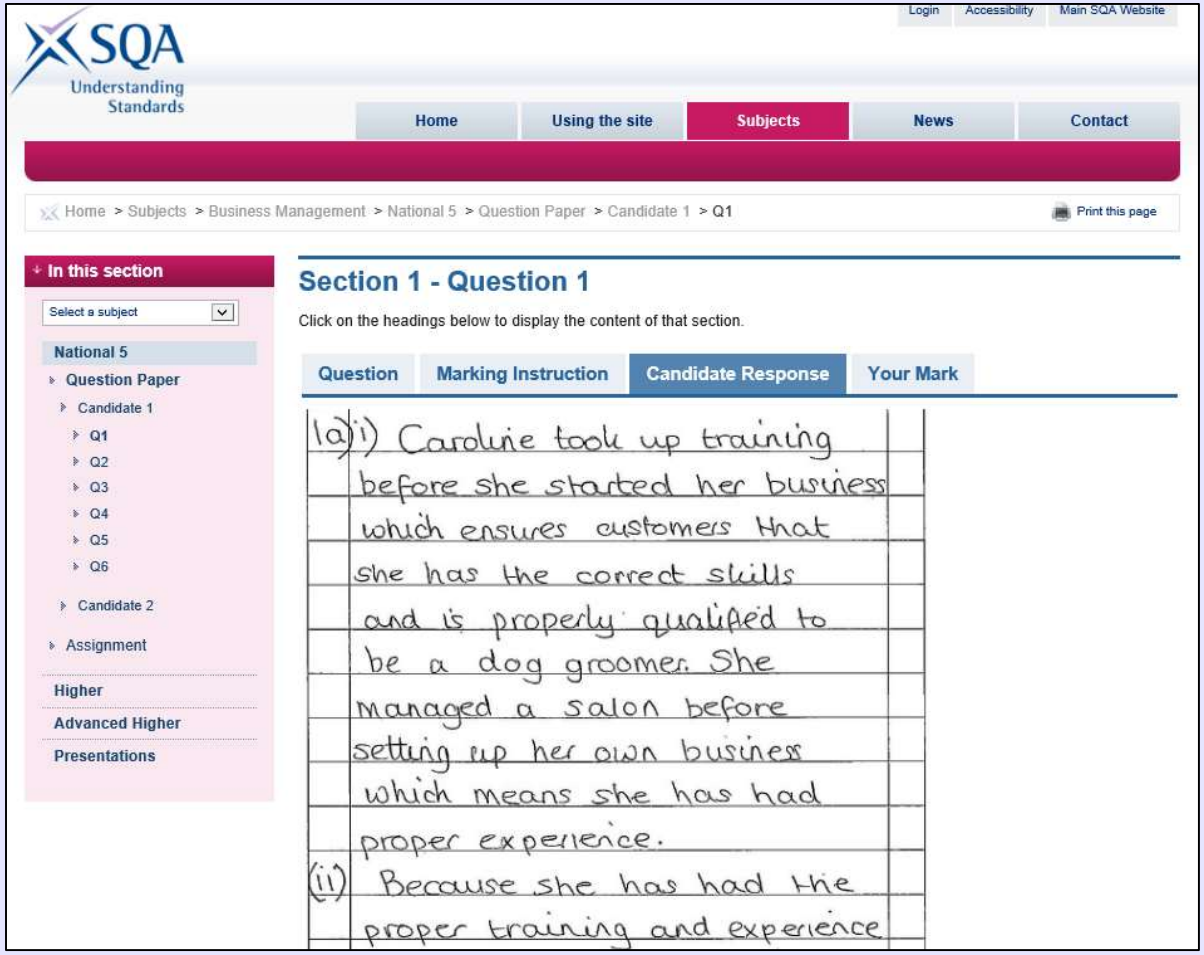
Gives you access to past papers and the SQA marking scheme. For subjects that require files e.g. Administration/Accounting these are also available on the website.

Also available for coursework and assignments.



This section is used by teachers but is also very useful for students! It contains resources issued by the SQA to teachers to show what will gain marks in an exam and what will not be accepted.

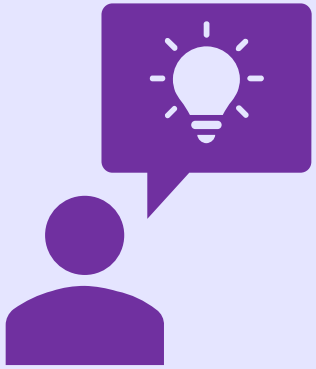
Understanding Standards



This is a great website that gives you access to examples of candidates answers and exactly how they were marked.

If you know the standard expected of you then you are better able to answer the questions asked to gain full marks!

Subject Revision Tips



Business Management Revision Tips

The assessment consists of an Assignment and Question paper with a case study and questions.

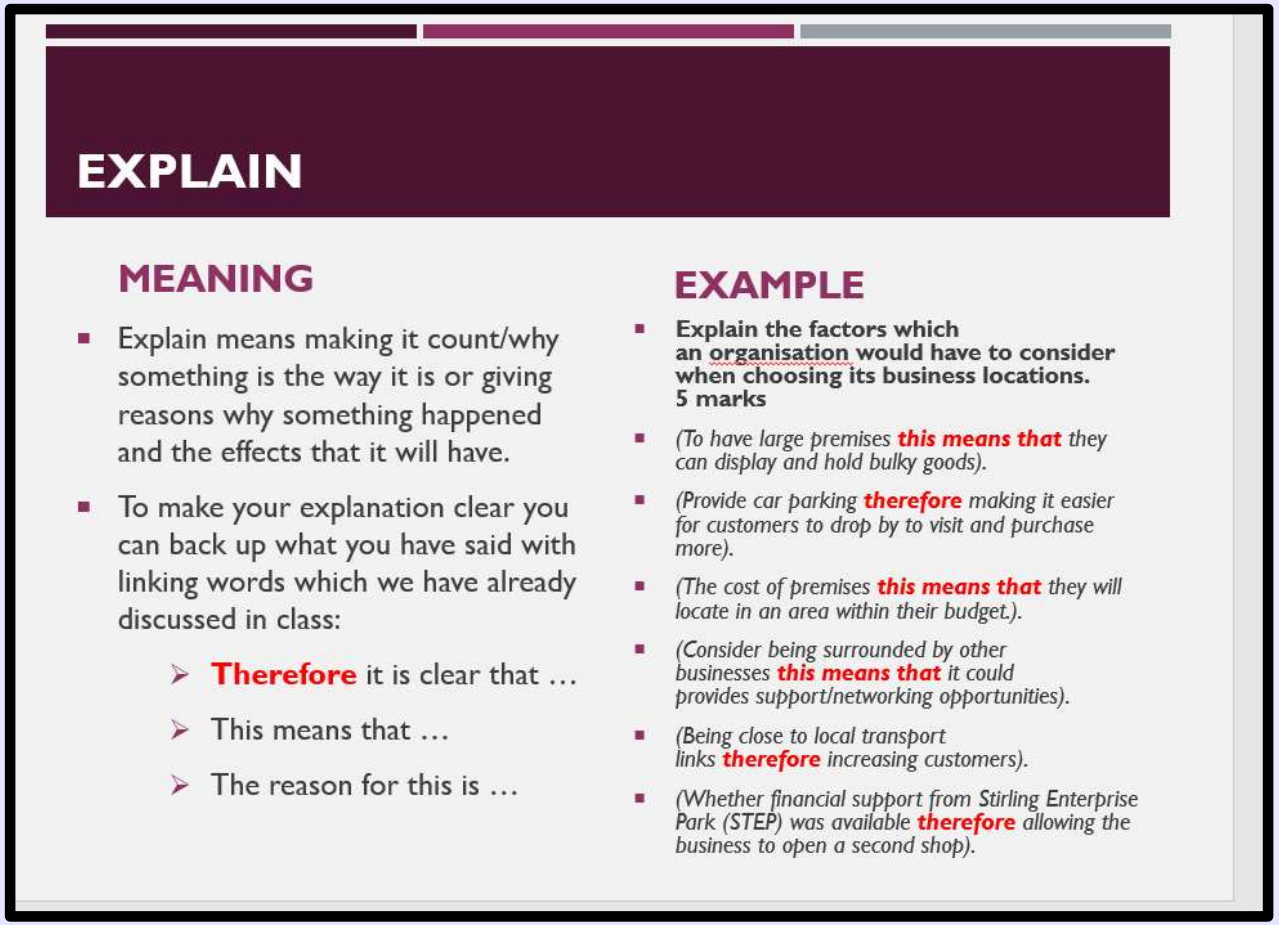
To prepare pupils should:

- Use their notes (available on Teams and OneNote) and revise all areas covered in the course: Marketing, Operations, IT, Finance, Human Resources, Understanding Business
- Complete past paper and model questions to familiarise themselves with styles of question and exam technique.
- Pay close attention to command words and mark allocation to help decide how much to write - e.g. 'describe' will require far more detail than name.
- Keep up to date with the business world to witness what you are studying in real life situations

Command Words

Each subject has a list of command words with examples you can refer to.

See Teams Pages to support revision.



EXPLAIN

MEANING

- Explain means making it count/why something is the way it is or giving reasons why something happened and the effects that it will have.
- To make your explanation clear you can back up what you have said with linking words which we have already discussed in class:
  - **Therefore** it is clear that …
  - This means that …
  - The reason for this is …

EXAMPLE

- **Explain the factors which an organisation would have to consider when choosing its business locations. 5 marks**
- *(To have large premises **this means that** they can display and hold bulky goods).*
- *(Provide car parking **therefore** making it easier for customers to drop by to visit and purchase more).*
- *(The cost of premises **this means that** they will locate in an area within their budget.).*
- *(Consider being surrounded by other businesses **this means that** it could provides support/networking opportunities).*
- *(Being close to local transport links **therefore** increasing customers).*
- *(Whether financial support from Stirling Enterprise Park (STEP) was available **therefore** allowing the business to open a second shop).*

Administration and IT Revision Tips

The Administration and IT Assessment consists of a question paper and an assignment all of which will be completed using ICT. Pupils have access to core notes and a wealth of revision materials on their Teams Page.

To prepare for assessments pupils should:

- Revise theory outcomes using notes and questions
- Familiarise yourselves with question styles and exam technique
- Pay close attention to command words and mark allocation to ensure you write enough information.
- Complete as much practice as possible for practical areas both in class and at home – we will work on roughly one past paper a week after the course is completed and the more of these you complete the more confident you will become.

Accounting Revision Tips

The Higher Accounting examination will consist of an Assignment and Question Paper. The NPA will consist of a combination of open and closed book unit assessments with no final exam.

To prepare pupils should:

- Access class materials via Teams and OneNote. Complete Homework.
- Complete past paper questions to familiarise themselves with SQA templates and exam technique
- Focus in class to complete SQA Unit Assessment Evidence – adhering to deadlines
- Attend supported study sessions

N5 Financial Services - Tips

N5 Financial Services will consist of a combination of open and closed book unit assessments and SQA portfolio evidence. As a Skills for Work course there is no final exam.

To prepare pupils should:

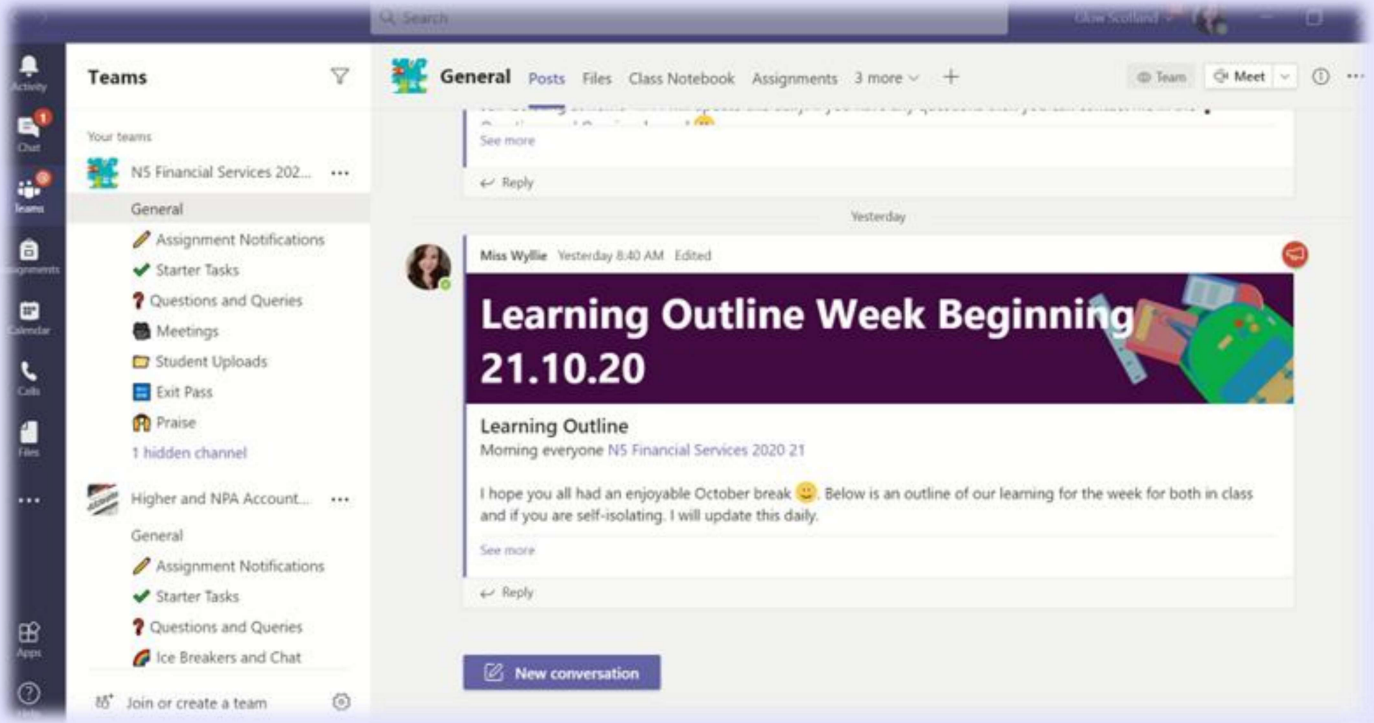
- Access class materials via Teams and OneNote. Complete Homework.
- Take ownership of project-based assessments/tasks
- Focus in class to complete SQA Unit Assessment Evidence – adhering to deadlines

Business Education Resources

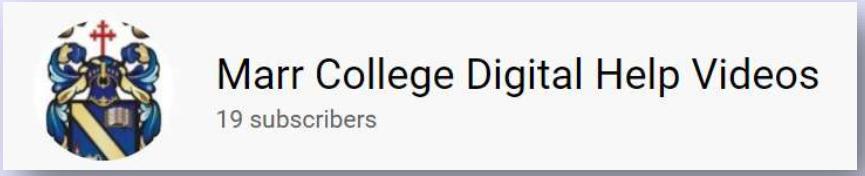
Revision Materials Location

All work across the department is shared on class Teams Pages

- **General Channel** - weekly posts with links to resources are available for anyone working from home.
- **Files Tab** – All class materials are saved in here
- **Class Notebook** – This This acts as our electronic jotter and all work is saved in here to aid evidence gathering
- **Assignments** – all homework will be saved here



Help Guides and Videos

- Access Help Guides and Videos on our school website.

- See our Digital Support YouTube Channel