

# Title of course: National 5 Business Management



## **Award Received**

The grade awarded for National 5 Business Management is based on the total marks achieved across all course assessment components.

## **Entry Level: What do I need to do it?**

There is no specific entry requirement. Additionally, pupils should either have passed or be attempting National 5 English.

## **Course Content: What will I learn?**

The purpose of the Course is to highlight ways in which organisations operate and the steps they take to achieve their goals. The skills, knowledge and understanding gained are embedded in current business practice and theory, and reflect the integrated nature of organisations, their functions, and their decision-making processes.

A main feature of this Course is the development of enterprising skills and employability skills. Learners will be able to understand and make use of business information to interpret and report on overall business performance in a range of contexts. The Course therefore includes the study of organisations in the private, public and voluntary sectors.

The course develops skills for learning, life and work that will be of instant use in the workplace. It supports personal financial awareness through improving learners' knowledge of financial management in a business context.

## **Course Structure**

- **Understanding Business**

Introduces learners to the main activities associated with businesses and other organisations. The Unit will allow learners to explore issues relating to the external environment in which organisations operate and their effects on organisational activity, decision making and survival.

- **Management of Marketing and Operations**

The Unit will allow learners to carry out activities that introduce them to the processes and procedures organisations use in order to maintain quality and competitiveness. Learners will demonstrate an understanding of how marketing can be used to communicate effectively with consumers, maximise customer satisfaction, and enhance competitiveness. Learners will explore and identify the processes and procedures required to produce goods or services to an appropriate standard of quality.

- **Management of People and Finance**

Learners will carry out activities that will enable them to grasp theories, concepts and processes relating to human resource management. This will allow them to demonstrate an understanding of how to manage people in order to maximise their contribution to an organisation's success. Learners will also follow basic theories, concepts and processes relating to financial aspects of business in preparing and interpreting financial information in order to solve financial problems facing businesses.

## **Teaching Methods: What will I do?**

Teaching methods will consist of theory lessons with some IT integrated into teaching and learning. A wide range of teaching approaches will be used including whole class teaching, group discussion, paired work and individual work. Throughout the year, we also aim to give pupils the opportunity to explore career pathways through close partnerships with local and national employers and pathway providers.

## **Assessment: How will I be assessed?**

Component One – Question Paper (worth 75% of overall mark)

The external question paper will require demonstration of a breadth of knowledge, understanding and skills accumulated from across the Course. It is worth 90 marks overall.

- **Section 1** will consist of a number of short response questions in response to stimulus material
- **Section 2** will consist of short response questions.

Component Two – Assignment (worth 25% of overall mark)

The assignment is completed internally and marked externally and is worth 30 marks overall. The business-related assignment will extend the learners' business management knowledge and/or skills and will be sufficiently open and flexible to allow for personalisation and choice.

## **Homework.**

Homework consists of short response assignments to help consolidate exam techniques and revision/preparation for internal assessments.

## **Progression in the Senior Phase.**

Students who pass National 5 Business Management may progress to Higher Business Management. Successful completion of this Course also opens up a range of vertical and lateral progression routes for learners. These include other National Qualifications, Skills for Work Courses, National Progression Awards and National Certificates. The Course may also lead to employment and/or training in various industries.