NATIONALS IN A NUTSHELL

The National Parent Forum of Scotland Summary of Administration and IT National 4

3 UNITS

ADMINISTRATIVE PRACTICES
IT SOLUTIONS FOR ADMINISTRATORS
COMMUNICATION IN ADMINISTRATION

+ ADDED VALUE UNIT

ADDED VALUE UNIT: ADMINISTRATION AND IT ASSIGNMENT

What skills will my child develop?

- an understanding of administration in the workplace
- knowledge and understanding of key legislation affecting employees
- knowledge and understanding of the key features of good customer care
- IT skills in word processing, spreadsheets, databases, presentations, desktop publishing in familiar contexts
- the ability to use IT skills in straightforward administrative tasks
- organisational skills in the context of organising and supporting small-scale events
- the ability to use technology appropriately for communication and investigation in familiar contexts
- skills in organising, processing and communicating simple information in familiar contexts
- knowledge and understanding of social issues such as internet safety, 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; learners could choose tasks in the Added Value Unit (Assignment) which most suit their interests and abilities
- Applying learning
- Embedding literacy and numeracy skills: communicating; reflecting; researching and presenting information; using technology.

ASSESSMENT

- To gain National 4, learners must pass all Units
- 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, presentations, diaries, written work. A portfolio of work may be prepared
- The Added Value Unit (Assignment) will require learners to undertake practical administration and IT tasks in response to a brief, leading to a small-scale event or events.

National 4 progresses onto National 5