

Choices for Our Future



***Options Information for Pupils Entering
Fifth and Sixth Years***

2023

CHOICE OF COURSES FOR FIFTH AND SIXTH YEARS

INTRODUCTION

Your child has now reached a very important point in his/her school career. For some time he/she will have been learning, through our PSHE programme, about how to make course choices which will determine not only what he/she studies in S5/S6 but also open up career prospects in later life. As decisions come nearer you will want to help your child make the best choices and this booklet sets out to help you do this.

By the end of 4th year many pupils have some idea of the kind of career they would like to follow when they leave school. Parents can play a very important role in advising students regarding future careers; they can also assist their children in making sensible choices of subjects at this stage.

Many things have to be taken into consideration in making the best choice and this booklet and the programme of events we have planned, are to help you to help your child make sensible decisions.

We will do our best to fulfil all final choices, but because we have to work within the number of teachers allocated to the school, it is possible that some parental/pupil wishes will not be fully satisfied. In such cases we will discuss possible alternatives with you with a view to reaching an amicable solution.

If you have any questions or concerns at any point in the Options Programme, please don't hesitate to contact the Pupil Support Teacher who is the link for your child.

John Robertson
Head Teacher

S4/S5 COURSE CHOICE PROGRAMME

S4 Parental Reports Issued	G Graham	January 2023
S4/S5 "Course Choices" Booklets	G Graham	February 2023
S4/S5 Parents' Information Meeting	G Graham	23 February 2023
Departmental Information submitted	G Graham	March 2023
Issue of S5 Parental Reports	G Graham	March 2023
Individual Options Interviews	Pupil Support Department	Completed by 24 March
DHT Re-course Interviews	SMT	Completed by 21 April
Final Agreements and Parental Signatures	SMT/Pupil Support	April - May 2023

HOW TO MAKE DECISIONS ABOUT CHOICES

1 You need **INFORMATION**

Where to get it:

- (a) This booklet.
- (b) Parental Report.
- (c) The School: Phone 01501 826701 to arrange an interview with Pupil Support Teachers or Mr Graham. Also attend the Information Meeting in February 2023.
- (d) Careers Service - Careers adviser is Sylvia Phee.
- (e) Family, friends, neighbours, employers, colleagues.
- (f) **YOUR CHILD.**

2 You need some **ADVICE**

- (a) Choose subjects your child is good at.
- (b) Choose subjects your child enjoys (But beware! He or she may be choosing this subject because a pal has chosen it!)
- (c) Choose subjects which will help with some career you have in mind
- (d) Don't tie your choice too narrowly to a career - the girl who wanted to be a hairdresser yesterday wants to be a brain surgeon today and tomorrow she'll want to be a motor mechanic!
- (e) Try to be realistic:
 - (i) Don't over-estimate your child's ability but don't under-estimate it either. **EXPECT YOUR CHILD TO TRY HARD.**
 - (ii) It's your child's life, not yours: give guidance by all means but listen to what he or she says.

3 You need to know the choices **AVAILABLE.**

Look at the Choice Sheet accompanying this booklet. This shows all the subjects and levels that are available at Calderhead High School next year for S5 and S6.

Your child will be asked to select 5 choices with potential reserves if necessary. They will do this liaising with their Pupil Support Teacher on a 1-to-1 basis. Pupil Support will have subject information indicating which subjects are strongest for your child and they know your child well. They will guide all students in the best choices, to get the best chances of success.

Once all young people have selected their choices, we will then do our best to accommodate these into a workable timetable. We will do our best but there are no guarantees!

We have to work within our staffing allocation, and so it is possible that not all classes will run if uptake is too small, if this is the case, pupils will be informed

and re-interviewed. If this happens to your son/daughter they will have full support and you will be notified.

Advanced Highers

Advanced Highers are not, as a general rule, included in the Choice Sheet. This does not mean they are not available. If your child feels they have the entry qualification for an Advanced Higher and wants to pursue this, they should discuss it with their Pupil Support Teacher. If Advanced Higher can be accommodated at Calderhead High School, it will be, if not we can look at Consortia Arrangements which means travelling to another school for that subject. (Transport is paid for by NLC).

THE CURRICULUM

The curriculum for Fifth and Sixth year at Calderhead High School is broad and balanced and follows the national and local guidelines.

All subject courses in Fifth and Sixth Years lead to presentation for the award of nationally-recognised certificates. These certificates are mainly for National Qualification courses. Information is given on the relevant subjects' pages.

NATIONAL QUALIFICATIONS

Most subjects offer National Qualification courses at National 5, and Higher levels. These courses are constructed of Units of work each of which are assessed through classwork and tests. Each pupil is given recognition of achievement in these assessments, which take place throughout the course. To complete the course all units must be successfully achieved. At the end of National 5 and Higher courses there is an exam.

The advantage in these courses is that not everything rests on the exam but that achievements are made throughout the session in the classroom with the classroom teacher.

LIST OF CONTENTS

A

Administration & IT (Technologies Faculty)
Art and Design (Expressive Arts Faculty)

B

Biology/Human Biology
Business Management (Technologies Faculty)

C

Chemistry
Choice of Courses for Fifth and Sixth Years - Introduction
Curriculum

D

Design & Manufacture (Technologies Faculty)

E

English
Expressive Arts

F

Focus West
French
Foundation Apprenticeships

G

Geography
Graphic Communication (Technologies Faculty)

H

History
How to Make Decisions About Choices
Humanities
Health & Wellbeing

M

Mathematics

Modern Languages

Modern Studies

Music (Expressive Arts Faculty)

P

Personal Social and Health Education

Physical Education (Health & Wellbeing Faculty)

Physics

Practical Metalworking (Technologies Faculty)

R

Religious Moral and Philosophical Studies (RMPS)

S

S4/S5 Course Choice Programme

Science

Spanish

T

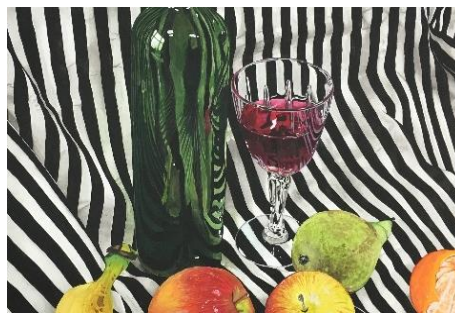
Technologies

W

Work Experience

Personalisation and Choice

Art and Design is a practical and experiential subject. The two main Units, *Art and Design: Expressive* and *Art and Design: Design*, integrate knowledge of art and design practice with practical activities.



Skills

Learners will be able to:

- Communicate personal thoughts, feelings and ideas through the creative use of art and design materials, techniques and/or technology.
- Analyse a range of art and design practices.
- Critically reflect on the impact of external factors on artists and designers and their work.
- Plan, develop, produce and present creative art and design work.
- Develop personal creativity, using problem solving, critical thinking and reflective practice skills.

Opportunities for Learners

Learners will be able to:

- Develop knowledge of art and design practice.
- Experience a range of practical media handling skills in both expressive and design contexts.
- Exercise imagination and creativity.
- Analyse the factors influencing artists' and designers' work and practice.
- Explore how to visually represent and communicate their personal thoughts, ideas and feelings through their work.

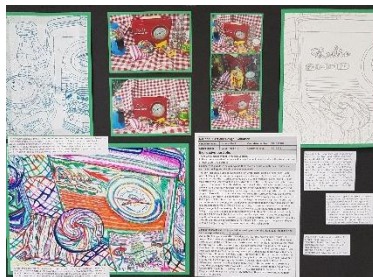
National 5 Course

Within the N5 course pupils will complete both an Expressive & Design portfolio of work (showing development and evaluation leading to one final piece of expressive art work and one final design solution) and the Critical Question Paper (exam). All of which will be marked by the SQA. To gain National 5, learners are required to meet all deadlines set by the class teacher in order that they meet course requirements set out by the SQA and are fully prepared to sit the question paper (exam). Each portfolio (Design and Expressive) are worth 100 marks (80% of overall grade), with the question paper worth 50 (20% of overall grade).



Higher Course

Within the Higher course pupils will complete both an Expressive & Design portfolio of work (showing investigation, development and evaluation leading to one final piece of expressive art work and one final design solution) and the Critical Question Paper (exam). All of which will be marked by the SQA. To gain a Higher pass, learners are required to meet all deadlines set by the class teacher in order that they meet course requirements set out by the SQA and are fully prepared to sit the question paper (exam). Each portfolio (Design and Expressive) are worth 100 marks (77% of overall grade), with the question paper worth 60 (23% of overall grade).



Advanced Higher Art & Design

The Course will provide learners with the opportunity to extend and apply the skills they may have developed during the Higher Art and Design Course and elsewhere.

Learners will choose between creating an Expressive Portfolio (Portraiture or Still Life) or a Design Portfolio (Fashion, Graphic, Illustration etc.)

The aims of the Course are to enable learners to:

- experience an independent, self-directed study of design and design practice
- develop personal autonomy, creativity, independent thinking and evaluative skills when resolving design problems and responding to design area requirements and constraints
- develop individual creativity and technical skills through the considered exploration and creative use of design materials, equipment, techniques and/or technology
- develop higher-order thinking skills by analysing, synthesising and responding to designers' work and the external factors which influence the design area
- develop advanced critical thinking and design-based problem solving skills
- reach substantiated and informed judgements when refining and presenting lines of design enquiry and development

Jobs with an Art and Design qualification:

Architect, Illustrator, Animator, Graphic Designer, Jewellery Designer, Fashion/Textiles/Costume Designer, Interior Designer, Product Designer, Furniture Designer, Make-up Artist, Artist, Photographer, Art & Design Teacher, Theatre Set Designer, Model Maker, Production Designer, Theatre/Television/Film and many more.

MUSIC

National Qualification courses in Music are offered at the following levels in S5/6

National 5	For pupils who have achieved National 4
Higher	For pupils who have achieved an A at National 5
Advanced Higher	For pupils who have achieved a Higher A pass.

Course Content

At all levels there are three elements to the course:-

PERFORMING SKILLS
UNDERSTANDING MUSIC
COMPOSING SKILLS

Performing Skills

The performing element of the course accounts for **50%** of the overall grade.

You will be required to choose **two** instruments - these are usually carried on from S4. Both instruments are examined by a Visiting Examiner during March of the presentation year.

A total programme duration of **8 minutes** must be prepared for performance at National 5 level with a maximum of 6 minutes on one instrument.

A total programme duration of **12 minutes** must be prepared for performance at Higher level with a maximum of 8 minutes on one instrument.

A total programme duration of **18 minutes** must be prepared for performance at Advanced Higher level with a maximum of 12 minutes on one instrument.

The minimum level for performance at National 5 is Associated Board Grade 3, Associated Board Grade 4 for Higher and Associated Board Grade 5 for Advanced Higher.

Understanding Music

In the listening element of the course there are two elements:

History of Music
Musical Literacy

The listening course will cover all aspects of music from 1400 onwards and aims to build skills in understanding and analysing music. This is presented through a series of units of work.

Musical literacy aims to build skills in the areas of notation and theory.

The assessment of this area will be a final written examination and is worth **35%** of the overall grade.

Composing Skills

In this element, each candidate will write a composition demonstrating different instrumental techniques and concepts as well as completing a composing review.

The composition is externally assessed by SQA and accounts for **15%** of the overall grade.

Frequently asked questions

Will I still get instrumental lessons?

The department will, as far as possible, endeavour to accommodate everyone at NQ level on the instrumental programme.

How many marks is each element worth?

The performing element accounts for 50% of the final grade - each instrument is marked out of 30 and the listening element accounts for 35% of the grade. Composition is marked out of 30 and accounts for 15% of the overall grade.

Can I change instruments at NQ level?

Although it is not advised to completely change the line-up of instruments, it is possible, sometimes, to change the second instrument.

Is there a lot of homework in music?

Apart from daily rehearsal on both instruments, you will have listening, composition studies and literacy studies to complete at home.

What if I can't fit it in in S5 - can I do it in S6?

It has become quite common over the past few years for pupils to come back in S6 and complete the Higher examination. If this is the case, the department will try, as far as possible, to accommodate any extra practice time required in S5.

What can I do with an NQ in Music?

A variety of employment is open to pupils holding this qualification. In the field of music: - *performer, sound engineer, recording technician, music teacher, music therapist, media, broadcasting.*

Out with music, former pupils have found this qualification useful in the following areas: - *primary school teacher, department team leader, nursing, therapy, working in the community, working with the elderly, nursery teacher.*



National 4, National 5 and Higher

What are these qualifications?

- Progression from CfE courses in S1/2/3 and link to new Highers
- Pupils will have a fuller range of learning experiences and assessment activities.
- Help pupils developing skills, learning subject content, ability to formulate arguments, contextualise learning, apply learning, research skills and presentation skills.

National 4



Units

ANALYSIS AND EVALUATION

- the receptive skills of **reading** and **listening** to understand, analyse and evaluate texts

CREATION AND PRODUCTION

- the productive skills of **writing** and **talking** to create oral and written texts

LITERACY

- the four skills of reading, listening, writing and talking in forms relevant to learning, life and work

ADDED VALUE UNIT

- Pupils must compare two texts and review them

To pass the N4 course pupils must successfully complete all Unit assessments.
There is no final exam.

National 5 Literacy

National 5 Literacy is a course which teaches pupils essential skills for school but also for college, employment and life. Pupils will sit similar Units to National 5 English (Reading, Writing, Listening and Talk) but they will also complete National 5 Literacy Units which will act as their final assessment - there is no final exam for this course.

National 5 Literacy is looked upon very favourably by colleges and employers as it shows that successful candidates have the ability to communicate clearly in a variety of ways.

In addition, the National 5 Literacy course will look at various life skills such as building a CV, completing application forms, communicating effectively with others, contacting companies and businesses.

This is the perfect bridging course for pupils who passed National 4 in S4 and plan on taking N5 in S6 or leaving during S5 to pursue further education or a career.

National 5 and Higher English

Both National 5 and Higher English have the same overall structure. This means pupils will have a clear understanding of what they will be expected to do in the Higher course after successfully completing National 5. Below are the details for both National 5 and Higher.

Units

Analysis and Evaluation

- Understand and evaluate a detailed written text
- Understand and evaluate a detailed spoken text

Creation and Production

- Create and produce detailed written texts
- Take part in detailed spoken interactions

Portfolio – 30% of final grade

- Pupils need to complete 2 pieces of writing which are externally marked by SQA markers
- This will include a creative essay and a persuasive essay

Final Exam

This is worth 70% of final grade

There are two main sections:

1. Reading for Analysis – 1 hour

- Pupils will be given a passage (fiction or non-fiction) and asked to answer questions on the text. The questions focus on audience, purpose, writers' techniques and analysis.

2. Critical Essay – 1 hour 30 minutes

- Part 1 of this exam involves answering a question on a text studied throughout the year. Pupils will be expected to write a critical essay under exam conditions without notes or the text.
- Part 2 is the Scottish set text section. Pupils will be given an extract from a Scottish set text (which they have studied in class) then answer 4 - 5 of questions on the extract before writing an extended answer on the text as a whole.

It is important to note that while both courses follow the same structure, Higher English is a lot more challenging and has higher standards and expectations. Due to this it is essential that all pupils who choose Higher English agree to meet the demands of the course.

Advanced Higher



The Advanced Higher English course is offered to pupils who have attained an 'A' or a 'B' at Higher.

The Course aims to provide opportunities for learners to develop the ability to:

- ♦ critically analyse and evaluate a wide range of complex and sophisticated literary texts, as appropriate to purpose and audience
- ♦ apply critical, investigative and analytical skills to a literary topic of personal interest
- ♦ create a range of complex and sophisticated texts, as appropriate to different purposes and audiences

Mandatory Units

English: Analysis and Evaluation (Advanced Higher)

Learners will provide evidence of their ability to critically respond to previously studied complex and sophisticated texts, and of their ability to carry out an independent study into an aspect or aspects of literature.

English: Creation and Production (Advanced Higher)

Learners will provide evidence of their writing skills through the production of writing which demonstrates a range of skills necessary for the deployment of language to create effect.

Course Assessment

Final exam:

There is one question paper for the Advanced Higher English Course, with two Sections.

Section 1: Literary study. There will be a choice of questions from the genres of Drama, Prose fiction, Prose non-fiction and Poetry. This section will have 20 marks (20% of the total mark). Questions on the texts will demonstrate the skills of understanding, analysis and evaluation. Candidates will select one question.

Section 2: Textual analysis. There will be a choice of questions from the genres of Drama, Prose fiction, Prose non-fiction and Poetry. This section will have 20 marks (20% of the total mark). Candidates will select one question.

Portfolio:

Candidates will produce a portfolio comprising three pieces: one dissertation and two pieces of writing from a choice of genres.

The portfolio will have 60 marks (60% of the total mark): 30 marks for the dissertation and 15 marks for each piece of writing.

HOMEWORK

In all courses homework will take the form of preparation and completion of classwork and assessments with the expectation that pupils will be engaged in homework for approximately three hours per week. This should include working through close reading past papers and working on the class texts. While designated homework tasks will be regularly issued by staff members it is essential for pupils to take ownership of their learning and complete additional work out-with that issued by their teacher.

MODERN STUDIES

In Higher Modern Studies pupils will complete 3 units:

Democracy in Scotland and the United Kingdom: learners will focus on aspects of the democratic political system in the United Kingdom including the place of Scotland within this and involves completing relevant case studies from Scotland and the United Kingdom, including:

- The United Kingdom constitutional arrangement (the role of the Scottish Parliament and other devolved bodies, and the impact of UK membership of the European Union).
- Ongoing debates about the nature of the political system in the United Kingdom
- Representative democracy in Scotland and the United Kingdom.
- The impact of voting systems and a range of factors which affect voting behaviour in Scotland and/or the United Kingdom
- The ways in which citizens are informed about, participate in, and influence the political process in Scotland and/or the United Kingdom.



Social Issues in the United Kingdom – Crime and the Law: learners will focus on relevant and contemporary aspects of crime, criminology and the law, appropriate references will be made to both Scotland and the UK, including:

- the role of law in society
- theories and causes of crime
- the impact of crime on society
- methods of tackling crime and their effectiveness

International Issues – World Power (USA): learners will focus on a political and socio-economic study of a major world power, the USA. This will include a study of:

- the political system and processes in the USA
- recent socio-economic issues in the USA and evaluation of the effectiveness of the government in tackling them
- the role of the USA in international relations

In National 5 Modern Studies pupils will study:

Democracy in Scotland and the United Kingdom (National 5) Unit : the UK's political system, including the place of Scotland within this system. Learners will further develop their knowledge and understanding of the Scottish political system investigating the main institutions and organisations which make up political life. They will develop knowledge and understanding of the ways in which society is informed about, able to participate in and influence the political system. They will develop an understanding of their rights and responsibilities in contemporary democratic political society.

Social Issues in the United Kingdom (National 5) Unit : learners will focus on a specific aspect of contemporary social inequality in the UK. They will develop knowledge and understanding of the causes and consequences of social inequality and attempts by government, other organisations and individuals to tackle it.

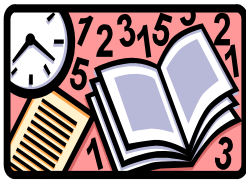
International Issues (National 5) Unit : study of a world power focussing upon recent socio-economic issues in a major world power and a study of its political system.

HOW WILL YOU BE ASSESSED?

Both Higher and National 5 Modern Studies have two types of assessment:

- ❖ **Internal unit assessment.** Pupils must complete unit assessments during class time.
- ❖ **External assessment.** This is the final exam at the end of the course. Pupils will sit this exam in the main hall, under full exam conditions. Pupils will also complete an assignment. This will be completed in class and sent to SQA for external marking.

In order to gain a full award of Higher or National 5 Modern Studies, pupils must pass all the internal assessments, and the final external exam.



WHO CAN TAKE HIGHER MODERN STUDIES?

If you are in S5 and have a National 5 Modern Studies, or if you are in S6 and have a Credit level pass/National 5 pass, or better, in any social subject, you may take Higher Modern Studies. Pupils in S5 who have a National 4 pass at Standard Grade may wish to study National 5 Modern Studies and then progress to the Higher in S6.

WHY SHOULD I TAKE MODERN STUDIES?

Modern Studies is useful as a university or college entrance qualification, or for a variety of careers such as, law, journalism, education, the police, and the civil service. While Higher Modern Studies is not compulsory for the study of law, most Scottish universities recommend it because of its relevance to the study of the legal system.



CAN I STUDY MODERN STUDIES BEYOND HIGHER?

Modern Studies can be studied at Advanced Higher level. This course comprises a study of research methods, and of *Law and Order*. It is assessed via a dissertation and an external examination, and is mainly student led, with some teacher input.



HISTORY

Both Higher and National 5 History (S5/S6) are made up of the following units of study.

Higher History

Higher pupils will study:

Historical Study: Scottish (Higher) Migration and Empire 1830-1939

Historical Study: British (Higher) Britain 1851-1951

Historical Study: European and World (Higher) USA 1918-1968

In each of these three units, pupils will study several themes including:

- ❖ *Historical Study: Scottish (Higher) Migration and Empire 1830-1939*
A study of population movement and social and economic change in Scotland and abroad between 1830 and 1939, illustrating the themes of empire, migration and identity.
- ❖ *Historical Study: British (Higher) Britain 1851-1951*
A study of the development of the United Kingdom into a modern democracy and the development of the role of the state in the welfare of its citizens, illustrating the themes of authority, ideology and rights.
- ❖ *Historical Study: European and World (Higher) USA 1918-1968*
A study of the growing tensions in American society, focusing on racial divisions, economic difficulties, the growth of federal powers and the struggle for civil rights, illustrating the themes of ideology, identity and rights.

National 5 History (S5/S6)

National 5 Pupils will Study:



Historical Study: Scottish (Higher) Migration and Empire 1830-1939

Historical Study: British (Higher) The Making of Modern Britain 1880-1951
Historical Study: European and World (Higher) Free at Last? Civil Rights in the USA, 1918-19

HOW WILL YOU BE ASSESSED?

Both Higher and National 5 History have two types of assessment:

- ❖ **Internal unit assessment.** Pupils must complete unit assessments during class time.
- ❖ **External assessment.** This is the final exam at the end of the course. Pupils will sit this exam in the main hall, under full exam conditions.

In addition to this Higher and National 5 candidates also complete:

- ❖ **History Assignment.** Prepared then completed in school under exam conditions and externally assessed.

The grade awarded to pupils on their award certificate will depend on performance in the final exam and the History Assignment for Higher and National 5.

WHO CAN TAKE HISTORY?

HIGHER - If you are in S5 and have a National 5 History pass, or if you are in S6 and have a National 5 pass, or History pass, or better, in any social subject.

WHY SHOULD I TAKE HISTORY?

When applying to university or college History (Higher/National 5) is useful as a qualification to gain entry to courses. Students may wish to study History, Archaeology, Social Sciences or Humanities.

However, many universities value students with a History Qualification as they have learned how to write good quality essays and they have developed excellent research and reasoning skills. Study may include: law, psychology, social work/care, teaching...



CAN I STUDY HISTORY BEYOND HIGHER?



History can be studied at Advanced Higher level. This course comprises an area of Historical Study and Historical

Research. It is assessed via a dissertation and an external examination, Advanced Higher is mainly based on independent student learning, with teacher support.

NEW HIGHER GEOGRAPHY AND NATIONAL 5 GEOGRAPHY - COURSE OUTLINES

The purpose of Geography is to develop the learner's understanding of our changing world and its human and physical processes. **Opportunities for practical activities, including fieldwork, will be encouraged, so that learners can interact with their environment.**

The contexts for study are local, national, international and global. Geography draws on the social and natural sciences: interdisciplinary learning is therefore fundamental to geographical study and encourages links with other disciplines. In the 21st century, with growing awareness of the impact of human activity on the environment and scarce resources, the study of Geography fosters positive life-long attitudes of environmental stewardship, sustainability and global citizenship. This qualification will deliver learners with the skills, knowledge and understanding to enable them to contribute effectively to their local communities and wider society.

What will I learn?

Higher Geography and National 5 Geography are split into 3 units: Physical Environments, Human Environments and Global Issues. In each unit I will learn about the following:

Physical Environment

Learners will develop and apply geographic skills and a knowledge and understanding of physical environments. Learners will develop and apply knowledge and understanding of the processes and interactions at work within physical environments on a local, regional and global scale. We will do this by studying:

1. Atmosphere
 - global heat budget
 - redistribution of energy by atmosphere and oceanic circulation
 - cause and impact of the Intertropical Convergence Zone
 - Factors that influence weather in the UK



2. Hydrosphere

- hydrological cycle within a drainage basin
- interpretation of hydrographs

3. Lithosphere

- formation of erosion and depositional features in glaciated and coastal landscapes

In addition, Higher geography will also look at:

4. Biosphere

- properties and formation processes of podzol, brown earth and gley soils

Human Environment

Learners will develop and apply geographic skills and knowledge and understanding of human environments. Learners will develop and apply knowledge and understanding of the processes and interactions at work within urban and rural environments in developed and developing countries.

1. Population - UK and India

- methods and problems of data collection
- consequences of population structure
- causes and impacts relating to forced and voluntary migration

2. Rural - UK and India

- rural land use conflicts and their management related to an upland or coastal environment within the developed world
- the impact and management of rural land degradation related to a rainforest or semi-arid area within the developing world

3. Urban - Glasgow and Rio de Janeiro

- the need for management of an aspect of recent urban change in a developed world city and in a developing world city
- the management strategies employed
- the impact of the management strategies

(Aspects of urban change could include: housing, transport, industry, retail, leisure; a different aspect may be chosen for each city.)

Global Issues

Learners will develop and apply geographic skills and a knowledge and understanding of global geographical issues. Learners will develop and apply knowledge and understanding of significant global geographic issues which demonstrate the interaction of physical and human factors and evaluate strategies adopted in the management of these issues. **Learners will study 2 of the following areas in depth:**

1. River basin management
 - physical characteristics of a selected river basin
 - need for water management
 - selection and development of sites
 - consequences of water control projects
2. Development and health
 - validity of development indicators
 - differences in levels of development between developing countries
 - a water borne disease: causes, impact, management
 - primary health care strategies
3. Global climate change
 - physical and human causes
 - local and global effects
 - management strategies and their limitations
4. Trade, aid and geopolitics
 - world trade patterns
 - causes of inequalities in trade
 - impact of world trade patterns
 - impact of strategies to reduce inequalities
5. Energy
 - global distribution of energy resources
 - reasons for increase in demand for energy in both developed and developing countries
 - effectiveness of renewable and non-renewable approaches to meeting energy demands within contrasting countries



RELIGIOUS, MORAL AND PHILOSOPHICAL STUDIES [RMPS]

Course Details

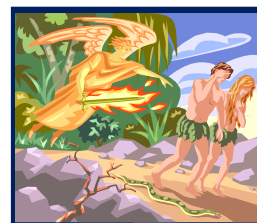
The RMPS course is divided into three units.

World Religions – Christianity

Students will study the impact and significance of religious sources, beliefs and practices on the lives of followers and wider society. This will include knowledge and understanding of differences in practices and related beliefs within the religion or traditions studied. The course will look at the following topics:

Beliefs and Practices

- ◆ Nature of God
- ◆ Nature of human beings
- ◆ beliefs about Jesus
- ◆ judgement and heaven
- ◆ living according to the gospels
- ◆ individual and community worship



Morality and Belief

The general aim of this Unit is to evaluate and express reasoned and well-structured views about contemporary moral questions and responses. Learners will develop in-depth factual and theoretical knowledge and understanding of contemporary moral questions and religious and non-religious responses.

Morality and Justice looks at the study of:

- ◆ purposes of punishment
- ◆ causes of crime
- ◆ UK responses to crime
- ◆ Capital punishment and life tariffs



Religious and Philosophical Questions

The general aim of this Unit is to critically analyse religious and philosophical questions and responses. Learners will develop in-depth factual and theoretical knowledge and understanding of religious and philosophical questions and responses.

Origins looks at the study of:

- the universe and human life.
- Distinction between literal and metaphorical interpretations of creation stories.
- The Big Bang and Evolution theories.
- Perspectives on the compatibility between reason and faith.



Homework

One piece of written homework will be given each week. Students are also expected to revise over the work of the class.

Progression

RMPS is a useful subject for those considering a career in Social Work, the Police Force, Medical and Legal professions. Former students who have studied this Higher have gone into Law, business and criminal, nursing, physiotherapy, teaching, local government and journalism.

The subject is also relevant in encouraging students to discuss in an academic context, many of the issues they may be forced to confront in adult life. It is therefore worthwhile as an area of study in its own right. It also prepares students academically for university.

Levels Taught

Ideally the class should be made up of Higher and N5 pupils.

Entry

Students should have passed relevant N4/N5 in a humanities subject and shown a willingness to work.

National Qualification courses in Mathematics aim to build upon and extend pupils' mathematical skills and techniques in a way that recognises problem solving as an essential skill, allowing pupils to integrate their knowledge of different aspects of the subject.

National 5 Mathematics – for those pupils who achieve a National 4 Mathematics pass and have shown good knowledge of algebra and trigonometry, or for those who achieved an A, B or C at National 5 Applications of Mathematics, this course will help prepare pupils for the study of further Mathematics at Higher level.

National 5 Applications of Mathematics – for those pupils who achieve a National 4 Mathematics pass, or for those who achieve a National 5 Mathematics pass and do not wish to study at Higher level

Higher Mathematics – for those pupils who have achieved National 5 Mathematics

Advanced Higher Mathematics – for those S6 pupils who have achieved Grade A or B in Higher Maths in S5.

Assessment

The Mathematics courses are examined through a final examination consisting of 2 papers, non-calculator and calculator.

Home Learning

Homework is a vital part of all the Mathematics courses. A formal piece of homework will be issued regularly with the results recorded by the class teacher. Additional homework may be issued to help an individual pupil or class. To achieve success all pupils will require to undertake additional private study by working through past papers and materials issued by the class teacher. The use of Scholar is also encouraged at all points throughout the year.



Careers

Apart from the value to be gained by studying the subjects in their own right, Mathematics and Numeracy have a place as support for other subjects, particularly Science, Computing, Business Studies and Technological Studies.

Passes in Mathematics at National Qualification Levels will be required for entry to many university and college courses including Accountancy, Science, Architecture, Engineering, Pharmacy and Teaching

National 5 French Course Information

National 4 and 5 French and Spanish are offered in S4, S5 and S6 to pupils who have excelled at French in S1 to S3. The course allows pupils to continue studying these languages at a more advanced level. Pupils who have achieved a National 4 award will be considered for National 5 in Senior School. Pupils who gain a successful award at National 5 French/Spanish (grades A to D) will be able to continue with Higher French or Spanish in the senior phase.

National 5 French/Spanish contexts: employability, learning, society and culture. In addition to these topics, pupils will study grammar and new language in detail to improve their knowledge and understanding and use of the target language.



Internal SQA Assessment

The SQA talking assessment: The course also requires pupils' talking skills to be assessed. National 5 pupils will prepare and sit a talking exam in French/Spanish which consists of a recorded presentation and conversation in the target language with their teacher. For Higher pupils this exam consists of a ten-minute conversation using detailed and complex language in French/Spanish and must cover two of the four topics mentioned above. (30 marks).

National 5 & Higher French/Spanish Externally Assessed SQA Exams

There will be two final SQA exams at National 5/6 level:

Paper 1 N5: Reading (30 marks) and Writing (20 marks) here candidates will be required to answer questions in English from three French/Spanish texts and then will write a job application in response to a French job advert. This exam will last 1 hour and 30 minutes and is worth 50 % of the whole course award. Dictionary permitted.

Paper 1 Higher: Reading (20 marks) translation (10 marks) and directed writing (10 marks). Higher pupils will have two hours to respond to a reading text in French/Spanish based on one of the Higher course contexts. Then candidates will attempt a translation from the text into English and write a past tense essay from a choice of two scenarios. Dictionary permitted.

Paper 2 N5 and Higher: Listening (20 marks) here pupils will hear two items in French, one monologue and one conversation where candidates will be required to answer questions in English. Dictionary not permitted.

Higher French/Spanish Course information

The new Higher French and Spanish courses are offered in S5 and S6 to pupils who have previously successfully achieved grades A to D at National 5 level.

The course topics are the same as National 5 (Employability, learning, society and culture) therefore this allows for a seamless transition between levels although Higher French/Spanish deals with more complex and detailed language and grammar.

Open University (Yass) course French/Spanish

In S6 pupils can choose to study an Open University qualification (YASS) in French/Spanish. Entry requirements are grade A/B at Higher level. This course is continuously assessed throughout the year with the support of an online tutor.

Why study a foreign language at school?

Learning a foreign language not only enhances your cultural understanding of the countries where the language is spoken but also improves your skills in your own language, which are transferable to other subjects in the school. To gain a qualification in a foreign language has many benefits. Learning another language to your own opens opportunities to the world of work and travel and shows employers that you have acquired a special skill. Foreign language study enhances listening skills and memory, and demonstrates the ability to communicate with people from different cultures to our own. Furthermore, students who have studied a foreign language develop greater cognitive skills in such areas as mental flexibility, creativity, divergent thinking and higher order thinking skills.



HEALTH & WELLBEING: PHYSICAL EDUCATION - Faculty Head - Miss Wilson

HIGHER PE



The **Higher** course has **2 sections**:

1. Performance Skills:

The course aims to enable pupils to:

- develop a broad and comprehensive range of complex movement and performance skills
- select, demonstrate, apply and adapt these skills, as well as make informed decisions to effectively perform in physical activities
- develop consistency, precision, control and fluency of movement
- respond to and meet the demands of performance in a safe and effective way

2. Factors Impacting on Performance:

The course aims to enable pupils to:

- develop their knowledge and understanding of how physical, mental, emotional and social factors impact on personal performance in physical activities
- develop knowledge and understanding of a range of approaches to develop performance and select and apply these to factors that impact on their personal performance
- create and adapt development plans, justify decisions relating to future development needs and evaluate performance development

Course Assessment at Higher:

Pupils will be assessed through a combination of 2 one-off performances and an external written exam, which will be graded A-D.

The context in which the performance will be assessed will be challenging, competitive and/or demanding. Learners must demonstrate complex movement and performance skills with a high level of fluency and control. They must show that they understand and can respond to the different nature and demands presented by the performance and follow the rules, regulations and etiquette that apply to their chosen activity.

The performance will be 60 marks (30 marks for each activity) and this will contribute to 50% of the overall course grade.

The external exam will be 2.5 hours and in the form of a question paper generated by the SQA, designed to assess applied knowledge, understanding and evaluation skills. This will be 50 marks and contribute to 50% of the overall course grade.

Course Entry Requirements

Pupils would be expected to have attained an A pass at National 5 level

With the amount of written work required at this level, it is **recommended** that pupils have already achieved or are currently studying **Higher English**.

NATIONAL 5 PE

The National 5 course has **2 sections**:

1. Performance Skills:

Pupils will develop:

- a broad range of movement and performance skills
- the ability to select, use, demonstrate and adapt these skills
- consistency in their control and fluency during movement



2. Factors Impacting on Performance:

Pupils will:

- demonstrate knowledge, understanding and application of the factors that impact positively and negatively on performance
- consider the effects of mental, emotional, social and physical factors on their own performance
- plan for, record, monitor and evaluate performance development

Course Assessment at National 5:

The focus will be on challenge, requiring greater depth of knowledge, and application in practical and theoretical contexts.

Pupils will be assessed through a combination of a performance and a portfolio, which will be graded A-D.

The portfolio (60 marks) will be generated by the pupil with support and guidance from the teacher and will contribute to 50% of the overall course grade.

Pupils will be assessed in 2 activities of their choice (30 marks for each activity) and this will contribute to 50% of the overall course grade. This will be a one-off performance within a challenging context.

Course Entry Requirements

Pupils would be expected to have attained National 4 PE as well as some of the Units at National 5 level.

With the amount of written work required at this level, it is **recommended** that pupils have already achieved or are currently studying **National 5 English**.

Homework

Homework will be issued **regularly**. This is an essential part of the course as it structured to help pupils understand the course content in greater depth and prepare them for the internal and external examinations, allowing them to achieving their potential.

Further Education with Physical Education

Course	Qualification	Institution
Physical Education (Teaching)	Degree MA Hons	Edinburgh University
Sport & Recreation Management	Degree BSc	Edinburgh University
Applied Sport Science	Degree BSc	Edinburgh University
Physiology, Sports Science & Nutrition	Degree BSc/BSc Hons	Glasgow University
Physiology & Sports Science	Degree BSc Hons	Glasgow University
Sport & Exercise Science	Degree BSc Hons	Stirling
University/UWS		
Sports Studies	Degree BA Hons	Stirling University
Sport and Physical Activity	Degree BSc Hons	Strathclyde
University		
Sports Engineering	Degree BEng	Strathclyde
University		
Sport Coaching	Degree BSc Hons	UWS
Sport Development	Degree BSc Hons	UWS



Sports Leaders UK- Level 5 Award in Community Sport Leadership Award

The award gives pupils the skills required to lead groups in safe sporting and recreational activity. It encourages pupils to take responsibility for others, develops organisational and communication skills and builds confidence when leading groups.

Course Content

- Unit 1 - Building Leadership Skills
- Unit 2- Plan, Lead and Evaluate Sports/ Physical Activity Sessions
- Unit 3- Assist in Planning and Leading a Sports/ Physical Activity Event
- Unit 4- Lead Activities Which Promote A Healthy Lifestyle
- Unit 5- Lead Sport Session in the Community



To qualify as a Sports Leader, all units must be completed. Pupils must keep a record of their learning for all units and these are assessed internally. In addition, 5hrs of voluntary work must be completed in own time within the school/community.

Career Areas

- Sports or Leisure Management
- Sports Coaching
- Sports Development

National 4 Practical Cookery

This course has 3 units and an Added Value Unit.



Cookery Skills, Techniques and Process

Pupils will develop their cookery skills, food preparation techniques as well as their ability to follow cookery processes to produce a range of dishes with minimal support.

Understanding and Using Ingredients

Pupils will gain knowledge of ingredients from a variety of sources, develop their ability to select and use appropriate ingredients as well as understand the importance of current dietary advice.

Organisational Skills for Cooking

Pupils will develop their organisational and time management skills when following recipes and time plans to produce dishes.

Throughout these units, pupils will develop their ability to work safely and hygienically.

Added Value Unit:

Pupils will carry out a practical assessment which requires them to apply the knowledge learned in the above 3 units to prepare, cook and present a two-course meal, demonstrating safe and hygienic practices throughout.

National 5 Practical Cookery

This course is designed for pupils who are interested in food and cooking and who enjoy being creative with food. The course aims to allow pupils to:

- Use a range of cookery skills, food preparation techniques and cookery processes when following recipes
- Select and use ingredients to produce and garnish or decorate dishes
- Develop an understanding of the characteristics of ingredients and an awareness of their sustainability
- Develop an understanding of current dietary advice relating to the use of ingredients
- Plan and produce meals and present them appropriately
- Work safely and hygienically

Course Assessment:

There are 3 components to the course assessment.

Question paper – 30 marks

Assignment – 18 marks

Practical activity – 82 marks

The question paper requires pupils to demonstrate their knowledge, understanding and skills learned throughout the course. This contributes to 25% of the overall course grade.

The assignment and practical activity are inter-related. Pupils are required to plan, prepare and present a three-course meal. This contributes to 75% of the overall course grade.

Entry Requirements:

National 4 Practical Cookery

National 5 Practical Cake Craft

This course is designed for pupils who are interested in cake baking and decorating and to be innovative in these areas. The course is mainly practical and provides opportunities to produce a variety of individualised cakes, considering all aspects of design including shape, colour, texture, balance and precision.

The course aims to allow pupils to:

- Develop knowledge and understanding of methods of cake production
- Develop knowledge and understanding of functional properties of ingredients used in cake production
- Develop technical skills in cake baking
- Develop technical and creative skills in cake finishing
- Follow safe and hygienic working practices
- Develop knowledge and understanding of cake design and follow trends in cake production
- Develop and use organisational skills in the context of managing time and resources

Course Assessment

There are 3 components to the course assessment:

Question paper – 25 marks

Assignment - 30 marks

Practical activity – 70 marks

The question paper requires pupils to demonstrate their knowledge, understanding and skills learned throughout the course. This contributes to 25% of the overall course grade.

The assignment and practical activity are inter-related. Pupils are required to design, plan, make, finish and evaluate a cake. This contributes to 75% of the overall course grade.



Science Department

Subjects Offered

Biology - National 5 Biology
Higher Biology

Chemistry - National 5 Chemistry
Higher Chemistry

Physics - National 5 Physics
Higher Physics

Progression Routes

Results in S3 / S4		Course of Study in S5		Course of Study in S6
National 5 (at A or upper B)	→	Higher in the same Science	→	Advanced Higher (if available)
National 5	→	National 5 in a different Science (if available)	→	Higher
National 4	→	National 5 if appropriate (and available)	→	Higher

A student with a qualification in National 4 will not automatically progress to National 5. This will depend on many factors, including levels previously attained in English and Maths.

The department does not recommend ‘crashing’ any science subject. It is a very challenging option, and can place a great deal of pressure on the student. An excellent track record in another Science at National 5 is essential before any student should consider ‘crashing’ in S5 or S6.

The Science Department encourages pupils to be the best they can be. Staff are always available to give help and support. We offer lunchtime tutorials to help with exam preparation and homework, and encourage pupils to attend events like the Easter study school.

Biology

The **Higher Biology** Course offers a broad and up-to-date selection of concepts and ideas relevant to the central position of life science within our society. Learners develop deeper understanding of the underlying themes of biology as it applies to humans and human society.

The 3 units are:

DNA & the genome

The key areas covered are:

structure of DNA, replication of DNA, gene expression, cellular differentiation, the structure of the genome, mutations, evolution and genomic sequencing.

Metabolism & survival

The key areas covered are:

metabolic pathways, cellular respiration, metabolic rate, metabolism in conformers and regulators, metabolism and adverse conditions, environmental control of metabolism and genetic control of metabolism.

Sustainability & interdependence

The key areas covered are:

food supply, plant growth and productivity, plant and animal breeding, crop protection, animal welfare, symbiosis, social behaviour, components of biodiversity and threats to biodiversity.

The **National 5** course covers major areas of biology ranging from cellular to whole organism and up to ecosystems. The key areas of biodiversity, interdependence, body systems and cells and inheritance are developed through the course. The focus on cellular level processes will lead to an understanding of the importance and roles of the cell.

The 3 units are:

Cell Biology

The key areas covered are:

cell structure, transport across cell membranes, DNA and the production of proteins, proteins, genetic engineering and respiration.

Multicellular Organisms

The key areas covered are:

producing new cells, control and communication, reproduction, variation and inheritance, transport systems in plants and animals and absorption of materials.

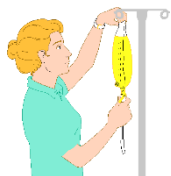
Life on Earth

The key areas covered are:

ecosystems, distribution of organisms, photosynthesis, energy in ecosystems, food production and evolution of species.

Both courses involve practical work, introducing students to good practice in Biological investigations, as well as encouraging report writing skills.

In addition, Higher students have the opportunity to visit Glasgow University to carry out advanced practical work on DNA.



Biology Careers

Biology is particularly important in the following careers:

Nursing, childcare, doctor, food and drug industry, dentist, vet, primary teacher, medical receptionist, dental hygienist, social worker, hairdresser, beautician, working with animals, sports coaching, paramedic, secondary teaching, industrial research scientist, medical biochemists.

Assessments

Each unit is assessed by an end of unit test. There is also a prelim exam in January or February, which covers the majority of the course for National 5 and Units 1 and 2 for Higher. The prelim is an excellent rehearsal for the final exam, and is indicative of the final grade. A research assignment must also be carried out at National 5 and Higher, and this contributes to 20% of the final mark.

Homework

Students will be expected to complete homework tasks, which will be marked by the class teacher. In addition, students must commit to regularly revising their notes in order to ensure that all new material is learned and understood.

Chemistry

The purpose of the **Higher Chemistry** Course is to develop learners' curiosity, interest and enthusiasm for chemistry in a range of contexts. The skills of scientific inquiry and investigation are developed throughout the Course. The relevance of chemistry is highlighted by the study of the applications of chemistry in everyday contexts. This will enable learners to become scientifically literate citizens, able to review the science-based claims they will meet.

There are 4 units

Chemical Changes and Structure

This Unit covers the knowledge and understanding of controlling reaction rates and periodic trends. Learners will investigate collision theory and the use of catalysts in reactions and explore the concepts of electro-negativity and intra-molecular and intermolecular forces.

Researching Chemistry

Learners will research the relevance of chemical theory to everyday life by exploring the chemistry behind a topical issue. Equipped with the knowledge of common chemistry apparatus and techniques, they will plan and undertake a practical investigation.

Nature's Chemistry

This Unit covers the knowledge and understanding of organic chemistry within the context of the chemistry of food and the chemistry of everyday consumer products, soaps, detergents, fragrances and skincare.

Chemistry in Society

This Unit covers the knowledge and understanding of the principles of physical chemistry which allow a chemical process to be taken from the researcher's bench through to industrial production. Learners will calculate quantities of reagents and products, percentage yield and the atom economy of processes.

The **National 5 Course** covers a variety of contexts relevant to chemistry's impact on the environment and society through the chemistry of the Earth's resources, the chemistry of everyday products and environmental analysis.

There are 3 units

Chemical Changes and Structure

In this Unit, learners will develop scientific skills and knowledge of the chemical reactions in our world. Through practical experience, learners will investigate average rates of reaction and the chemistry of neutralisation reactions. Focusing on these reactions, learners will work towards the concept of balanced chemical equations.

Nature's Chemistry

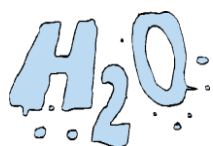
In this Unit, learners will investigate the physical and chemical properties of cycloalkanes, branched chain alkanes and alkenes, and straight chain alcohols and carboxylic acids.

Chemistry in Society

Learners will focus on the chemistry of metals and their bonding, reactions and uses. The connection between bonding in plastics, their physical properties and their uses is investigated. Learners will investigate the chemical reactions and processes used to manufacture fertilisers.

Both courses offer a broad, versatile and adaptable skills set which is valued in the workplace, and forms the basis for progress onto study of chemistry at a higher level, while also providing a knowledge base useful in the study of all of the sciences. All the units involve exciting practical activities, giving the students the opportunity to practice chemical techniques and report writing skills.

Students have the opportunity to access the 'Scholar' programme operated by Heriot-Watt University, as an additional learning resource.



Chemistry careers

Chemistry is needed in the following careers:

Pharmacy, physiotherapy, dentistry, medicine, nursing, vet, engineering, food technology, laboratory technician, forensic science, hairdressing, textile technology, teaching, business management, research.

A knowledge of Chemistry can also be an advantage in seemingly unrelated fields like banking and law.

Assessments

Each unit is assessed by an end of unit test. There is also a prelim exam in February, which covers the first 2 units and is an excellent rehearsal for the final exam. A research assignment must also be carried out, and this contributes around 20% of the final mark.

Homework

Students will be expected to complete homework tasks, which will be marked by the class teacher. In addition, students must commit to regularly revising their notes in order to ensure that all new material is learned and understood.

Physics

Advances in physics mean that our view of what is possible is continually being updated. The **Higher Physics** Course allows learners to deepen their understanding of the processes behind scientific advances, and thus promotes awareness that physics involves interaction between theory and practice.

There are 4 units:

Our Dynamic Universe

In this unit, learners will study the motion of object by investigating speeds, accelerations, momentum and projectiles. They will study special relativity and evidence of the Big Bang.

Particles and Waves

In this unit, learners will study the field of particle physics and will develop an understanding of how particle accelerators work. They will gain further knowledge of wave behaviour and radiation.

Electricity

In this unit, learners will investigate electrical circuits and the use of resistors and capacitors in both AC and DC circuits. They will study semiconductors and their practical uses.

Researching Physics

In this unit, learners will develop the skills required to successfully research a topic in Physics.

The National 5 Course

Physics gives learners an insight into the underlying nature of our world and its place in the universe. From the sources of the power we use, to the exploration of space, it covers a range of applications of the relationships that have been discovered through experiment and calculation, including those used in modern technology. An experimental and investigative approach is used to develop knowledge and understanding of physics concepts.

There are 3 units:

Electricity and Energy

In this unit, learners will study electrical circuits, energy transfer and the gas laws.

Waves and Radiation

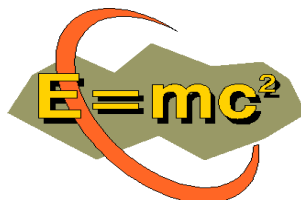
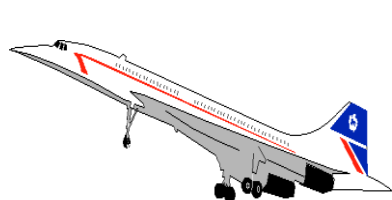
In this unit, learners will study wave behaviour, light and radiation.

Dynamics and Space

In this unit, learners will study kinematics, forces and space.

All the units include practical activities, to aid understanding and develop experimental skills.

Students have the opportunity to use the 'Virtual Higher Physics' software package, in class and at home, as an additional learning resource.



Physics Careers

The problem solving skills gained by Physics students is valuable in almost any career but is particularly useful in: engineering, medicine, architecture, telecommunication, computing, physiotherapy, renewables technology, environmental science, astronomy, business and finance.

Assessments

Each unit is assessed by an end of unit test. There is also a prelim exam in February, which covers the first 2 units and is an excellent rehearsal for the final exam. A research assignment must also be carried out, and this contributes around 20% of the final mark.

Homework

Students will be expected to complete homework tasks, which will be marked by the class teacher. In addition, students must commit to regularly revising their notes in order to ensure that all new material is learned and understood.

Higher Administration and IT – 24 SCQF credits

Associated Units: Administrative Theory and Practice (Higher) 6 SCQF credits
 IT Solutions for Administrators (Higher) 6 SCQF credits
 Communication in Administration (Higher) 6 SCQF credits

Purpose of the Course

The key purpose of this Course is to develop learners' advanced administrative and IT skills and, ultimately, to enable them to contribute to the effective functioning of organisations in supervisory administrative positions.

Information about typical learners who might do the Course

- Learners who have completed the Course will be able to utilise the acquired administration- and IT-related knowledge, understanding and skills at home, in the wider community and, ultimately, in employment.
- Learners will develop a range of both generic and subject-specific skills of the following IT applications: word processing, spreadsheets, databases, desktop publishing, presentation; the ability to take responsibility for key administrative tasks; and the ability to organise, manage and communicate relatively complex information.



Recommended Entry

- National 5 Administration & IT Course or at the discretion of the School.

Course Content

Administrative Theory and Practice

1. Provide an account of the factors contributing to the effectiveness of administrative function.
2. Provide an account of customer care in administration.



IT Solutions for Administrators

1. Use complex functions of a spreadsheet to provide solutions asked for in a task.
2. Use complex functions of a database to provide solutions asked for in a task.
3. Use complex functions of word processing to provide solutions asked for in a task.

Communication in Administration

1. Communicate complex information to a range of audiences and effectively manage sensitive information.

Skills and knowledge that learners will be able to develop:

- a basic introduction to administration in various organisations, eg businesses, schools, hospitals, leisure.
- the nature of administration, key legislation affecting employees, key features of good customer care and the skills, qualities and attributes required of junior administrators.
- apply basic understanding in carrying out a range of straightforward administrative tasks, with the emphasis on those involved in organising and supporting small-scale events and meetings.
- basic skills in IT and organising and processing simple information in familiar administration-related contexts.
- use IT for gathering and sharing simple information with others.
- a basic understanding of what constitutes a reliable source of information and an ability to use appropriate methods for gathering information from the Internet and the Intranet.
- to communicate simple information in ways which show a basic awareness of its context, audience and purpose, eg Desk top publishing and Powerpoint presentations.
- take advantage of the resources available on Glow, both in a classroom setting and at home. Much of their project work will involve using Wikis and Blogs within the Glow setting.



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 50 marks | |
| • Component 2 — Assignment | 70 marks | Total marks 120 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

After successfully completing this course pupils will be able to undertake further study in:

- other technological Courses at Higher
- employment, apprenticeships and/or training in administration or IT related fields

and ultimately, for some, to:

- a range of Business Administration Higher National Certificates (HNCs) and Higher National Diplomas (HNDs)
- degrees in Business Administration and related disciplines
- **careers in:** office and business environments, healthcare, education, industry, etc

National 5 Administration and IT- 24 SCQF credits

Individual Units:

- Administrative Practices (National 5) 6 SCQF credits
- IT Solutions for Administrators (National 5) 6 SCQF credits
- Communication in Administration (National 5) 6 SCQF credits

Purpose of the Course

The key purpose of this Course is to develop learners' administrative and IT skills and, ultimately, to enable them to contribute to the effective functioning of organisations in administrative positions.

Information about typical learners who might do the Course

- This Course is designed for those who are interested in administration and practical uses of IT and want to develop their administrative and IT skills further.
- Learners will develop a range of both generic and subject-specific skills, including the ability to use the following IT applications: word processing, spreadsheets, databases, presentations and desktop publishing; the ability to use technology, including the internet, for electronic communication and investigation; and the ability to organise, manage and communicate information.
- The Course will support learners' personal and social development and will serve them very well in their day-to-day lives, as well as preparing them for the next stage in their education and for entering the world of work.



Recommended Entry

- National 5 Administration & IT Course.
- National 4 Business or relevant component Units

Course Content

Administrative Theory and Practice

1. Provide an account of administration in the workplace.
2. Interpret a given brief and carry out appropriate administrative tasks in the context of organising and supporting events

IT Solutions for Administrators

1. Use a spreadsheet application to interpret a given brief.
2. Use advanced functions of a relational database to interpret a given brief.
3. Use advanced functions of word processing to interpret a given brief.



Communication in Administration

1. Use technology to extract information, and be able to evaluate sources of information
2. Use advanced functions of technology to prepare and communicate information by interpreting a given brief, to convey a professional image.

Skills and knowledge that learners will be able to develop:

- skills, qualities and attributes required of administrators;
- skills in using the following IT applications: word processing, spreadsheets, databases, presentations and desktop publishing, in familiar administrative contexts;
- skills in organising and supporting events;
- skills in using technology, including the internet, for electronic communication and investigation in largely familiar administrative contexts;
- knowledge and understanding of key legislation affecting both organisations and employees;
- knowledge and understanding of the benefits to organisations of good customer care;
- skills in organising, managing and communicating information in largely familiar administrative contexts;
- problem solving skills in largely familiar administrative contexts.



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 50 marks | |
| • Component 2 — Assignment | 70 marks | Total marks 120 marks |

Progression

- **After successfully completing this course pupils will be able to undertake further study in:**
- Higher Administration & IT
- Other Technological National 5 courses

- **After successfully completing this course pupils will be able to undertake careers in:**

- Office administration and IT
- Healthcare
- Education
- Human resources
-and many more!



Higher Business Management – 24 SCQF credits

Associated Units: Understanding Business (Higher) 6 SCQF credits
 Management of People & Finance (Higher) 6 SCQF credits
 Management of Marketing & Operations (Higher) 6 SCQF credits

Purpose of the Course

The purpose of the Course is to highlight the ways in which large organisations operate and the steps they take to achieve their strategic goals. This purpose will be achieved by combining theoretical and practical aspects of learning through the use of real-life business contexts.

Information about typical learners who might do the Course

- The study of business management is suitable for all learners interested in entering the world of business, whether that be as a manager, employee or self-employed person, as it gives learners knowledge of the business environment.
- The Course develops an in-depth understanding of how people contribute to business success. As a consequence, learners will be better informed about business and able to make an effective contribution to society as consumers, employees, employers or self-employed people.
- The combination of knowledge of current business theory with practical aspects of learning will enable learners to apply their skills and knowledge to real-life business situations.



Recommended Entry

- National 5 Business Management Course or at the discretion of the School.

Course Content

Understanding Business

1. Analyse the features, objectives and internal structures of large organisations.
2. Analyse the environment in which large organisations operate.

Management of People & Finance

1. Apply knowledge and understanding of how the management of people can meet the objectives of large organisations.
2. Analyse how the management of finance contributes to the effectiveness of large organisations

Management of Marketing & Operations

1. Apply knowledge and understanding of how the marketing function enhances the effectiveness of large organisations.

2. Apply knowledge and understanding of how the operations function contributes to the success of large organisations.

Skills and knowledge that learners will be able to develop:

- knowledge and understanding of the impact of business activities on society in contexts which have complex features
- decision making by applying the ideas of ethical and effective business decisions to solve strategic business-related problems
- communicating relatively complex business ideas and opinions from a range of information relating to the effects of opportunities and constraints on business activity — some of which may be unfamiliar
- understanding of how entrepreneurial attributes can assist in the management of risk and business development
- understanding of leadership styles and how they can be used to enhance the contribution of staff to business success
- analysing business financial data to draw conclusions and suggest solutions where appropriate
- analysing the effectiveness of a range of marketing activities and understanding how they can be used to enhance customer satisfaction
- analysing a range of activities which can be used during the production process to maximise the quality of goods/services
- analysing the use of existing and emerging technologies to improve business practice



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question paper | 90 marks | |
| • Component 2 — Assignment | 30 marks | Total marks 120 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

After successfully completing this course pupils will be able to undertake further study in:

- other technological Courses at Higher
- employment, apprenticeships and/or training in business and/or management related fields

and ultimately, for some, to:

- a range of business and management related Higher National Certificates (HNCs) and Higher National Diplomas (HNDs)
- degrees in business and management and related disciplines
- **careers in:** Insurance, Sales, Systems Analysing, Logistics, and many more!



National 5 Business Management – 24 SCQF credits

Associated Units: Understanding Business (National 5) 6 SCQF credits

Management of People & Finance (National 5) 6 SCQF credits

Management of Marketing & Operations (National 5) 6 SCQF credits

Purpose of the Course

The purpose of the Course is to highlight ways in which organisations operate and the steps they take to achieve their goals. This purpose will be achieved through combining practical and theoretical aspects of business learning through the use of real-life business contexts.

Information about typical learners who might do the Course

- The Course is suitable for all learners interested in entering the world of business — whether as a manager, employee or self-employed person — as it gives learners knowledge of the business environment.
- The Course fosters a greater understanding of how people contribute to business success. As a consequence, learners will be better informed about business and able to make an effective contribution to society as consumers, employees, employers or self-employed people.
- The combination of practical and theoretical aspects and ICT-based learning will enable learners to apply their skills and knowledge to real-life business contexts.



Recommended Entry

- National 4 Business Course.

Course Content

Understanding Business

1. Give an account of the key objectives and activities of small and medium-sized business organisations.
2. Apply knowledge and understanding of factors that impact on the activities of small and medium-sized business organisations.

Management of People & Finance

1. Apply knowledge and understanding of how the management of people contributes to the success of small and medium sized organisations.
2. Apply knowledge and understanding of how the management of finance contributes to the success of small and medium sized organisations.

Management of Marketing & Operations

1. Apply knowledge and understanding of how the marketing function contributes to the success of small and medium sized organisations.
2. Apply knowledge and understanding of how the operations function contributes to the success of small and medium sized organisations.

Skills and knowledge that learners will be able to develop:

- knowledge and understanding of the impact of business activities on society, in contexts which have some complex features
- decision making — by applying the ideas of ethical and effective business
- decisions to solve straightforward business-related problems
- communicating straightforward business ideas, opinions and information relating to the effects of internal and external factors on business activity
- knowledge and understanding of how entrepreneurial attributes can help in business development
- understanding how to enhance employability skills
- knowledge and understanding of the contribution of staff to business success
- interpreting and evaluating straightforward business financial data to ensure effective financial management
- analysing the effectiveness of a limited range of marketing activities, and understanding how they can be used to enhance customer satisfaction
- evaluating a range of production techniques used to maximise the quality of goods/services



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 90 marks | |
| • Component 2 — Assignment | 30 marks | Total marks 120 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

- **After successfully completing this course pupils will be able to undertake further study in:**
 - Higher Business Management
 - Administration and IT National 5
 - Other technological National 5 courses
 - **After successfully completing this course pupils will be able to undertake careers in:**
 - Banking
 - Human Resources
 - Accountancy
 - Risk Management
-and many more!



Higher Design and Manufacture – 24 SCQF credits

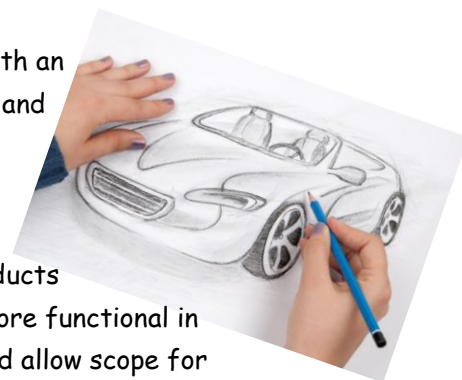
Associated Units: Design (Higher) 9 SCQF credits
 Materials and Manufacturing (Higher) 9 SCQF credits

Purpose of the Course

The Course allows learners to consider the various factors that impact on a product's design. It will consider the life cycle of a product from its inception through design, manufacture, and use, including its disposal and/or re-use – cradle-to-cradle.

Information about typical learners who might do the Course

- This Course is a broad-based qualification, suitable for learners with an interest in design and technology generally, and/or product design and manufacturing.
- The Course is largely learner-centred and includes practical and experiential learning opportunities. The world of design and manufacturing covers a broad spectrum of experiences. Some products are designed to create an emotional or visual impact; others are more functional in their requirements. These facts allow the Course to be flexible and allow scope for personalisation and choice for each learner.



Recommended Entry

- National 5 Design and Manufacture Course or at the discretion of the School.

Course Content

Design

1. Identify factors that influence design and apply these to produce a detailed design proposal.
2. Develop, communicate and evaluate design concepts for a design task and arrive at a resolved proposal.
3. Evaluate an existing commercial product.

Materials and Manufacturing

1. Select and justify materials that would apply to a design proposal in an industrial/commercial context.
2. Select and justify manufacturing techniques and processes that would apply to a design proposal in an industrial/commercial context by.
3. Manufacture a range of types of models or prototypes to inform and refine design proposals.

Skills and knowledge that learners will be able to develop:

- selecting and applying a range of idea generation techniques
- applying a range of creative design skills when refining and resolving product design tasks which encompass a range of key design factors
- selecting and using graphic techniques to visually represent design solutions, justifying the chosen selection of techniques
- selecting, using and evaluating a range of simple modelling and manufacturing techniques to represent design ideas in three dimensions
- selecting and using a range of tools, equipment, software and materials in designing, making and testing models and prototypes
- evaluating their own design proposals and associated manufacturing practicalities, and applying suggestions for improvement
- a broad understanding of the impact of a range of design and manufacturing technologies on our environment and society
- critically evaluating a range of factors that influence the design and manufacture of products
- understanding of a broad range of industrial and commercial manufacturing processes and the properties and uses of materials



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 80 marks | |
| • Component 2 — Assignment | 90 marks | Total marks 170 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

After successfully completing this course pupils will be able to undertake further study in:

- Advanced Higher Design and Manufacture Course
- other technological Courses at Higher
- Skills for Work Courses in manufacturing or design
- employment, apprenticeships and/or training in manufacturing or design related fields

and ultimately, for some, to:

- a range of Product Design or Product Design Engineering-related Higher National Certificates (HNCs) and Higher National Diplomas (HNDs)
- degrees in Product Design or Product Design Engineering and related disciplines
- **careers in:** Product Design, Engineering, Architecture, Manufacturing, and many more!

National 5 Design and Manufacture – 24 SCQF credits

Associated Units: Design (National 5) 9 SCQF credits

Materials and Manufacturing (National 5) 9 SCQF credits

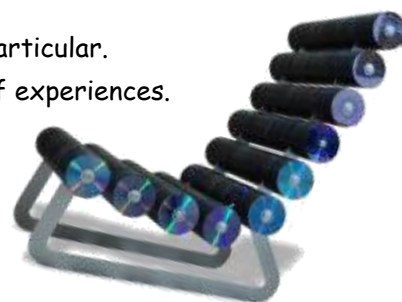
Purpose of the Course

The Course provides a broad practical introduction to design, materials and manufacturing processes. It provides opportunities for learners to gain skills in both designing and in communicating design proposals. It allows learners to explore the properties and uses of materials and to make models and prototypes of products.

Information about typical learners who might do the Course

- This Course is a broad-based qualification, suitable for learners with an interest in design and technology generally.
- It is suitable for learners with an interest in product design in particular.
- The world of design and manufacturing covers a vast spectrum of experiences.

Some products are designed to create an emotional or visual impact; others are more functional in their requirements. These facts allow the Course to be flexible in nature and allow scope for personalisation and choice for each learner.



Recommended Entry

- National 4 Design and Manufacture Course or relevant component Units

Course Content

Design

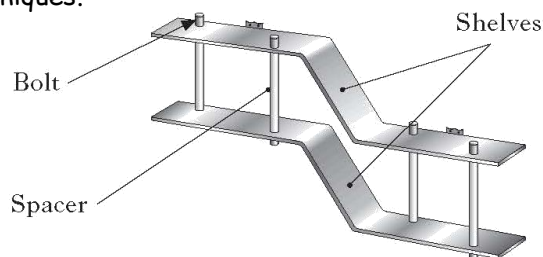
1. Identify factors that influence design and apply these in a design task.
2. Develop and communicate design concepts for a design task.
3. Evaluate an existing product.

Materials and Manufacturing

1. Investigate materials for manufacturing tasks in a workshop context.
2. Prepare for manufacturing tasks in a workshop context.
3. Plan and implement a manufacturing sequence for a prototype.
4. Review manufacturing processes and a finished prototype

Skills and knowledge that learners will be able to develop:

- Evaluating existing products.
- Using a range of research techniques.
- Applying a range of basic idea generation techniques.
- Writing a simple specification.
- Applying a range of creative design.
- Using graphic techniques to visually represent design solutions.
- Using a range of simple modelling and manufacturing.
- Planning a simple manufacturing process.
- Selecting and using a range of tools, equipment, software and materials in designing, making and testing models, prototypes and products.
- Evaluation of their own design proposals and applying suggestions for improvement.
- Knowledge and understanding of design and manufacturing on our environment and society, factors that influence the design and manufacture and understanding of a range of manufacturing processes and the properties and uses of materials.



Course Assessment

- | | | |
|---------------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 80 marks | |
| • Component 2 — Assignment: design | 55 marks | |
| • Component 3 — Assignment: practical | 45 marks | Total marks 180 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

- **After successfully completing this course pupils will be able to undertake further study in:**
 - Higher Design and Manufacture
 - Graphic Communication National 5
 - Practical Metalworking National 4/5
- **After successfully completing this course pupils will be able to undertake careers in:**
 - Product Design
 - Engineering
 - Architecture
 - Manufacturing
 -and many more!



Higher Graphic Communication – 24 SCQF credits

Associated Units: 2D Graphic Communication (Higher) 9 SCQF credits
 3D & Pictorial Graphic Communication (Higher) 9 SCQF credits

Purpose of the Course

The Course provides opportunities for learners to initiate and develop their own ideas graphically. It allows them to develop skills in reading and interpreting graphics produced by others. Learners will continue to develop graphic awareness in often complex graphic situations thus expanding their visual literacy.

Information about typical learners who might do the Course

- This Course is a broad-based qualification, suitable for learners with an interest in graphic communication — both digital and paper-based. It is suitable for those wanting to progress on to higher levels of study in the subject.
- The qualification is largely learner-centred and includes practical and experiential learning opportunities. Because the world of graphic communication covers such a wide variety of styles and modes of communication, there is a broad scope for personalisation and choice within the Course for each learner.



Recommended Entry

- National 5 Graphic Communication Course or at the discretion of the School.

Course Content

2D Graphic Communication

1. Produce and interpret 2D orthographic sketches and drawings.
2. Produce 2D computer-aided designed/draughted production drawings.
3. Produce preliminary 2D designs and illustrations for a multi-page promotional document.
4. Create a multi-page 2D promotional publication and a project set of promotional publications.

3D and Pictorial Graphic Communication

1. Produce and interpret pictorial sketches and drawings.
2. Produce 3D computer-aided designed/draughted models and associated production drawings.
3. Produce pictorial and 3D illustrations of geometric forms and everyday objects.
4. Plan and produce pictorial and/or 3D models for promotional purposes.

Skills and knowledge that learners will be able to develop:

- replicating familiar and some new graphic forms with some complex features in 2D, 3D and pictorial representations
- applying recognised graphic communication standards, protocols and conventions in straightforward but unfamiliar contexts
- initiating, planning and producing preliminary, production, promotional, and informational graphics in both familiar and new contexts, with some complex features
- understanding the application of colour, illustration and presentation techniques in a broad range of graphics contexts
- critically reviewing graphics work as it progresses and evaluating completed task work suggesting strategies for improvement
- extending graphic spatial awareness in unfamiliar 2D, 3D and pictorial graphic situations including those with complex features
- selecting, managing, and using graphic communication equipment, software and materials effectively across tasks
- understanding a broad range of computer-aided graphics techniques including commercial/industrial practice
- an informed understanding of the impact of graphic communication technologies on our environment and society and their likely impact in the future



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 90 marks | |
| • Component 2 — Assignment | 50 marks | Total marks 140 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

After successfully completing this course pupils will be able to undertake further study in:

- Advanced Higher Graphic Communication Course
- other technological Courses at Higher
- Skills for Work Courses in graphic communications
- employment, apprenticeships and/or training in graphical or design related fields

and ultimately, for some, to:

- a range of Graphic Communication, Architecture or Engineering-related Higher National Certificates (HNCs) and Higher National Diplomas (HNDs)
- degrees in Graphic Communication, Architecture or Engineering-related disciplines
- **careers in:** Graphic Communication, Publishing, Product Design, Engineering, Architecture, Manufacturing, and many more

National 5 Graphic Communication – 24 SCQF credits

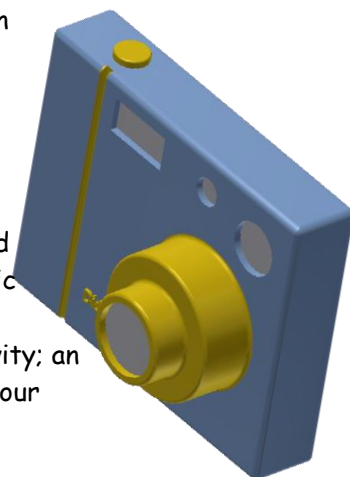
Associated Units: 2D Graphic Communication (National 5) 9 SCQF credits
3D & Pictorial Graphic Communication (National 5) 9 SCQF credits

Purpose and aims of the Course

The Course provides opportunity for learners to gain skills in reading, interpreting and creating graphic communications. Learners will initiate, develop and communicate ideas graphically. The Course is practical, exploratory and experiential in nature. The Course allows learners to engage with technologies and to consider the impact that graphic communication technologies have on our environment and society.

Information about typical learners who might do the Course

- This Course is a broad-based qualification, suitable for learners with an interest in graphic communication — both digital and paper-based.
- The course is largely learner-centred and includes practical and experiential learning opportunities.
- On completing the Course, learners will be able to: initiate, develop and communicate ideas graphically; interpret graphic communications initiated by others; use graphic communication equipment, software and materials effectively; and apply knowledge and understanding of graphic communication standards and protocols.
- In addition, learners will have developed: design skills, including creativity; an understanding of the impact of graphic communication technologies on our environment and society; and spatial awareness and visual literacy.



Recommended Entry

- National 4 Graphic Communication Course or relevant component Units

Course Content

2D Graphic Communication

1. Produce and interpret 2D sketches and drawings
2. Produce preliminary 2D designs and illustrations for single-page promotional displays
3. Create 2D promotional graphic layouts

3D and Pictorial Graphic Communication

1. Produce and interpret pictorial sketches
2. Pictorial drawings and 3D models
3. Produce pictorial and 3D illustrations

The Skills and knowledge that learners will be able to develop:

- Replicating basic, familiar and some new graphic forms in 2D, 3D and pictorials.
- Initiating and producing simple preliminary, production and presentation graphics in straightforward, familiar and some new contexts.
- Spatial awareness in straightforward but unfamiliar 2D, 3D and pictorial graphic situations.
- Using standard graphic communication equipment, software and materials effectively for simple tasks.
- Knowledge of graphic communication standards and conventions, applying design skills, including creativity, when developing solutions to simple graphics tasks with some complex features.
- Knowledge and understanding of the impact of graphic communication technologies on our environment and society.
- Knowledge of a range of computer-aided graphics techniques and practice.
- Knowledge of colour, illustration and presentation techniques in straightforward, familiar and some unfamiliar contexts.



Course Assessment

- | | | |
|--------------------------------|----------|-----------------------|
| • Component 1 — Question Paper | 80 marks | |
| • Component 2 — Assignment | 40 marks | Total marks 120 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

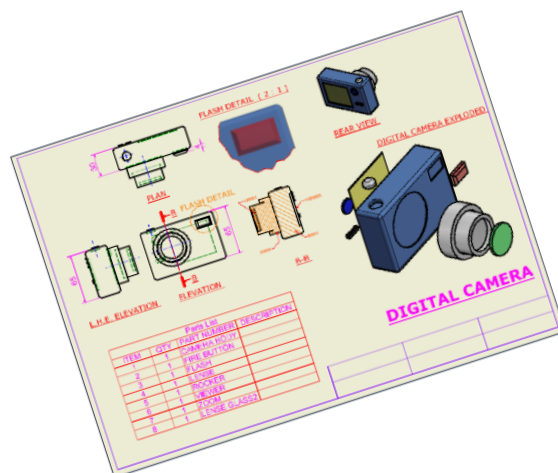
Progression

- **After successfully completing this course pupils will be able to undertake further study in:**

- Higher Graphic Communication
- Design and Manufacture National 5
- Practical Metalworking National 4 & 5

- **After successfully completing this course pupils will be able to undertake careers in:**

- Architecture
- Graphic Design
- Engineering
- Illustrative Design
-and many more!



National 4/5 Practical Metalworking – 24 SCQF credits

Associated Units:

Bench Skills (National 4/5) 6 SCQF credits

Machine Processes (National 4/5) 6 SCQF credits

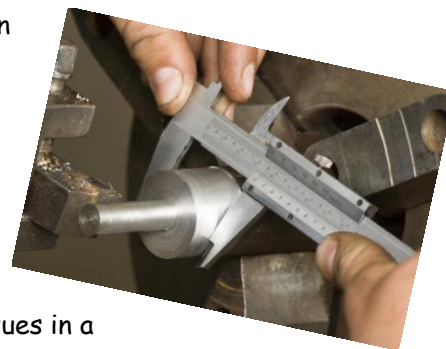
Fabrication and Thermal Joining (National 4/5) 6 SCQF credits

Purpose of the Course

The Course is practical, exploratory and experiential in nature. It combines elements of Practical metalworking techniques and standard practice with elements of creativity. The Course allows learners to gain a range of practical metalworking skills and to use a variety of tools, equipment and materials. It allows them to plan activities through to the completion of a finished product in metal.

Information about typical learners who might do the Course

- This Course is a broad-based qualification for all learners with an interest in crafts. It is suitable for learners with an interest in practical metalworking and those wanting to progress to higher levels of study or a related career.
- The Course provides opportunities to develop and enhance psychomotor skills, practical creativity, practical problem-solving skills, an appreciation of safe working practices in a workshop environment, and an understanding of sustainability issues in a practical metalworking context



Recommended Entry

- National 4 Practical Metalworking Course or relevant component Units
- National 3 Practical Craft Skills Course or relevant component Units

Course Content

Bench Skills

1. Prepare for metalwork bench tasks.
2. Use a range of marking out tools and hand tools.
3. Manufacture metalwork products from working drawings using bench-fitting skills

Machine Processes

1. Prepare for metalwork machine process tasks.
2. Use a range of marking out tools, machine tools and equipment.
3. Manufacture a metalwork product from working drawings using machine tools and processes.

Fabrication and Thermal Joining

1. Prepare for metalwork fabrication and joining tasks.
2. Apply fabrication and joining techniques to form, bend and join metal.
3. Manufacture a metalwork product from working drawings using fabrication and joining techniques.

The Skills and knowledge that learners will be able to develop:

- using a range of metalworking tools, equipment and materials safely and correctly for metalworking tasks with some complex features
- adjusting tools where necessary, following safe practices
- reading and interpreting drawings and diagrams in familiar and some unfamiliar contexts
- measuring and marking out metal sections and sheet materials in preparation for cutting and forming tasks with some complex features
- practical creativity in the context of familiar metalworking tasks with complex features
- following, with autonomy, given stages of a practical problem-solving approach to metalworking tasks
- applying knowledge and understanding of safe working practices in a workshop environment
- knowledge and understanding of the properties and uses of a range of metals and metalworking materials
- knowledge and understanding of sustainability issues in a practical metalworking context



Course Assessment

- | | | |
|------------------------------------|-------------------------|-----------------------|
| • Component 1 — Question paper | 60 marks (scaled to 30) | |
| • Component 1 — Practical Activity | 70 marks | Total marks 100 marks |

This Course includes six SCQF credit points to allow additional time for preparation for Course assessment. The Course assessment covers the added value of the Course

Progression

- **After successfully completing this course pupils will be able to undertake further study in:**
- Practical Metalworking National 5
- Design and Manufacture National 5
- **After successfully completing this course pupils will be able to undertake careers in:**
- Construction
- Engineering
- Joinery
- Mechanics
-and many more!



Top Up Programme and Routes for All

The Top Up programme and Routes for all are for eligible students who want to enter college or university after school. The programmes are delivered by university staff and are designed to equip students with key skills for successfully studying at university and college level.

Students of the Top Up programme also participate in a campus day visit where they are introduced to lectures, seminars, tutorials, library resources and student computing facilities. Students compile a 'student profile' while on the course which is then graded.

The Top Up programme can also, in some cases, aid admission into a student's chosen course.

Both programmes run from October to April and are delivered to students who intend to enter college or university at the end of their S5 or S6 year. Students can find out if they are eligible to join the Top UP Programme by looking at the following link;

<https://www.gla.ac.uk/study/wp/postcode>



PERSONAL SOCIAL AND HEALTH EDUCATION

In S5/6 the formal PSHE curriculum aims to provide pupils with the skills, knowledge and understanding to allow them to make informed choices regarding their well-being and to successfully prepare them for the transition from school to the next stage of education or work.

Topics covered include the following:

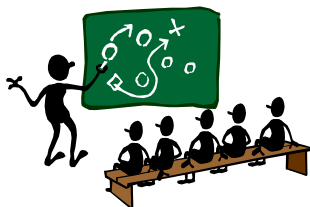
S5

Positive Study Habits
Positive Mental Attitudes
Sexual Health
Drugs Education
Alcohol Awareness
Interview Skills

S6

Drivers Education
Positive Mental Attitudes
HIV Awareness
Heartstart Training
UCAS
Top Up

In addition to the topics taught by PSHE staff, invited speakers from a variety of organisations attend the school to share information and support pupils.



Senior pupils applying to University via the UCAS system will be supported throughout the process during PSHE from August to October and students applying to College from October to December.

In addition, PSHE develops the qualities and attributes pupils need to thrive as individuals, family members and members of society and many of these aspects are dealt with by all staff in the day-to-day activities of the school.

WORK PLACEMENTS

Extended Work Placements

In S5/6 pupils have opportunity to participate in extended work placements that will develop knowledge, skills and understanding of the world of work in a variety of sectors. Throughout the academic year pupils will visit their placement on a timetabled basis and will work closely with a dedicated 'line manager' who will allocate roles and provide feedback on progress. Pupils will be expected to complete a log book on a weekly basis.

Those who opt to complete work placements will be expected to show commitment and dedication to the placement by attending regularly and punctually. You must ensure you take responsibility for the tasks and duties set and communicate effectively with a variety of work colleagues.

In previous years placements have been available in a range of businesses & establishments in a variety of roles. These include:

- education/classroom support
- administration
- customer service
- accountancy
- maintenance
- elderly care
- hospitality
- technical support

This list is not exhaustive and additional placements may be available or sought personally.

FOUNDATION APPRENTICESHIPS

Foundation Apprenticeships enable high school pupils to gain an industry-recognised qualification at the same level of learning as a Higher (SCQF 6) whilst gaining invaluable work experience. There is no final exam but you are assessed as you go. This will help students build the skills and knowledge of their chosen field of study.

Foundation Apprenticeships involve spending time away from school at college and with an employer and is available as either a two-year course starting in S5 or a one-year course for S6 students. They are chosen as an elected subject, across 2 columns in S6, and form part of the student's timetabled subjects. In the classroom they cover the theory behind each role then they'll get the opportunity to put the theory into practice in the workplace during their placement.

Foundation Apprenticeships are available in:

- [Accountancy \(1 year for S6 only\)](#)
- [Business Skills \(1 year for S6 only\)](#)
- [Civil Engineering \(2 years starting in S5\)](#)
- [Creative & Digital Media \(1 year for S6 only\)](#)
- [Engineering \(2 years starting in S5\)](#)
- [Financial Services \(2 years starting in S5\)](#)
- [Food & Drink Technologies \(available as 2 year for S5 and 1 year for S6\)](#)
- [Hardware & System Support \(2 years starting in S5\)](#)
- [Scientific Technologies \(2 years starting in S5\)](#)
- [Social Services - Healthcare \(available as 2 year for S5 and 1 year for S6\)](#)
- [Social Services - Children and Young People \(available as 2 year for S5 and 1 year for S6\)](#)
- [Software Development \(2 years starting in S5\)](#)

Completion of a Foundation Apprenticeship can result in direct entry into related HNC College courses and are accepted as equivalent to a Higher A or B pass for a large number of related degree courses at University.*

*Depending on the subject area there may also be additional entrance criteria. For more details please contact Mr Russell.