Queen Margaret Academy Senior Phase Options January 2026

Our community…

- We are a community of **faith and learning**
- Catchment area extends **beyond South Ayrshire**
- **Truly mixed** comprehensive (deciles 1-10)
- Includes **Supported Learning Centre**
- We are committed to **'Living Our Values Everyday'**

Our profile…

- **92%** pupils stay on in S5
- **76%** pupils stay on in S6

2024/25 saw 134 leavers

- 23 (17%)- Training
- 5 (1%) – Modern Apprenticeships
- 2 (3%) – Full Time Work
- 47 (35%) – Further Education (College SCQF levels 2-6)
- 46 (34%) – Higher Education (UCAS and SCQF Level 7 college courses)

Our vision…

- a curriculum which is **coherent**;
- the opportunity to obtain a variety of **qualifications**;
- opportunities to develop **skills for learning, life and work** with a continuous focus on literacy, numeracy and health and wellbeing;
- **personal support** to provide opportunities and support wellbeing beyond the curriculum;
- support in moving to a **positive and sustained destination** beyond school

Choosing your subjects

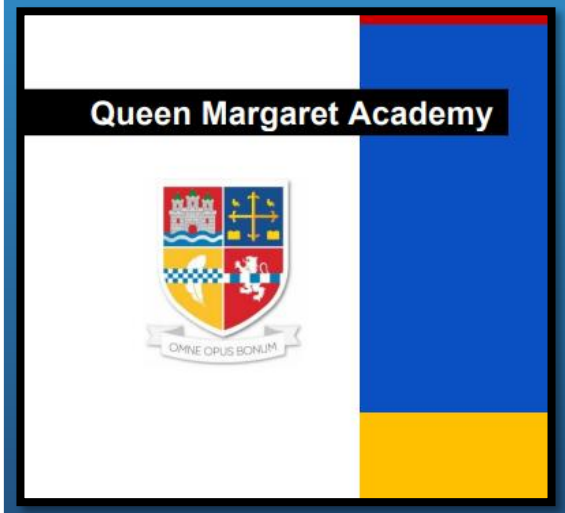
When choosing your subjects there are 5 key questions you should ask yourself:

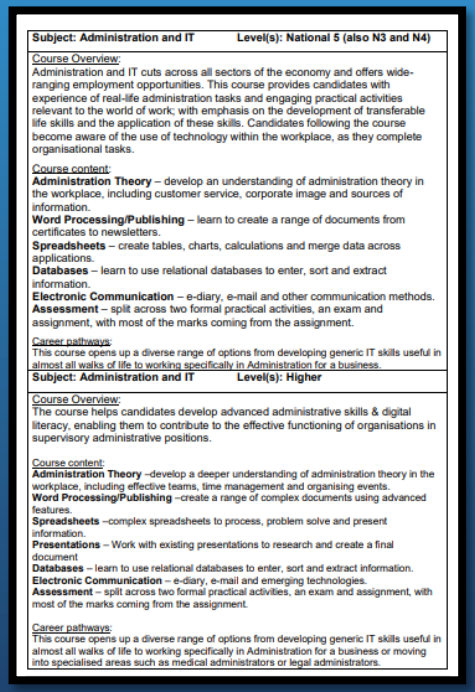
1. How do I like to learn?
2. Where could these subjects take me?
3. What subjects do I enjoy?
4. What subjects am I good at?
5. What do other people think?

What happens next?

Supporting pupils in making good choices:

- Curriculum booklet
- One-to-one interviews with Year Head / Guidance
- We can also signpost you to other sources of help…





Subject: Administration and IT **Level(s): National 5 (also N3 and N4)**

Course Overview:
Administration and IT cuts across all sectors of the economy and offers wide-ranging employment opportunities. This course provides candidates with experience of real-life administration tasks and engaging practical activities relevant to the world of work; with emphasis on the development of transferable life skills and the application of these skills. Candidates following the course become aware of the use of technology within the workplace, as they complete organisational tasks.

Course content:
Administration Theory – develop an understanding of administration theory in the workplace, including customer service, corporate image and sources of information.
Word Processing/Publishing – learn to create a range of documents from certificates to newsletters.
Spreadsheets – create tables, charts, calculations and merge data across applications.
Databases – learn to use relational databases to enter, sort and extract information.
Electronic Communication – e-diary, e-mail and other communication methods.
Assessment – split across two formal practical activities, an exam and assignment, with most of the marks coming from the assignment.

Career pathways:
This course opens up a diverse range of options from developing generic IT skills useful in almost all walks of life to working specifically in Administration for a business.

Subject: Administration and IT **Level(s): Higher**

Course Overview:
The course helps candidates develop advanced administrative skills & digital literacy, enabling them to contribute to the effective functioning of organisations in supervisory administrative positions.

Course content:
Administration Theory –develop a deeper understanding of administration theory in the workplace, including effective teams, time management and organising events.
Word Processing/Publishing –create a range of complex documents using advanced features.
Spreadsheets –complex spreadsheets to process, problem solve and present information.
Presentations – Work with existing presentations to research and create a final document
Databases – learn to use relational databases to enter, sort and extract information.
Electronic Communication – e-diary, e-mail and emerging technologies.
Assessment – split across two formal practical activities, an exam and assignment, with most of the marks coming from the assignment.

Career pathways:
This course opens up a diverse range of options from developing generic IT skills useful in almost all walks of life to working specifically in Administration for a business or moving into specialised areas such as medical administrators or legal administrators.

Please consider the senior phase as a 3-year model. Pupils should be aiming to achieve as many qualifications as they can by the end of S6.

Other sources of help

There are plenty of people and websites that can help support the options process…

- School staff – guidance & subject specialists
- myworldofwork.co.uk
- www.planitplus.net
- Colleges, universities & employers
- Education Scotland – parent zone
- Skills Development Scotland (SDS) – careers service

Options Process

- Options interview with Guidance Teacher / SLT
- Take the form home to discuss with Parents/Carers
- Parent signs the form to confirm agreement.
- Forms returned to Guidance Teacher / SLT for the deadline
- When options are confirmed Guidance Teacher / SLT will be in touch with any changes

Option forms

Options forms will be completed in School and brought home to parents/ carers.

Pupil Name: _____ Reg: _____ DRAFT

S3 into S4 Options 2026-2027

Circle 1 option from each column. You cannot select the same option twice.

	Column A	Column B	Column C	Column D	Column E	Column F
SCQF Level 5 (use the QR code below to link to the SCQF Framework)	N5 English	N5 Maths	N5 Business Studies N5 Computing Science N5 Music N5 Physical Education SfW Travel and Tourism N5 Woodworking * N5 Biology N5 French	N5 Geography N5 Graphic Communication N5 History N5 Drama NPA Photography SfW Sport and Recreation * N5 RMPS N5 French SfW Health Sector * N5 Physics	N5 Administration and IT N5 Art N5 Music N5 Physical Education N5 History N5 Metalwork * N5 Media* N5 Electronics* N5 Cookery* L4 Automotive* N5 Spanish	N5 Art N5 Chemistry N5 Modern Studies SfW Retailing (with Barista) * N5 Spanish N5 Geography N5 RMPS N5 Physics

*** No progression to SCQF Level 6. You can pick a maximum of 2 of these subjects unless agreed by Year Head**

Code	Title	Click here for link to Guide to Scottish Qualifications	QR code for Guide to Scottish Qualifications booklet
N5	National 5 Qualification	Pages 8-10	
SfW	Skills for Work	Page 11	
NPA	National Progression Award	Page 20	

Option forms

Options forms will be completed in school and brought home to parents/ carers.

Pupil Name:_____ **Reg:** _____

DRAFT

S4 into S5 and S5 into S6 Options 2026-2027

Circle 1 option from each column. You cannot select the same option twice.

	Column A	Column B	Column C	Column D	Column E	Column F
SCQF Level 6 **(use the QR code below to link to the SCQF Framework)**	Higher Maths Higher Photography Higher RMPS Sports Coaching L5/6 Higher Application of Maths N5 Applications of Maths	Higher English Leadership (with Enterprise and Employability – s6) Powering Futures (level 6 – s6 only)	Higher Business Studies Higher Human Biology Higher Chemistry Higher Music Higher Physical Education NPA Travel Tourism Higher French	Higher Graphic Communication Higher Geography Higher History Higher Photography Higher French Higher RMPS Higher Physics	Higher Administration and IT Higher Art Higher Geography Higher Music Higher Physical Education Higher History Higher Spanish	Higher Human Biology Higher Art Higher Computing Science Higher Modern Studies Higher Physics Higher Spanish Higher RMPS Higher Drama Higher Geography
SCQF Level 5	N5 Maths N5 Photography N5 RMPS Sports Coaching L5/6	N5 English	N5 Business Studies N5 Music N5 Computing N5 Physical Education SfW Travel and Tourism N5 Practical Woodworking* N5 Biology N5 French	N5 Geography N5 Graphic Communication N5 History NPA Photography SfW Sport and Recreation* SfW Health Sector* N5 RMPS N5 French N5 Drama N5 Physics	N5 Administration and IT N5 Art N5 Music N5 Physical Education N5 History N5 Practical Metalworking* N5 Media* N5 Practical Electronics* N5 Practical Cookery* N5 Spanish	N5 Art N5 Modern Studies SfW Retailing (with Barista)* N5 Spanish N5 Chemistry N5 RMPS
Consortium/Other **More information on YASS courses can be found using this QR code**	Study column (S6 only – entitled to 1 study column) YASS (S6 only)	Study column (S6 only – entitled to 1 study column) YASS (S6 only)	Study column (S6 only – entitled to 1 study column) YASS (S6 only)	Study column (S6 only – entitled to 1 study column) YASS (S6 only)	College Study column (S6 only – entitled to 1 study column) YASS (S6 only)	College Study column (S6 only – entitled to 1 study column) YASS (S6 only)

Senior Phase – 3 Year Journey

Start planning your pathway to reach your goal

- When are you thinking of leaving?
- What careers are you interested in?
- If thinking of uni or college – which type of courses?
- What are the entry requirements?

Progression

- Build on qualifications year on year
- What do you hope to achieve by the end of S4, S5, S6?
- What do you need to get this year to reach the next target?
- Which subjects will give you the best chance of success?

Student 1 – S4-6 pathway

S4 (6xL5 awards)	S5 (5xL6 awards)	S6	Post-School
N5 Maths	H Maths	Sports Coaching	University OR College HNC – HND – University Year 3 entry OR Graduate Apprenticeship
N5 English	H English	Leadership	
N5 Chemistry	H Chemistry	Study	
N5 History	H History	Financial Services	
N5 PE	H PE	AH PE	
N5 Spanish	N5 Modern Studies	H Modern Studies	

Student 2 – S4-5 pathway

S4 (6xLv5 awards)	S5 (4xLv6 awards)		Post-School
N5 Maths	H Maths		College HNC – HND – University Year 3 entry Or Modern Apprenticeship
N5 English	H English		
SfW Travel and Tourism	NPA Travel and Tourism		
SfW Sport and Recreation	N5 Geography		
N5 PE	H PE		
SfW Retailing	School College Partnership course		

Student 3 – S4 pathway

S4 (3xLv5 awards)			Post-School
N4 Apps of Maths			College Pre-apprenticeship/Lv 5 course Or Thriving Communities Or Modern apprenticeship
N4 English			
N5 Woodworking			
N4 Geography			
N5 Metalworking			
SfW Lv5 Retailing			

Options process timeline

- Information evening – Tuesday 20th January
- Option interviews will begin - Friday 30th January
- Options deadline - S4 Friday 13th February

  S3/5 Friday 20th February

Other important dates;

S3 parent/carer evening	Tuesday 20th January
S4/5/6 report cards issued	Friday 30th January
S5/6 parent/carer evening	Tuesday 3rd February
South Ayrshire Careers Event	Wednesday 4th February
S3 report card issued	Wednesday 18th February

THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK

The Framework diagram shows mainstream Scottish qualifications credit rated by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework. To view the full interactive version of the Framework or search the database, please visit the SCQF website at **www.scqf.org.uk**

scqf
scottish credit and qualifications framework

SCQF Levels	SQA Qualifications				Qualifications of Higher Education Institutions	Apprenticeships & SVQs
12			Professional Development Award		Doctoral Degree	Professional Apprenticeship
11					Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship SVQ
10					Honours Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship
9					Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Technical Apprenticeship SVQ
8		Higher National Diploma			Diploma Of Higher Education	Higher Apprenticeship Technical Apprenticeship SVQ
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate			Certificate Of Higher Education	Modern Apprenticeship SVQ
6	Higher, Awards, Skills for Work Higher	National Certificate		National Progression Award		Modern Apprenticeship Foundation Apprenticeship SVQ
5	National 5, Awards, Skills for Work National 5					Modern Apprenticeship SVQ
4	National 4, Awards, Skills for Work National 4					SVQ
3	National 3, Awards, Skills for Work National 3					
2	National 2, Awards					
1	National 1, Awards					

Health warning!

- We cannot guarantee all option choices
- College options must also come with a back up and are subject to change and acceptance via an application
- Advanced Higher options may be delivered as part of a consortium arrangement and/or online via South-west connect and universities
- Plan ahead e.g. check college/university entry requirements for essential subjects

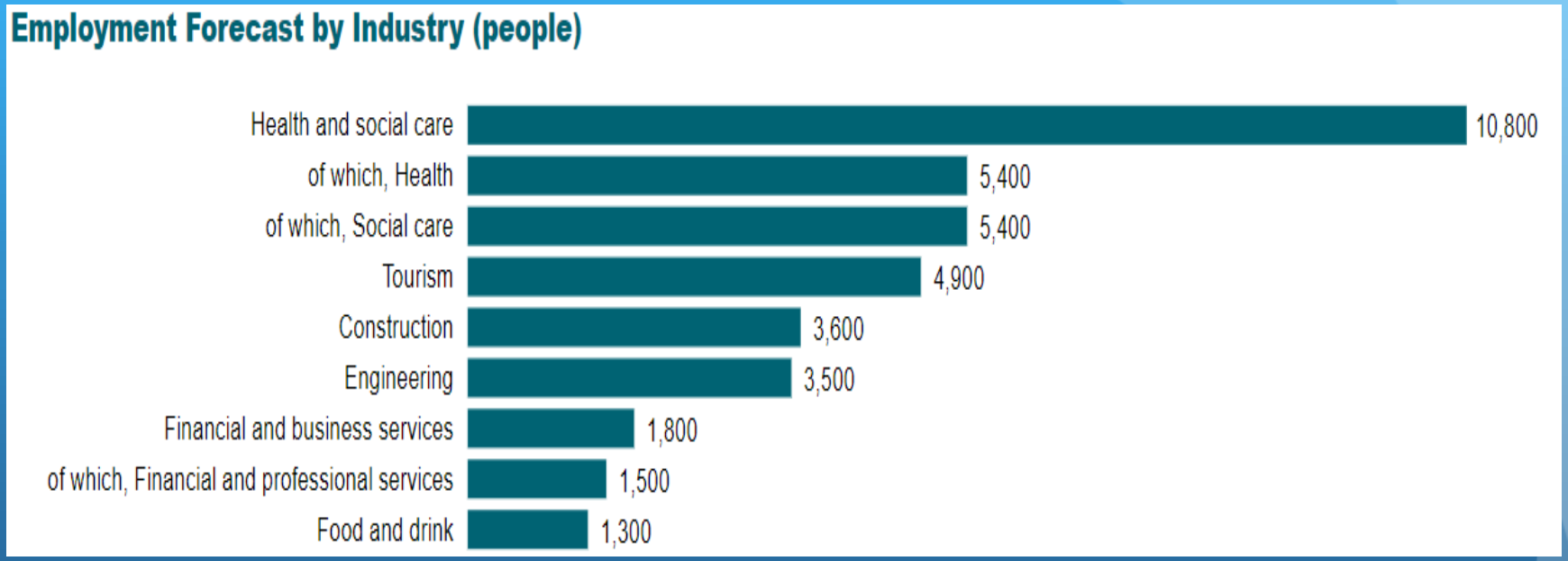
Queen Margaret Academy
‘the S6 experience’

COMMUNITY | AMBITION | RESPONSIBILITY | EQUITY | FAITH | RESPECT

Beyond the classroom…

- Expectation is to choose 5 subjects from the 6 columns. Study time is therefore available
- Advanced Highers – SW Connect (online) and consortium (pupils need to make their own way to and from other schools using NEC card)
- School-college partnership
- Open University - YASS (Young Applicants in Scottish Schools)
- Flexible work experience
- Volunteering (Saltire Award/DofE Award)
- Leadership awards
- Reach/Access/Top-Up (university of Glasgow)
- Mentoring / buddying
- DYW – college, university visits and workshops

South Ayrshire Labour Market Information
Prediction for 2032



4 key sectors within the Ayrshire economy:

- **Hospitality & Tourism**
- **Engineering including Space and Aerospace**
- **Health and Social Care**
- **Construction**

Any Questions?