S2 into S3 Personalisation and Choice Booklet

Session 2024-25

STRONGER TOGETHER • REACHING HIGH

SANDWICK

JUNIOR HIGH SCHOOL

About this booklet

This booklet is intended to help pupils and parents make informed decisions regarding S3 personalisation choices. Pupils will follow courses in S3 at Curriculum for Excellence (CfE) level 4. This is a continuation of what is called the “broad general education” (BGE), followed from S1 to S3. At some point in S3 pupils will be asked to whittle this down to six or seven courses which they will then continue at National 3, 4 or 5 in S4.

This booklet includes a short summary of the CfE level 4 BGE courses and follow on National Qualifications for S4 for each course.

Further information on the CfE broad general education levels can be found here:

https://education.gov.scot/parentzone/learning-in-scotland/Broad%20general%20education

For full details of each course, please visit www.sqa.org.uk/sqa/45625.html where you can download them, by first choosing the subject, then the level number, then finally the specifications.

English and Mathematics and Core subjects like PSHE are compulsory so do not need selected.

In the first 5 choices pupils must select one option from each of the Curricular Areas.

Expressive Arts- Art & Design or Music or Physical Education (this PE is in addition to Core PE)

Modern Languages- French or German or Spanish

Sciences- Biology or Chemistry or Physics or General Science

Social Studies- Geography or History or Modern Studies

Technologies- Business & IT, Computing Science, Design and Manufacture, Graphic Communication, Practical Cookery or Practical Metalwork/Woodwork

The last 2 choices are 'Free Choice' from all the subjects on offer in S3 that have not been previously selected.

Every effort will be made to give you your first choices. However due to demand, staffing and other factors this may not always be possible.

If you cannot get some of your choices Mr Gillespie will meet with you to discuss available subjects.

Options forms will be completed online using the link sent to the pupil’s GLOW email .

Any questions please contact Mr Gillespie by phoning 01595 745320 or email Colin.gillespie@shetland.gov.uk

Personalisation and Choice in S2 and onto S3

1. Introduction

- You are currently working through the second year of your broad general education at Sandwick Junior High School. You now have the opportunity to personalise which subjects you will take to complete your broad general education in S3, and as preparation for taking nationally certificated courses in some of these subjects in S4.
- Some of you may have a really good idea regarding the subjects you would like to take next year.
- However, a lot of you will still be unsure about what subjects to take.

2. How do I choose what's for me?

- Subject choice is an individual process, but there are various people to help you decide such as Pupil Support staff, class teachers, SDS Advisors, parents/carers etc.
- People have different reasons for choosing their subjects.
- Think about why you might choose a subject, and be honest with yourself. Which of these reasons do you think are good reasons for choosing?
  - ⇒ because you like the teacher
  - ⇒ you are good at the subject
  - ⇒ your friends are taking it
  - ⇒ you need it for your career
  - ⇒ your teacher says you should take it
  - ⇒ your parents want you to take it
  - ⇒ you enjoy the subject
  - ⇒ you've heard it is easy/ no homework
  - ⇒ it leads to jobs in growth industries.
- The My world of work website (https://www.myworldofwork.co.uk/) also provides advice when choosing subjects. Another useful website is www.Planitplus.net for more advice.

3. Who can help me?

Who can help me choose my subjects?

Internet

SDS website

www.myworldofwork.co.uk is an excellent resource for finding out information to help with the option choice process.

Pupil Support Teacher

Speak to your Pupil Support teacher for advice about subject choice and career ideas.

Subject Teachers

Ask your subject teachers about your progress in your subjects and what the subjects are like in S3 and the qualifications they lead to in S4.

School Library

Remember the Careers Section has a lot of useful information about different careers.

Family

Discuss your plans with your family and get their advice.

Skills Development Scotland

Advisors can discuss your future career plans with you. Pupil Support staff can help with arranging appointments with careers advisors or contact them directly on lerwick@sds.co.uk

Remember, that although there are plenty of different people you can speak to, it is you who decides on the subjects that you choose in S3 and then in S4.

4. The Courses on offer

- Most of you will choose 9 subjects that will enable you to complete your broad general education in S3 and go on to National Qualifications in S4. You must take English and Maths and at least one subject from each of the other Curricular Areas.
- Most of the subjects that you choose will lead to certification at **National 3, National 4 or National 5** level in S4. You will work at the level that suits you best in each subject. At the end of S3 your progress will be reviewed to determine what you will do in S4.
- **National 3 and National 4** qualifications will be awarded on a **pass/fail** basis while **National 5** qualifications will be graded **A-D** and include a final exam (with the exception of PE).

5. Skills for Work Courses

- Some of you may decide to apply to do a 'Skills for Work' course in Construction, Early Education and Child Care, Hospitality, Hairdressing, Computing or Contemporary Skills in Art. These courses are run at Shetland College and require you to spend a whole day there every fortnight. We also offer the Skills for Work Engineering, Aquaculture and Maritime Skills courses at the NAFC Marine Centre in Scalloway to S3 pupils. Video Production and Sound Engineering are available at Mareel and Sports Leadership is available at the Gilbertson Park Games Hall. You will receive further information about these courses from Pupil Support.

Personalisation and Choice in S3 and onto S4

Background

- The move from S2 into S3 is an important stage in your education. At this stage you can now start to personalise the subjects you take while maintain a broad general curriculum. Pupils in S3 will study up to 9 subjects which will cover all the curricular areas.

- Most of the courses that you choose in S3 will provide you with the prior learning needed to progress into courses in S4. You will also gain a better insight into what areas you may wish to study in S4 and beyond.

- In S4 you will further reduce the number of subjects you study with most pupils going on to follow seven. If you are successful in these, this will lead to National qualifications in these subjects.

- You will be expected to work hard in all of your subjects in both S3 and in S4, as the standard of work will be higher. There will also be more homework to do. Basically a committed and focused approach is essential for success over the remainder of your time at school.

SUBJECT INFORMATION

ENGLISH (Mandatory)

MATHEMATICS (Mandatory)

Curricular Area: Expressive Arts

ART & DESIGN

MUSIC

PHYSICAL EDUCATION

Curricular Area: Modern Foreign Languages

FRENCH

GERMAN

SPANISH

Curricular Area: Sciences

BIOLOGY

CHEMISTRY

PHYSICS

GENERAL SCIENCE

Curricular Area: Social Studies

GEOGRAPHY

HISTORY

MODERN STUDIES

Curricular Area: Technologies

BUSINESS AND IT

COMPUTING SCIENCE

DESIGN AND MANUFACTURE

GRAPHICAL COMMUNICATION

PRACTICAL COOKERY

PRACTICAL METALWORK/WOODWORK

SUBJECT NAME: English (Mandatory)

Aims of the Course

* Our aim is to enable all pupils to become good communicators, who can write and talk confidently in a variety of situations and contexts, for a variety of audiences and purposes. We also aim to enable all pupils to read widely and with variety to improve their ability to consider writing critically and analytically.

* In addition, we hope to inspire a genuine interest in literature and a love of reading, with an ability to appreciate good writing and recognise its qualities and to encourage an awareness of how language works and can be used as a creative medium.

* We also promote and encourage the understanding that essential literacy skills are vital to success across all curricular areas.

Description of the Course

* **Broad General Education -** in S3, pupils will study a range of units which are designed to ensure progression and which will provide students with the pathway towards success in National Qualifications in S4.

* **Senior Phase -** this begins in S4. During this year pupils will be taking National Qualifications. In S4, these will be N3, 4 or 5.

Learning Experiences and Outcomes

* We expect pupils to work in a wide variety of contexts within the classroom in order to meet their learning styles and needs and collaborate with their peers. It is common for pupils to participate in small group and whole class tasks as well as undertake various individual projects.

* In English, pupils have ready access to ICT and will use this to benefit them as the task requires. This may include using PowerPoint, Word of Publisher as well as other interactive software to support learning.

* We also aim to foster a sense of Health and Wellbeing through the various texts, issues and debates that are raised through the literature we study.

How will it be assessed?

In S3, different types of assessments are used, including:

* Continuous in-class assessment of spoken work, notes and short tasks
* End-of-unit formal assessment of a drafted and/or redrafted piece of extended talk, writing, reading or listening
* Peer assessment
* Self assessment

In S4, assessments will relate to and prepare you for the following:

* In S4 pupils are assessed in areas of:

    - Reading
    - Writing
    - Talking
    - Listening

National 3 and 4 are entirely internally assessed courses, made up of a number of different assessments that cover the 4 aspects detailed above.

National 5 is assessed through a combination of folio work, spoken assessment and final exam.

What can you gain from doing the course?

- Study of this subject l improves critical thinking skills as well as skills in analysis and evaluation. This helps to encourage independent thought. These are transferable skills which will help in all other areas of study as well as in working life.
- All aspects of modern life are made easier if we have an ability to listen with understanding and to communicate well. English is designed to increase and improve these capacities. It can also enhance emotional well-being through exploring works of literature and encouraging personal creativity.

Careers

* An English qualification is a requirement for most career pathways.

SUBJECT NAME: Mathematics (Mandatory)

Aims of the Course

* To improve pupils' numeracy and develop their mathematical skills and the application of these skills.
* To develop confidence in, and a positive attitude towards, maths through the development of skills.
* To help pupils select and apply mathematical techniques in a variety of real-life and mathematical situations, developing: operational skills in algebra, geometry, trigonometry and statistics; reasoning skills of investigating, problem solving, analysis and modelling and numeracy skills in number processes and information handling.
* To help pupils interpret, communicate and manage information in a mathematical way.

Description of the course

* **Broad General Education** - in S3 pupils will study a range of Numeracy and Maths topics in Number, Algebra, Money & Measure, Shape Position & Movement and Information Handling, which will provide a solid basis for working towards SQA Qualifications in S4.

Learning Experiences & Outcomes

* The course covers the Maths and Numeracy outcomes. It will include a mixture of oral, mental and written work. Pupils will often do work individually or in pairs and sometimes in groups. There will also be whole class work.
* ICT is used to enrich the learning and reinforce concepts.
* You will have the opportunity to extend your maths as far as you can including through maths puzzles, games and challenges.
* The S3 course also aims to equip pupils with numerical skills used across the school in other subjects.

How will it be assessed?

In S3, different types of assessment are used, including:

* Formative assessment, including teacher/pupil assessment of homework and work done in class.
* Low-stakes tests and quizzes.
* SNSA (Scottish National Standardised Assessments), which are done using ICT.
* Self-assessment and self-reflection on progress at key points in the year.
* Peer assessment.
* Numeracy assessments.

What can pupils gain from doing the course?

- Many aspects of numeracy and maths are required in everyday life so it is important that everyone becomes as numerate as they can. Many employers seek people with skills in solving problems logically, and thinking mathematically.
- Pupils will gain the knowledge of when and which maths skills to use in everyday situations and how to solve everyday problems.
- Pupils will use a range of numeracy skills and interpretation of data to enable them to make informed choices.
- They will also develop broader thinking skills, communication and the application of technology.
- Skills gained in this course have applications in many other subjects and help pupils progress in these subjects.

Careers

* **Possible careers** that involve Maths and Numeracy include: sales, banking, accounting, insurance, building trades, surveying, engineering, science, estate agency, technician, ICT, teaching, civil service – and many more. Just as your Maths teacher if you want more information on this.

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Curricular Area:

Expressive Arts

The subjects in this area are:

Art and Design
Music
Physical Education

You must select at least one subject from this area.

SUBJECT NAME: Art and Design

Aims of the Course

* To improve and develop your skills in art and design.
* To develop your drawing and painting skills.
* To develop your design and problem solving skills.
* To develop your analytical skills.
* To become confident in your art skills and produce work of the highest possible Quality.

Description of the Course

* **In S3** - pupils will continue to explore and develop skills in Art & Design, in line with the appropriate Expressive Arts outcomes listed in the CfE. All of this will provide a broad base for working towards National Qualifications in S4.Due to the practical nature of the course a requirement is the completion of regular sketchbook or critical research homework tasks.
* **In S4** – students will progress onto sitting National Qualifications at National 4 or National 5 by the end of S4, students will have completed two wide ranging folios of work:

Expressive - work *(painting, drawing, developing compositions and doing critical studies/written work on the lives and work of artists who produced similar work).*

Design - work *(researching a brief, developing concepts, exploring materials and doing critical studies/written work on the lives and work of designers who designed similar items).*

The type of work covered in each folio varies from year to year and Expressive work will usually centre on Still life, Portrait or Built environment painting. Design work usually centres on Product, Jewellery or Fashion Design.

Learning Experiences & Outcomes

In S3, as part of your continuing broad general education, you will continue to:

* develop and improve your art skills.
* discover and explore new techniques and ways of making art work.
- complete written critical studies analysing and evaluating artists and designers work in order to make social and cultural connections and inspire pupils own work.

How will it be assessed?

In S3, different types of assessment are used, in line with CfE guidelines, including:

- Continuous assessment - Self-assessment - Peer assessment and Holistic assessment.

In S4, in the senior phase, you will:

* Complete two folios of work at National 4 or National 5.One Expressive and one Design, the coursework for each level is identical, so all students work on the same topics through the year. Each folio is combined with linked written critical art & design studies in order to prepare pupils for written exam paper.
* Both folios consist of internal critical studies work and practical portfolio work.
* The practical folios are developed in three stages:

Research into the topic - **Development** of Ideas - Produce **Final** outcome

* All students work individually, but the whole class works on the same folio, on the same topic, at the same time, following strict deadlines.
* Weekly sketchbook homework will continue to be an **essential** part of all the levels of courses as well as written tasks and revision in preparation for the exam paper.

In S4 assessments will be based on a series of Learning Outcomes for each unit and the Practical Activity at the end of the course:

* **Internal Assessment –** this applies for both National 4 and National 5. Both Expressive and Design Critical Studies powerpoints will be assessed internally using SQA criteria.
  These will be moderated by the Scottish Qualifications Authority.
* **Practical Activity –** this also applies to both levels as above**.** The activity requires you to use your research and development work to create Final Outcomes for each folio. This assessment must be carried out within the school under supervised conditions.
* **External Exam –** this only applies to National 5 and will take the form of a written exam paper at the end of S4 which is marked externally.

What can you gain from doing the course?

Students will:

* develop their overall art and design skills
* develop new and challenging ways of working
* learn new skills and techniques in art, craft and design
* enhance their research and investigation skills
* develop mature critical ability through Art and Design studies
* Art & Design is a core subject for "Problem Solving", and helps to develop your imagination and creativity. It teaches you to think creatively, to develop your observational skills and improve your understanding and use of colour, tone, shape, form, texture, ergonomics, materials, safety, etc.

Careers

Professional Artist	Graphic Design	Interior Design	Product Design
Architecture	Textile Design	Photography	Video & Film
Electronic Imaging	Packaging Design	Studio Ceramics	Industrial Design
Publishing	Illustration	TV & the Media	CAD
Art Therapist	Theatrical Design	Town Planning	Fashion Design

SUBJECT NAME: Music

Aims of the Course

- To develop the pupil's ability to play and perform music on 2 different instruments of their choice from those available in the department.
- To develop the pupil's ability to compose and/or improvise music.
- To develop the pupil's understanding of musical terminology and musical theory and their ability to use this knowledge to comment on a range of styles and types of music.

Description of the course

- **Broad General Education** - In S3 pupils will:
  - develop their technique on 2 instruments by performing music from a range of styles and periods. They will work towards reaching Grade 3 standard. All pupils will be encouraged to reach the highest standard of performance possible.
  - compose and/or improvise music and learn how to use music software to realise their compositions. They will compose and/or improvise in various styles and using a variety of approaches.
  - listen to a wide range of music, often related to the music they are playing or composing. They will develop a knowledge and understanding of musical terms and musical theory. They will apply this knowledge and understanding by describing music and assessing both their own and the performances of others.

- **Senior Phase** - In S4 pupils will work towards a National Qualification at National 4 or National 5.
  - By the end of S4 you will have:
  - prepared a performance of at least 2 or more pieces at the level specified for the qualification you are doing.
  - performed these pieces for an assessment. At National 5 the assessment will be done by a visiting examiner appointed by SQA
  - composed and/or improvised music to the required standard for the qualification you are doing.
  - developed a knowledge and understanding of musical concepts, musical theory and a range of musical styles and periods.

How will it be assessed?

In S3 a range of assessment are used, including:

- Teacher and self assessment of performance based on a set of criteria for performance
- Tests and Quizzes on musical knowledge and understanding
- Presentations on musical knowledge and musical styles
- Teacher and self assessment of composition and/or improvising
- Short written commentaries on musical features and/or a musical performance which uses musical language and concepts

In S4:

* **At National 4:**

All parts of the course will be assessed internally.

* **At National 5:**

Your performance will be assessed by an examiner appointed by SQA

Your knowledge and understanding will be assessed by an external exam set by SQA. Composition will be assessed externally through the submission of a composing assignment to SQA.

What can you gain from doing the course?

* Studying music gives you the chance to develop your musical skills. You will develop confidence, self awareness, self discipline and determination and commitment by performing on your instruments. You will develop the ability to work co-operatively and collaboratively by working with others to perform music. You will develop your insight and appreciation of other cultures and societies through listening and understanding a broad range of music from across the world. You will develop your creativity through composing and/or improvising. All skills important to any job/vocation.

* The music industry is expanding and developing and there are many opportunities to be involved in this exciting area. By studying music further you may be preparing yourself for a career in the music industry.

* If you play an instrument and especially if you are receiving instrumental instruction, then you can gain academic credit for your study by taking a music course.

Careers

* It would be impossible to list every job which has some sort of Music input but the list below is based on possible careers available with the types of course offered at most Scottish Music Colleges and Universities.

Professional Musician	Music Producer	Music Therapist Music Teacher
Instrumental Instructor	Sound designer	Sound engineer
Sound technician	Special effects technician	Arts administrator
Broadcast engineer	Choreographer	Composer

SUBJECT NAME: Physical Education

Aims of the Course

- To allow learners the opportunity to engage in physical activities and develop their performance skills.
- To increase understanding between fitness and good health.
- To develop and demonstrate knowledge of the principles and factors underpinning and impacting on performance.
- To describe factors which impact positively and negatively on engagement and performance in physical activities.
- To develop approaches to enhance personal achievement and performance.
- To reflect, and monitor, performance to inform and influence personal improvement.

Description of the course

* **Broad General Education -** in S3 pupils will participate in a range of physical activities which will provide a solid basis for working towards National Qualifications in S4. These activities may include Basketball, Badminton, Hockey, Football, Netball as well as others.
* **Senior Phase -** this begins in S4 during which you will be taking National Qualifications at National 3, National 4 or National 5 level in S4.
* By the end of S4, pupils will have completed a wide range of outcomes in the following broad areas:

Performance - in this area you will be given the opportunity to develop and safely demonstrate a range of movements and performance skills. The unit allows for a range of physical activities to be experienced, which provides wide opportunities for participation.

Factors Impacting on Performance – in this area you will be given the opportunity to explore and raise your awareness of factors which impact on participation and performance in physical activities. You will reflect on and monitor your own performance. There will be opportunities for personalisation and choice in selecting from a range of factors which will impact on participation and performance.

Learning Experiences & Outcomes

* Practising and refining actions.
* Devising and creating movements.
* Engaging in practical investigation.
* Observing and reporting on skills and techniques.
* Assessing self and peers.
* Meeting challenges.
* Adopting different roles.
* Cooperating and competing with a partner or group

How will it be assessed?

In S3, different types of assessment are used, including:

* Continuous assessment
* End-of- topic assessments
* Self/peer assessment

In S4, assessments will relate to and prepare you for the following:

* **Internal Assessment –** this applies for National 3 & 4 level in order to complete the whole course award. There are standalone units for those who are not attempting the whole course award at National 5 level. These are pass/fail. These units are not required for the National 5 whole course award.
* **Portfolio -** This applies to pupils at National 5 level and is the overall course assessment. This is completed during the course and marked externally. At National 4 level, the course assessment is the Added Value Unit which is mainly performance based.
* **External Exam –** There is no external exam for this course.
* **Performance –** At National 5 level, pupils are now required to complete two one off performances in two different activities.

What can pupils gain from doing the course?

- To further develop your performance skills within PE and to develop your understanding of factors that affect performance.
- A variety of skills can be gained from studying this course. There will be plenty opportunity for participation in activities. Health and Wellbeing will be developed in terms of physical and emotional wellbeing. Other skills that pupils can gain from studying the course will be critical thinking skills, analysis and evaluation and working with others.

Careers

* **Possible careers** that the subject qualifications may lead into include: Sport & Recreation, PE Teaching, Coaching, Leisure Industry, and Sports Science.

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Curricular Area:

Modern Foreign Languages

The subjects in this area are:

French
German
Spanish

All pupils must take either French or German or Spanish.

If you are very good at foreign languages you could select two or three.

SUBJECT NAME: French

Aims of the Course

* To develop your ability to communicate in French in new situations.
* To teach you about French-speakers and the countries they live in.
* To improve your literacy and help you make links between languages.

Description of the Course

* **Broad General Education** – In S3 you will communicate in French about a range of subjects, which will provide a solid basis for working towards national qualifications in S4.

* **Senior Phase** – This begins in S4, during which you will be taking national qualifications at National 3, National 4, or National 5.

* By the end of S4, you will have developed the skills of listening, reading, talking and writing in French, to communicate about a range of topics in the following broad contexts:

  Society – e.g. people, relationships; lifestyles, leisure; food, health, environment

  Learning – e.g. school, studying, plans for the future

  Employability – e.g. comparing jobs, work placement; money; practical situations (in shops, hotels, at work etc.);

  Culture – e.g. TV, films, books, music, people and places in French-speaking countries; travel, transport and holidays; comparing countries

Learning Experiences and Outcomes

* You will listen to a lot of French spoken by your teacher and from CDs (including songs), TV, and films. You will read a lot of French from books, magazines, brochures, notices, and from the Internet.

* These experiences will also help you to talk and write in French, often with a partner or in a small group.

- You will use computers to help you learn, through word-processing, language games, and websites from various countries.

How will it be assessed?

In S3, different types of assessments are used, including:

* Continuous assessment by your teacher, including regular short tests

* Self-assessment and group assessment of assignments

In S4, assessments will relate to and prepare you for the following:

* **Assignment for National 4** – You will research a chosen topic, then make a short presentation of your findings, and answer questions about them, in French.
* **Assignment for National 5** – You will produce a piece of writing under exam conditions which will be sent away to be marked by the SQA.
* **External Exam** – (National 5 only). This will take place at the end of S4.

What can you gain from doing the course?

* Other languages are very important for all sorts of things – holidays, making friends, employment, and further study. Learning them enables you to make connections with different people and cultures. They can also open up the possibility of living and working in other countries.
* Language is at the core of thinking. Learning another language will give you insight into new ways of thinking. You will develop literacy skills that will help you to understand and use your own language better, and to learn any other language you might one day need.
* France is one of our closest neighbours and a favourite holiday destination, and it has strong historical links with Scotland. French is widely spoken in at least 35 other countries too.

Careers

* A basic knowledge of French can be a big help in many sorts of work, especially jobs involving contact with people from abroad. French is still the language that is most in demand by British exporters. It can increase your opportunities in careers such as:

    - Tourist and hospitality industries
    - Marketing
    - Technology (including IT)
    - Financial services
    - Media
    - Government
    - Teaching (especially primary teaching)
    - Charity and voluntary work

SUBJECT NAME: German

Aims of the Course:

In order to diversify the choice of languages available as well as being willing to listen to pupils' voices, we have decided to add German as a potential language for S3 students. Pupils will be able to begin learning this language at the start of S3. The aims, as with other languages, will remain the same:

* To develop your ability to communicate in German in new situations.
* To teach you about German-speakers and the countries they live in.
* To improve your literacy and help you make links between languages, especially as English and German belong, for the most part, to the same family of languages and share similar vocabulary.

Description of the Course

* **Broad General Education** – In S3 you will communicate in German about a range of subjects, which will provide a solid basis for working towards national qualifications in S4.

* **Senior Phase** – This begins in S4, during which you will be taking national qualifications at National 3, National 4, or National 5.

* By the end of S4, you will have developed the skills of listening, reading, talking and writing in German, to communicate about a range of topics in the following broad contexts:

  Society – e.g. people, relationships; lifestyles, leisure; food, health, environment

  Learning – e.g. school, studying, plans for the future

  Employability – e.g. comparing jobs, work placement; money; practical situations (in shops, hotels, at work etc.);

  Culture – e.g. TV, films, books, music, people and places in German-speaking countries; travel, transport and holidays; comparing countries

Learning Experiences and Outcomes

* You will listen to a lot of German spoken by your teacher and from CDs (including songs), TV, and films. You will read a lot of German from books, magazines, brochures, notices, and from the Internet.

* These experiences will also help you to talk and write in German, often with a partner or in a small group.

- You will use computers to help you learn, through word-processing, language games, and websites from various countries.

How will it be assessed?

In S3, different types of assessments are used, including:

* Continuous assessment by your teacher, including regular short tests

* Self-assessment and group assessment of assignments

In S4, assessments will relate to and prepare you for the following:

* **Assignment for National 4** – You will research a chosen topic, then make a short presentation of your findings, and answer questions about them, in German.
* **Assignment for National 5** – You will produce a piece of writing under exam conditions which will be sent away to be marked by the SQA.
* **External Exam** – (National 5 only). This will take place at the end of S4.

What can you gain from doing the course?

* Other languages are very important for all sorts of things – holidays, making friends, employment, and further study. Learning them enables you to make connections with different people and cultures. They can also open up the possibility of living and working in other countries.
* Language is at the core of thinking. Learning another language will give you insight into new ways of thinking. You will develop literacy skills that will help you to understand and use your own language better, and to learn any other language you might one day need.
* Germany is one of our closest neighbours and a industrial and economic powerhouse of Europe. It has strong links with Scotland and the United Kingdom. German is widely spoken in Europe with about 100 million people speaking it in Germany, Austria, Switzerland, Belgium, Luxembourg and Liechtenstein.

Careers

* A basic knowledge of German can be a big help in many sorts of work, especially jobs involving contact with people from abroad. German is a language that very much in demand by British exporters. It can increase your opportunities in careers such as:

  - Tourism and hospitality sectors
  - Industry (especially car manufacturing)
  - Marketing
  - Technology (including IT)
  - Financial services
  - Media
  - Government
  - Teaching (especially primary teaching)
  - Charity and voluntary work

SUBJECT NAME: Spanish

Aims of the Course

* To develop your ability to communicate in Spanish in new situations.
* To teach you about Spanish-speakers and the countries they live in.
* To improve your literacy and help you make links between languages.

Description of the Course

* **Broad General Education** – In S3 you will communicate in Spanish about a range of subjects, which will provide a solid basis for working towards national qualifications in S4.

* **Senior Phase** – This begins in S4, during which you will be taking national qualifications at National 3, National 4, or National 5.

* By the end of S4, you will have developed the skills of listening, reading, talking and writing in Spanish, to communicate about a range of topics in the following broad contexts:

  Society – e.g. people, relationships; lifestyles, leisure; food, health, environment

  Learning – e.g. school, studying, plans for the future

  Employability – e.g. comparing jobs, work placement; money; practical situations (in shops, hotels, at work etc.);

  Culture – e.g. TV, films, books, music, people and places in Spanish-speaking countries; travel, transport and holidays; comparing countries

Learning Experiences and Outcomes

* You will listen to a lot of Spanish spoken by your teacher and from CDs (including songs), TV, and films. You will read a lot of Spanish from books, magazines, brochures, notices, and from the Internet.

* These experiences will also help you to talk and write in Spanish, often with a partner or in a small group.

* You will use computers to help you learn, through word-processing, language games, and websites from various countries.

How will it be assessed?

In S3, different types of assessments are used, including:

* Continuous assessment by your teacher, including regular short tests

* Self-assessment and group assessment of assignments

In S4, assessments will relate to and prepare you for the following:

* **Assignment for National 4** – You will research a chosen topic, then make a short presentation of your findings, and answer questions about them, in Spanish.
* **Assignment for National 5** – You will produce a piece of writing under exam conditions which will be sent away to be marked by the SQA.
* **External Exam** – (National 5 only). This will take place at the end of S4.

What can you gain from doing the course?

* Other languages are very important for all sorts of things – holidays, making friends, employment, and further study. Learning them enables you to make connections with different people and cultures. They can also open up the possibility of living and working in other countries.
* Language is at the core of thinking. Learning another language will give you insight into new ways of thinking. You will develop literacy skills that will help you to understand and use your own language better, and to learn any other language you might one day need.

Careers

* A basic knowledge of Spanish can be a big help in many sorts of work, especially jobs involving contact with people from abroad. It can increase your opportunities in careers such as:
    - Tourist and hospitality industries
    - Marketing
    - Technology (including IT)
    - Financial services
    - Media
    - Government
    - Teaching (especially primary teaching)
    - Charity and voluntary work

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SANDWICK

JUNIOR HIGH SCHOOL

Curricular Area:

Sciences

The subjects in this area are:

Biology
Chemistry
General Science
Physics

You must select at least one science subject, although if you have a flair and a real interest in science subjects you may do two or all three.

SUBJECT NAME: Biology

Aims of the Course

The study of Biology aims to develop learners' interest and enthusiasm for Biology, and covers a variety of contexts relevant to Biology's central position within our society. An experimental and investigative approach is used to develop knowledge and understanding of Biology. The skills of scientific inquiry and investigation are developed throughout the Course, by investigating the applications of Biology

Description of the Course

By the end of S4, learners will develop knowledge and skills, and carry out practical and other learning activities related to the following key areas:-

Cell Biology

Learners will explore the wonderful world of cells.

The key areas covered are: cell structure; transport across cell membranes; producing new cells; DNA and the production of proteins; proteins and enzymes; genetic engineering; photosynthesis and respiration

Multicellular Organisms

Learners will explore the workings of whole organisms.

The key areas covered are: cells, tissues and organs; stem cells and meristems; control and communication; reproduction, variation and inheritance; the need for transport and effects of life-style choices on animal transport and exchange systems

Life on Earth

Learners will explore many aspects of life on earth.

The key areas covered are: biodiversity and the distribution of life; energy in ecosystems; sampling techniques and measurement of abiotic and biotic factors; adaptation, natural selection and the evolution of species and human impact on the environment.

Learning Experiences & Outcomes

Learning and teaching experiences will include: biological Investigations, individual work, group work, whole class discussion and debates, written tasks, reading tasks, practical techniques, individual and group presentations.

How will it be assessed?

During S3 and S4, different types of assessment are used, including:

* Self-assessment
* Peer-assessment
* Group assessment of presentations
* End-of- topic tests
* Research Topics
* Experiments/Practical Investigations

In S4, we will start assessments for SQA National exams which include:

* Internal SQA Assessments

  3 Unit Tests N4

* External SQA Assessments

  2 ½ Hour Exam (worth 100 marks) N5 ONLY

What can you gain from doing the course?

The Biology course is interesting, relates to how your own body works e.g. Cells (animal, plant, fungi & bacteria), Organs (brain, heart, lungs, intestines) and Body Systems (Circulatory, Respiratory, Digestive) and how different types of organisms behave and adapt to the environment they live in.

Biology affects everyone and aims to find solutions to many of the world's problems. Biology, the study of living organisms, plays a crucial role in our everyday existence, and is an increasingly important subject in the modern world. Advances in technologies (e.g., Stem Cells, Genetic Engineering) have made this varied subject more exciting and relevant than ever!

By completing this course, learners will develop important and relevant skills, attitudes and attributes related to Biology, including:

- scientific and analytical thinking in a biological context
- an understanding of the role of biological issues
- the ability to apply knowledge and understanding of biological concepts
- develop investigative and experimental skills in a physics context
- develop skills in making informed decisions
- an understanding of relevant applications of biology in society

Careers

Health Related:	Medicine, Nursing, Vet Medicine, Vet Nurse, Physiotherapy, Sports Science, Radiography, Pharmacy, Alternative Medicine, Hairdressing, Dentistry, Pharmacy, Biological Science, Biomedical Science, Environmental Health Officer, Hospital Lab technician, Dietician, Drug Discovery, Scientific Researcher
Environmental:	Agricultural Science, Agricultural Engineering, Environmental Protection, Waste Management, Conservation, Health & Safety
Sports Science:	Sports Physiotherapist, PE Teacher, Personal Trainer/Coach
Food Science:	Food & Technology Industries e.g. Brewing, Baking, Catering, Pest Control

SUBJECT NAME: Chemistry

Aims of the Course

* To acquire and apply knowledge and understanding of chemistry concepts.
* To develop scientific and analytical thinking skills in a chemistry context.
* To develop applied problem solving skills in a chemistry context.
* To develop an understanding of chemistry's role in scientific issues.
* To develop understanding of how chemical products are formed and why they are formed.
* To develop understanding of relevant applications of chemistry in society.

Description of the Course

- Pupils will explore a variety of chemical concepts, developed skills in scientific inquiry investigation and analytical thinking. Pupils will also gain valuable transferable skills such as numeracy, literacy and communication.

* The course will cover the following broad areas:

Chemical changes and Structure

This unit covers some of the fundamental concepts in chemistry including; rates of reaction, atomic structure and bonding related to the properties of materials, formulae and reaction quantities, acids and bases.

Nature's Chemistry

In this unit, pupils will study chemicals obtained from a variety of natural resources such as hydrocarbons from crude oil. They will develop an understanding of associated products and how these are inter-related by different types of chemical reactions. Numeracy skills will be developed in the quantitative treatment of energy from different fuels.

Chemistry in Society

This unit includes study of modern materials such as plastics and ceramics and more traditional materials such as metals. They will develop an understanding of the production and use of agrichemicals and explore various methods of chemical analysis. Nuclear chemistry will also be studied.

Learning Experiences and Outcomes

* The nature of the work will include individual writing and problem solving, group tasks and discussions, practical activities such as experimentation and investigation, valuable transferable skills such as numeracy, literacy and communication.

How will it be assessed?

In S3 and S4, different types of assessment will be used, such as:

* self-evaluation and peer evaluation
* quick quizzes based on learning outcomes
* end of topic tests
* card matching exercises
* end of year exam
* experiiments/practical investigations
* research topics

In S4, assessments will relate to and prepare pupils for the following:

* Internal SQA Assessments

  3 Unit Tests N4 & N5

* External SQA Assessments

  2 ½ Hour Exam (worth 100 marks) N5 ONLY

What can you gain from doing the course?

- Chemistry is all around us, in our food, clothing, footwear, cosmetics, phones, cars, fuels, and in fact in every aspect of our lives. The course highlights the connection between the everyday and key chemical concepts.
- Studying Chemistry will give pupils a greater understanding of materials, where they come from, how they are made, how they react and how we utilise these properties for use within society.
- Pupils will also gain valuable transferable skills for learning, life and work, including those of literacy, numeracy and communication.
- By completing this Course, pupils will develop important and relevant skills, attitudes and attributes related to chemistry, including:
  - scientific and analytical thinking in a chemical context
  - an understanding of the role of chemistry in scientific issues
  - the ability to apply knowledge and understanding of concepts in chemistry
  - develop investigative and experimental skills in a chemical context
  - develop skills in making informed decisions
  - an understanding of relevant applications of chemistry in society

Careers

You can follow many career options through the study of Chemistry.

- Chemistry is useful in some types of engineering courses at College and University and for many types of Biological Science degrees, Toxicology, Forensic or analytical science.
- Chemistry is required for various Medical studies such as Medicine, Dentistry, Optician, Radiography, Physiotherapy, Veterinary Medicine, Nursing, etc.
- Chemistry is useful for training as a hairdresser or beautician and in careers involving alternative health therapies.
- Chemistry can also be useful for math based courses including math, accountancy and finance.
- Many pupils choose to study Chemistry as they enjoy the subject. It could be that they do not require any Science subject for their future career. However, having a science qualification is considered a positive in many careers.

SUBJECT NAME: Physics

Aims of the Course

The purpose of the Physics Course is to develop learners' interest and enthusiasm for physics in a range of contexts. 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. This Course will enable learners to develop a deeper understanding of physics concepts and the ability to describe and interpret physical phenomena using mathematical skills. They will develop scientific methods of research in which issues in physics are explored and conclusions drawn.

Description of the Course

By the end of S4, learners will develop knowledge and skills, and carry out practical and other learning activities related to the following broad areas:-

Dynamics
In this area, the topics covered are: vectors and scalars; velocity-time graphs; acceleration; Newton's laws; energy; projectile motion.

Space
In this area, the topics covered are: space exploration; cosmology

Electricity
In this area, the topics covered are: electrical charge carrier; potential difference

(voltage); Ohm's law; practical electrical and electronic circuits; electrical power

Properties of matter
In this area, the topics covered are; specific heat capacity; specific latent heat; gas laws and the kinetic model

Waves
In this area, the topics covered are; wave parameters and behaviours; electromagnetic spectrum; refraction of light **Radiation**

In this area, the topic covered is nuclear radiation

Learning Experiences and Outcomes

Learning and teaching experiences will include: investigations, individual work, group work, whole class discussion and debates, written tasks, reading tasks, practical techniques, individual and group presentation

How will it be assessed?

During S3 and S4, different types of assessment are used, including:

* Self-assessment
* Peer-assessment
* Group assessment of presentations
* End-of- topic tests
* Research Topics
- Experiments/Practical Investigations

In S4, we will relate start assessment for National exams which includes:

* Internal SQA Assessments

3 Unit Tests	N4
Value Added Unit	N4 ONLY

* External SQA Assessments

Assignment (worth 20 marks)	N5 ONLY
2 ½ Hour Exam (worth 100 marks)	N5 ONLY

What can pupils gain from doing the course?

Advances in physics mean that our view of what is possible is continually being updated. This 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.

The Course will therefore enable learners to become scientifically literate citizens who will recognise the impact physics makes on their lives, the environment and society, and be able to appreciate topical scientific debate. Learners will develop skills for learning beyond Higher and for employment.

* Physics is an exciting field. The breadth of activity, the speed of innovation and the impact of new technology can lead to dramatic changes in our lives.
* You will gain valuable transferable skills for learning, life and work, including those of literacy and numeracy.
* You will learn how to think logically and solve problems.

Careers

You can follow many career options through the study of Physics.

Health Related:	Medicine, Vet Medicine, Physiotherapy, Radiography, Dentistry, Nursing
Engineering:	Electrical, Chemical, Biomedical, Biomechanical, Aeronautical, Civil, Mechanical, Photonics, Nuclear, Agricultural, Marine
Building Trade:	Electrician, Plumber, Joiner
Electronics:	Electrician, Mechanic, Installation, Electrotechnical, Instrumentation

SUBJECT NAME: General Science

Aims of the Course

- Develop knowledge and understanding of Health science, chemistry and physics.
- Provide a range of development opportunities in core and essential skills, thus enhancing employability prospects.
- Develop skills in good laboratory practice.
- Develop an understanding of science health and safety practices.
- Develop knowledge and understanding of science and its applications in relation to human health.
- Prepare learners for progression to qualifications at SCQF level 5 in areas related to human health and science.

Description of the Course

This course allows learners the opportunity to develop knowledge and skills across various areas of science by providing context to each topic and its application outside of school.

Physics: Waves and Radiation

This unit is designed to develop skills of scientific inquiry, investigation and analytical thinking, along with knowledge and understanding of waves and radiation. Learners will apply these skills when considering the applications of waves and radiation on our lives, as well as the implications on society/the environment.

Nature's Chemistry

The Unit covers the key areas of fuels, hydrocarbons, everyday consumer products and plants for products. Learners will research issues, apply scientific skills and communicate information related to their findings, which will develop skills of scientific literacy.

Science: Human Health

The Unit covers the key areas of: what is health? threats to health, and health claims. Learners will apply scientific skills and communicate information related to their findings, which will develop skills of scientific literacy.

Science Practical Skills

This unit is designed to provide learners with an introduction to science practical skills. Learners will also develop the ability to process and present scientific practical results. The unit will provide learners with the scientific practical skills to enable progression to science programmes at SCQF level 5.

Health Sector: Life Sciences Industry

The unit introduces learners to the range of product types made by the life sciences industry and their application in the health sector. The health sector includes the National Health Service (NHS) (primary and secondary care), independent healthcare, complementary therapies, the life sciences and retail pharmaceutical industries and the community and voluntary sector.

Learning Experiences and Outcomes

The suite of NPAs provide an ideal foundation to the subject and, due to the involvement of practical skills, give learners the opportunity to gain a basic but realistic experience of a range of areas of science and so allow informed choice for future study.

The nature of the work will include report writing, recording measurements, processing information, using numerical

calculations, graphing, interpreting data, drawing conclusions, working in pairs or groups to carry out practical tasks/ investigations.

How will it be assessed?

In S3 and S4, different types of assessment will be used, such as:

self-evaluation and peer evaluation
quick quizzes bases on learning outcomes
Closed book assessments
card matching exercises
experiments/practical investigations
Reports
Folio work

Each unit will be assessed in the following manner:

Unit	Assessment Method		
Physics: Waves and Radiation	Practical + report	Closed book assessment	
Natures chemistry	Practical + report	Closed book assessment	
Science: Human Health	Practical + report	Closed book assessment	
Science practical skills	Practical + record of observations	Practical	Report
Health sector: Life sciences industry	Open book folio	Practical	

What can pupils gain from doing the course?

Pupils will also gain valuable transferable skills for learning, life and work, including those of literacy, numeracy and communication.

Science is involved in every aspect of our lives. This course draws the connections to the use of materials and technology in our everyday lives and provides a scientific explanation for their use.

The course is designed to encourage and develop enthusiasm for the sciences while giving the necessary skills for life and work.

By completing this Course, pupils will develop important and relevant skills, attitudes and attributes in science including

Learning to use scientific methods and equipment
Collecting experimental data
Working with others

Careers

Having a qualification in science can assist you in following a number of careers.

- Having a science qualification is useful in applying for math-based courses such as finance, accountancy and maths.
- The NPA qualification will assist in attaining a spot in a science based qualification such as chemistry, biology, physics, forensics, toxicology pharmacy etc.
- NPA ca be useful for training as a hairdresser or beautician and in careers involving alternative health therapies.

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SANDWICK

JUNIOR HIGH SCHOOL

Curricular Area:

Social Subjects

The subjects in this area are:

Geography
History
Modern Studies

You must select at least one of these subjects.

SUBJECT NAME: Geography

Aims of the Course

Geography is the study of the world around us and how it is changing. By studying Geography, you will learn about the world and develop the knowledge and skills to understand local, national and global events. As a subject, Geography covers elements of both social science and natural sciences.

Description of the course

During S3, students will study the following topics in Geography:

Unit 1 - Physical environments

Candidates develop a detailed knowledge and understanding of the processes and interactions at work within physical environments. Key topics include: location of river and limestone landscapes formation of key landscape features, land use management and sustainability, and weather.

Unit 2 - Human environments

Candidates develop a detailed knowledge and understanding of the interactions at work within human environments. Candidates compare developed and developing countries. Key topics include: contrasts in development, world population distribution and change, and issues in changing urban and rural landscapes.

Unit 3 - Global issues

Candidates develop a detailed knowledge and understanding of significant global geographical issues. Key topics include: climate change, and natural regions (Rainforest and Tundra).

Learning Experiences and Outcomes

A variety of active learning and teaching strategies will be used, from teacher led explanation and discussion to individual work; paired work; group work; fieldwork; researching and presenting information; interpretation and analysis of various geographical sources of information; self and peer evaluation of work produced.

How will it be assessed?

Students are assessed through a variety of methods including classwork, homework and end of unit tests.

The National 5 course is assessed by:
An externally marked **SQA exam** - 2 hours 20 minutes, worth 80 marks.
An externally marked Assignment (completed in school time) worth 20 marks

What can you gain from doing the course?

* Studying Geography will help you to understand the ever changing environment in which we live.
* Studying Geography in S3 builds towards the National 4 or 5 qualifications.
* By studying Geography you will develop a wide range of skills, in particular the skills to research and critically analyse information, to organise and present ideas, orally and in written form, and the ability to work with others.
* Students are helped to think independently about the issues studied.

Careers

Employers and Universities see Geography as a robust academic subject rich in knowledge and understanding which develops skills that are highly valued in a wide variety of careers. Geography also has particular relevance to a diverse range of subject related jobs such as seismologist, climate scientist, environmental consultant, town planner, landscape architect, hydrologist, meteorologist, geoscientist, surveyor, cartographer, teacher, conservation officer, and aid agency worker.

SUBJECT NAME: History

Aims of the Course

There are three key aims of the course. The first is to expand your knowledge of the issues that have helped to shape the world that we live in today. The second is to further develop skills, such as investigating, analysing and evaluating historical evidence, to help you understand and explain historical events. The third is to encourage you to discuss the issues you study, to form your own views and respect those of others.

Description of the Course

During S3 students will study events and issues from Scottish, British, European and World history focusing on: -

* **World War I**
  This topic focusses on the causes of the First World War, experiences of Scots in the Great War and its impact on life in Scotland. This topic considers the impact of technology on the soldiers on the Western Front. It also considers the way in which the war changed life for people at home as the war began to impact on every aspect of life both during and after the war.

* **The Holocaust**
  This topic focuses on the some common myths and misconceptions of the Holocaust, Anti-Semitisms, Anti-Jewish Laws, the Ghettos and the Final Solution.

* **The Civil Rights Movement**
  This topic focuses on life of African Americans during segregation and some of the influential leaders and protests which took place in America through the 60s and 70s. We will look at some of the key events which happened in America during this time such as the Montgomery Bus Boycott and the Sit ins.

Through studying these topics students will experience a number of Level 4 Curriculum for Excellence learning outcomes.

Learning Experiences and Outcomes

* The course will be taught using a variety of learning experiences, including individual written tasks, group and class discussions, analysing and evaluating historical sources, internet research, investigations and group presentations. Where appropriate, examples of local history will be included.

How will it be assessed?

* Students are assessed through a variety of methods including classwork, homework and end of unit tests.

What can you gain from doing the course?

'If we would learn from history, what lessons it might teach us!' (Samuel Taylor Coleridge).

* Studying History helps us to understand human experience. Learning about people and values in different times, places and circumstances will help you to understand the historical forces that shape our world.
* Studying History in S3 builds towards the National 4 or 5 qualifications, should you wish to continue with History in S4.

* The course offers students the opportunity to develop important skills for learning, life and work. Skills such as research, problem solving, communication and critical thinking.
* Students are encouraged to think independently and reach balanced conclusions about the issues and events studied

Careers

* History shows employers that you understand two very important questions: why? and how? Employers therefore value History as a subject as it encourages students to think independently. Careers directly related to the study of History include those in archaeology, anthropology, archives, cultural heritage, genealogy, museums, restoration work and teaching. However, the skills developed through studying History are relevant to a broad range of other careers including the diplomatic service, journalism, law, media, police, politics, publishing and tourism.

SUBJECT NAME: Modern Studies

Aims of the course

The purpose of Modern Studies is to develop knowledge and understanding of political and social issues in local, Scottish, United Kingdom and international contexts. In these contexts, learners will develop an awareness of the social and political issues they will meet in their lives.

Description of the course

During the course you will study the following topics:

Social Inequalities

This topic focuses on social and economic aspects of contemporary social inequalities in Scotland and the UK. We look at the causes and consequences of social inequalities and how they have been tackled.

Life in the USA

This topic focuses on life in 21st century America – we focus on immigration, racism, gun laws and participation.

World Power—USA

The study of a world power focuses on the political system of the world, it's international relations and socio economic issues within the major world power.

Learning Experiences and Outcomes

You will gain a knowledge and understanding in each of the about units, as well as developing many valuable skills, by taking part in a range of activities. These will include:

* class discussions
* individual investigations/research
* use of ICT
* group work
* role play
* creative projects (e.g. posters)
* field work/visiting speakers

How will it be assessed?

In S3 all coursework will be assessed internally. Throughout the course, you will be expected to build a portfolio of evidence demonstrating successful completion of certain outcomes.

What can you gain from doing the course?

* If you are interested in any of the topics outlined in the description above, then this could well be the subject for you. Or, if you have enjoyed the Modern Studies units in S1 and S2 social subjects, then this is your opportunity to further develop your knowledge and understanding and skills in the subject.

* The Modern Studies course will help you to develop your knowledge, understanding, views and opinions about the world in which you live. It will also enable you to be more confident about the ways in which you can participate in society today and in the future.

* Modern Studies can be an extremely useful qualification to have if you are interested in a career in law, medicine, the police, social work, teaching, journalism, nursing, care or just about anything else.

Careers

* **Possible Careers** are taken from some examples of the types of jobs some former pupils have gone on to do. Journalism, nursing, police, social work, lawyer, teacher, politics, local government, civil service.

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SANDWICK

JUNIOR HIGH SCHOOL

Curricular Area:

Technologies

The subjects in this area are:

Business and IT
Computing Science
Design & Manufacture
Graphic Communication
Practical Cookery
Practical Skills Wood/Metal Work

You must choose at least one subject from this area.

SUBJECT NAME: Business and IT

Aims of the Course

The aims of the course are to enable learners to:

* Develop a basic understanding of administration in the workplace and key legislation affecting employees.
* Develop an appreciation of good customer care.
* Develop IT skills and use them to perform straightforward administrative tasks.
* Acquire organisational skills in the context of organising and supporting small-scale events (including meetings).

Description of the Course

The course focuses on 3 areas:-

Business Management:

An introduction to the business environment; enterprise and entrepreneurial skills; how businesses satisfy needs and wants; looking at different types of business organisations; internal and external factors which impact on business; stakeholders in business; the role of functional departments in business.

Developing IT skills to perform administrative tasks:

Word Processing & Desktop Publishing –creating, formatting & editing a variety of documents eg letters, reports, forms, minutes, posters, booklets.

Spreadsheets – creating, editing & formatting, using formulae, creating charts.

Databases – creating & editing dbases, searching & sorting, creating reports

Powerpoint – using multimedia functions to create & edit presentations

Electronic Communication – Searching & downloading information from internet, using email, ediary, to-do list & setting reminders.

Administration in the Workplace:

Tasks and qualities of the administrator; importance of customer service; health & safety; security.

Learning Experiences & Outcomes

* Learners will develop the ability to organise, process and communicate information; the ability to organise and support small-scale events; and skills, qualities and attributes required of junior administrator.
* This type of work will also focus on the development of a range of Literacy and Numeracy skills. Also - Employability, Enterprise and Citizenship and Thinking skills.

How will it be assessed?

In S3, different types of assessment are used, including:

* Continuous assessment
* Self-assessment
* End of unit tests

In S4, the course will split into Administration and IT and Business Management which can both be studied for National Qualifications.

What can you gain from doing the course?

* The purpose of this Course is to develop learners' administrative, business management and IT skills and to enable them to contribute to the effective functioning of organisations in administrative positions. The Course contains a practical component, which involves experiential learning and uses real-life contexts, which makes it relevant to the world of work.

* Business Administration and Management will develop successful learners who achieve through participating in engaging, motivating and relevant learning experiences in real-life administration contexts; and confident individuals who derive satisfaction from engaging in practical activities relevant to the world of work and from having their achievements and skills recognised.

Careers

* **Possible careers** that the subject qualifications may lead into include: Office Administrator and similar careers. Most careers nowadays require a degree of computer work to some extent and this course will give pupils the basic skills to enable them to feel confident on the computer.

SUBJECT NAME: Computing Science

Aims of the Course

* The course is designed for pupils who have an interest in how applications, databases and web sites are designed and programmed, and for those considering further study or a career in this or related areas.
* Pupils will learn several programming languages, database design, creation of websites, technical characteristics of computer systems and devices, computer networking and security, and more.
* This course is **not** about learning to use standard office applications, although they will be used throughout the course.
* Pupils will develop an understanding of the central role of computer scientists as problem-solvers and designers. They will develop transferable skills in designing and implementing solutions to a wide variety of problems.

Description of the Course

Pupils taking this course in S3 spend a large part of the time developing practical skills in the following areas:

Python Programming
Using Python to design & develop a wide range of programs using constructs such as variables, arrays, arithmetic operators, concatenation, selection with conditional statements, repetition using loops, and predefined functions. Pupils will learn to read and explain code.

Building Webpages
Designing and creating web pages by coding in HTML and CSS.

Databases
Designing and creating databases (relational database tables), searching & sorting, and validating data.

In addition to this pupils will be expected to learn the following theory topics:

- Computer Systems (Input & Output Devices, Backing Storage Devices, CPU, Memory, Binary Numbers and Networks)
- Staying Safe Online (Security of Personal Data, Security Threats & Protection, Cybercrime, Searching The Web And Smart Devices)

Senior Phase - In S4 pupils will complete the National Computing Science course, studying four topics:

Software Design and Development—Pupils will learn how to design, create and test computer programs, using the programming language Python.

Database Design and Development—Pupils will learn how to design, create and use databases of two-linked tables. This is done using the database language SQL.

Web Design and Development—Pupils will learn how to design and create multi-page websites using HTML and CSS.

Computer Systems—Pupils will learn how computer data is stored in binary form, and basic computer architecture. They will gain an awareness of the environmental impact of the energy use of Computing Science systems and security precautions that can be taken to protect computer systems.

Learning Experiences and Outcomes

* This is a mostly practical course, with pupils working independently on their own work. There will be opportunities for collaborative work within a secure online environment.

* This type of work will also embed development of a range of literacy and numeracy skills, and consider various aspects of Health & Well-being.

How will it be assessed?

In S3, different types of assessment will be used, including:

* continuous assessment and end-of-topic tests
* self-assessment and group-assessment of practical work

In S4, the same types of assessment used in S3 will continue. For SQA certification pupils will complete:

* **Project** (National 4/5)
  Pupils will apply knowledge and skills from across all topics to solve appropriately challenging Computing Science and information science problems.
* **External Exam** (National 5 Only)
  The question paper requires depth of understanding and application of knowledge from across the course.

What can pupils gain from doing the course?

* Computing Science is vital to everyday life; it shapes the world in which we live and its future. Computer scientists play key roles in meeting the needs of society today and for the future, in fields which include science, communications, entertainment, education, business and industry. Our society needs more computer scientists and for all young people to have an informed view of the IT industry and its contribution to the economy.

- On completing the course, pupils will have developed skills in analysis and problem solving, design and modelling, developing and implementing solutions, and evaluating digital solutions.

- Course activities also provide opportunities for pupils to enhance skills in planning and organising, working independently and in teams, critical thinking and decision making, research, communication and self-and peer-evaluation, in a range of contexts.

Careers

- careers relating to Computing Science could include:
  - software developer
  - mobile application developer
  - web developer
  - cybersecurity consultant § database administrator
  - multimedia programmer
  - games developer
  - computer hardware engineer
  - computer network architect

SUBJECT NAME: Design and Manufacture

Aims of the Course

The main purpose of the course is to allow candidates to develop the skills and knowledge associated with designing and manufacturing. The course enables candidates to develop: skills in designing and manufacturing models, prototypes and products knowledge and understanding of manufacturing processes and materials an understanding of the impact of design and manufacturing technologies on our environment and society

Description of Course

The course comprises two areas of study: Design Candidates study the design process from brief to design proposal. This helps them develop skills in initiating, developing, articulating, and communicating design proposals. They gain an understanding of the design/make/test process and the importance of evaluating and resolving design proposals on an ongoing basis. Candidates also develop an understanding of the factors that influence the design of products. Manufacture Candidates study the manufacture of prototypes and products. This helps them develop practical skills in the design/make/test process. They gain an appreciation of the properties and uses of materials, as well as a range of manufacturing processes and techniques, allowing them to evaluate and refine design and manufacturing solutions. Candidates also gain an understanding of commercial manufacture. Integrating the two areas of study is fundamental to delivering the course successfully; it allows candidates to 'close the design loop' by manufacturing their design ideas.

Learning Experiences

- Pupils work through a series of realistic tasks and assignments to develop skills in designing, drawing and sketching and analysing design. This will be in 2D and 3D and will include the use of shading, texture, colour, layout and other graphic techniques to enhance their work.
- Pupils will participate a class/group discussion on different activities that could be used to research function, performance, target market, aesthetics and ergonomics during the design of products
- Pupils will also have the opportunity to plan and manufacture items using a variety of materials, hand tools and machines in the workshop.
- Pupils will also develop their understanding of industry manufacturing processes through research tasks and devlop a theoretical knowledge of the properties of materials.

How will it be assessed?

In S3 the course will be assed through Question papers covering the theoretical side of the course on material properties, their common usage and manufacturing methods as well as design elements and principles including ergonomics and anthropometrics. Assessment will also be based on design folio completion and practical manufacturing skills of designed items using hand tools and machinery.

In S4 the course will continue with the same 3 Elements that are assessed through an External Exam and an External Assignment.

- **Question Paper** - In the final exam pupils are required to provide reasoned responses to a range of question types which use command words such as: state, select, outline, identify, describe or explain. The question paper assesses knowledge and understanding from the following areas of design and manufacturing: design (30 marks) workshop-based manufacture (30 marks) commercial manufacture (20 marks)

- **Assignment-** There are two linked assignments: design and practical.

Design —This assignment has 55 marks out of a total of 180 marks available for the course assessment. It assesses the application of design skills to develop a proposal to a set brief. The proposal is then manufactured as evidence for the assignment — practical.

Practical- This assignment has 45 marks out of a total of 180 marks available for the course assessment. It assesses the application of practical skills to manufacture the proposal developed in the assignment — design.

What can you gain from doing the course?

Skills that pupils can gain from doing this course is the ability to do a variety of types of drawings both manual and computer using a range of techniques and computer software. Pupils will also gain the practical manufacturing skills and theoretical knowledge on material properties and industry manufacturing processes.

Careers

This Course provides a foundation for those considering further study or a career in design, manufacturing, engineering, science, marketing, and related disciplines.

SUBJECT NAME: Graphic Communication

Aims of the Course

* To develop a knowledge and understanding of the fundamentals of Graphic Communication
* To develop expertise in computer aided graphics and manual drawing.
* To develop a technical vocabulary but also in the broader sense a good general vocabulary.
* To develop various numeracy skills required to aid the production of plans/working drawings, engineering drawings, geometric drawings, computer produced drawings etc.
* To allow students to engage with technologies and to consider the impact that the world of graphical/ computer generated drawing has on our environment.

Description of Course

* **Broad General Education** – In S3 pupils will study:

  Computer aided drawing (CAD)

  Computer aided graphics (CAG)

  Desktop publishing (DTP)

  Freehand sketching and rendering

  Manual drawing

* **Senior Phase** – this begins in S4 during which pupils will take National Qualifications at National 3, National 4 or National 5 level in S4.

  By the end of S4 students will have completed a wide range of outcomes in the following broad areas – 2D Graphic Communication, 3D and Pictorial Graphic Communication. At the end of this they will do an added value unit – Graphic Communication Project.

After completion of this course pupils will be able to:

Read and interpret a wide range of graphic material and develop skills in drawing, sketching and rendering. They will also be able to use various computer software packages to produce a variety of drawing types and desk top publishing documents (magazine articles, posters and flyers).

Learning Experiences and Outcomes

* Pupils work through a series of realistic tasks and assignments to develop skills in drawing and sketching. This will be in 2D and 3D and will include the use of shading, texture, colour, layout and other graphic techniques to enhance their work.

* Computer aided graphics and computer aided drawing form an integral part of the course and are used as a natural extension to basic drawing skills. Many uses of graphics are introduced such as graphs, charts, circuit diagrams, advertising, packaging etc.

* Additive technology in the form of 3D printing to enable pupils to realise their designs and be aware of modern technology.

How will it be assessed?

In S3, different types of assessment are used, including:

* Continuous assessment
* End- of-Topic-Tests
* Self-assessment

In S4, assessments will relate to and prepare you for the following Internal Assessment – this applies for all three levels, National 3, National 4 and National 5.

* **Final assessment**
  External Assessment: Final Assignment

  External Assessment: Final Exam

* **External Assessment** - the knowledge and interpretation and drawing abilities part, are assessed by means of an exam set by the SQA, Internal Assessment: The illustration and presentation part is assessed by means of a final assessment involving all areas of the work the pupils have covered.

What can you gain from doing the course?

Skills that pupils can gain from doing this course is the ability to do a variety of types of drawings both manual and computer using a range of techniques and computer software.

Careers

* This subject may lead into careers in architecture, construction, product design, various types of design work and/or engineering.

SUBJECT NAME: Practical Cookery

Aims of the Course

* To develop practical skills and techniques required to cook safely.
* To help develop pupil's basic knowledge and understanding of the relationship between health, current dietary advice, nutrition and dietary needs for individuals at various stages of life.
* To develop pupils knowledge of the functional properties of food and their use in creating new food products.
* To identify contemporary issues which influence the consumers' choice of food.

Description of the Course

Broad General Education - in S3 pupils will study a range of topics which will provide a solid basis for working towards National Qualifications in S4. Topics include:

Cookery skills, techniques and processes

Pupils will learn how to use a variety of cookery skills to prepare ingredients and then follow various cooking processes to produce a variety of dishes. Pupils will also have to follow recipes and methodology and demonstrate how to work safely and hygienically in the kitchen.

Understanding and using ingredients

In this unit pupils will develop an understanding of ingredients and their characteristics, including safe storage and how the ingredients meet the current requirements for dietary advice. They will also learn specialist garnishing and decorating techniques.

Organisational skills for cooking

Pupils will be able to select and cost suitable recipes for a 3 course meal and learn how to evaluate and prepare dishes in terms of presentation, taste and texture. Pupils will also have to demonstrate how to organise the work area efficiently and carry out their tasks according to their pre-prepared time plan.

Senior Phase - this begins in S4 during which you will be taking National Qualifications at National 3, National 4 or National 5 level in S4.

Learning Experiences and Outcomes

* The nature of the work will include: Practical work weekly, Investigations; Group Work; Individual Work; Discussion; Completion of Written Tasks of varying lengths; Preparing Individual and Group Presentations.

* This type of work will also focus on the development of a range of numeracy and literacy skills and considering various aspects of Health & Well-being.

How will it be assessed?

In S3, different types of assessment are used, including:

* Continuous assessment
* End-of- topic tests
* Self-assessment
* Group assessment of presentations

In S4, assessments will relate to and prepare you for the following:

* **Internal Assessment –** Each of the areas of the course will be assessed through end-of-unit tests and a final practical exam where you will have to cook a meal following your time plan and service details.. For N5 this is a 2.5 hour exam worth 75% of the total marks.
* **Assignment –** This will look at your time plan, requisition and service details and is externally assessed.
* **External Exam –** this only applies to National 5 and will take the form of an external exam at the end of S4.

What can you gain from doing the course?

* The understanding and range of skills developed in the course prepare learners for complex decisions required in learning, life and work. The skills focus on health, food, lifestyle and consumer issues and essentially to develop practical skills that are transferable to employment.

Careers

- Dietetics
- Chef
- Food product development
- Nutrition studies
- Food safety and Environmental Health
- Food production management
- Hospitality management
- Retail management
- Health service
- Teaching and many more …….

SUBJECT NAME: Practical Skills Woodwork/Metalwork

Aims of the Course

The aims of the Course are to enable learners to develop:

- skills in woodworking and metalwork techniques
- skills in measuring out and marking wood sections and metal
- safe working practices in workshop environments
- practical creativity and problem-solving skills
- an understanding of sustainability issues in a practical woodworking and metalworking context

Description of 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 woodworking and metalwork and those wanting to progress to higher levels of study or a related career.

The Course is largely workshop-based, providing a broad introduction to practical woodworking and metalworking skills.

The Course is distinct in value in that it allows learners to develop practical psychomotor skills (manual dexterity and control) in a specialist practical craft. It helps learners to develop safe working practices and to become proactive in matters of health and safety. It allows them to learn how to use a range of tools, equipment and materials correctly and provides skills that are complementary to other curriculum areas, particularly woodworking or metalwork.

In this Course, and its component Units, there will be an emphasis on skills development and the application of those skills. Assessment approaches will be proportionate and fit for purpose and they will promote best practice, enabling learners to achieve the highest standards they can.

Learning Experiences and Outcomes

This Course provides learners with opportunities to continue to acquire and develop the attributes and capabilities of the four capacities, as well as skills for learning, skills for life and skills for work.

The course provides opportunity for learners to develop breadth, challenge and application, but the focus and balance of the assessment will be appropriate for the subject area.

How will it be assessed?

In S3, learners will be assessed on their safe working practices, ability to follow instructions, accuracy in marking out and overall finish and assembly of products.

The majority of the course is individual and will use a variety of self assessment, peer assessment and summative assessment of their practical models. Ongoing assessment on skills and correct use of tools will also be a feature of the course.

Theoretical knowledge of wood and metal will also be assessed through written assignments, class tests and investigations/presentations.

In S4 this course will split into National Qualifications in either Practical Woodwork or Practical Metalwork.

What can you gain from doing the course?

Through participation in the course, learners will develop skills in practical woodworking and metalworking. This will include correct use of tools and equipment and a range of woodworking and metalwork materials, processes and techniques. In addition, learners will gain an appreciation of safe working practices in a workshop environment.

Careers

This course is of broad general benefit to all learners. It also provides a foundation for those considering further study, or a career in manufacturing, building trades (joinery, carpentry, kitchen fabrication, house building, formwork and scaffolding).