



S4 Course Choice Booklet

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General Information

S4 marks the beginning of the “Senior Phase” of a pupil’s education, having followed a Broad General Education from S1-3. It is a time when pupils will undertake programmes of learning, often extending through S5 and S6 and beyond. By offering a range of qualifications, skills, experiences and opportunities from S4-6, pupils should be able to tailor their Senior Phase to enable them to progress on their chosen career or further education pathway.

National Qualifications

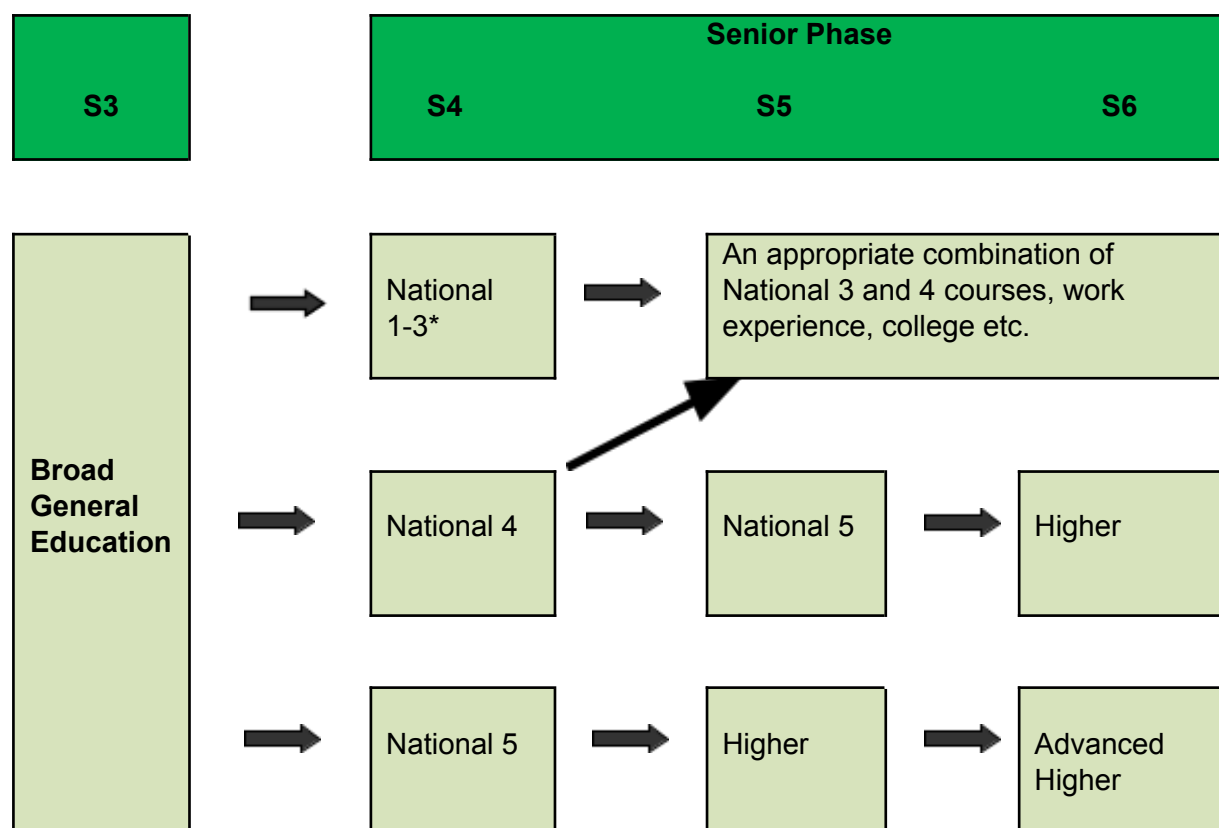
The table below summarises Scottish Qualification Authority (SQA) National Qualification levels.

National Qualification	External Exam
National 1 and 2	No – internally assessed
National 3	No – internally assessed
National 4	No – internally assessed
National 5	Yes Graded A-D
Higher	Yes Graded A-D
Advanced Higher (revised) Available from 2015	Yes Graded A-D

Work which is internally assessed by staff is collated and submitted to the SQA in accordance with SQA deadlines.

Examinations for National 5 courses are sat in the summer of the year of study, i.e. end of S4.

The following table illustrates how pupils could progress from S3 to S6.



All courses leading to qualifications contain work that is assessed and marked throughout the year by teachers as well as work directly submitted to the Scottish Qualifications Authority.

Qualifications at National 4 and below do not have an external examination. Instead, pupils must demonstrate that they have achieved the outcomes required by the SQA by completing work which is internally assessed. Results are then submitted to the SQA.

Courses at National 5 and Higher levels will still include work which is internally assessed by teachers but pupils will also be expected to pass an additional assessment, usually a question paper and / or an assignment which will be marked externally by the SQA.

How to Make Your Choices

Information on planning and choosing your subjects from S4 to S6 is widely available in the current school. You can talk to subject teachers/Faculty Heads as well as Guidance Staff and the Careers Adviser. It is very important that you do discuss your future career plans to make the best of your time in the Senior Phase of your education. It would also be useful to consider the progress you have made in subjects studies so far. You could look at recent tracking reports to help you to do this.

In S4 all pupils make six subject choices from the range of National Qualifications on offer. Two of these will be English/ESOL and Maths. In addition to this pupils will also follow the core subjects – PE, RMPS and PSE.

It is strongly recommended that S4 pupils continue to study subjects at which they have performed best throughout S1 – S3. National Qualifications require commitment from pupils to work hard both in school and when working independently to complete coursework at home.

Details of the courses on offer for S4 are contained later in this booklet.

Completing the Choice Form

Please see the video on the website for directions on how to complete the google form. The code to join this classroom is t6ikezl

Content

Pupils produce a body of practical and written material within the study of Expressive and Design units. Pupils will develop and refine Expressive and Design ideas using routine problem solving and reflective skills as well as communicate thoughts, feelings and ideas effectively when planning, producing and presenting creative ideas. Learners on the Course will develop knowledge of art and design practice and a range of practical media handling skills in both expressive and design contexts. Learners will investigate and analyse how artists and designers have used materials, techniques and/or technology in their work, before experimenting with and using these when developing their ideas.

In Expressive, learners will select a theme within the topic of Still Life or Landscape and produce a folio of source material, development work and a final outcome. In **Design**, learners select a discipline, such as fashion, graphics or product, and produce a folio of source material, development work and a final design solution.

Art & Design Studies: Learners are asked to be aware of the works of artists and designers showing a degree of analysis with respect to how they could influence their own work.

Skills

The skills of confidence, creativity, problem solving, use of technology, time management and organisation as well as engaging with literacy and numeracy and developing methods of investigating, researching, analysing and evaluating.

Assessment

National 4 - Learners are internally assessed on a pass or fail basis by producing expressive and design practical folios, plus a written Art and Design studies submission

National 5 - Learners produce the same as National 4 but in greater depth of understanding with written work being used to answer questions under exam conditions

National 5- Design and Expressive folios are completed in class and sent to SQA to be assessed externally. This is worth 80% of the final mark. *National 5* Art & Design Studies content is assessed by a 90 minute written examination on the work of artists and designers. This is worth 20% of the final mark.

NPA Drawing skills (level 5) - Learners produce work in a drawing based course over 3 units. No written content needed only evidence of a vast array of different techniques/outcomes. Internally assessed and externally verified

Homework

Regular homework tasks are given with regards to written or practical tasks in response to folio and course demands. It is also expected that learners should be willing to work outwith class times (study periods, lunchtime, after school) in order to complete folios to standard.

Progression from Nat 4

Progression to *National 5* from *National 4* Art and Design.

Progression for those pupils wishing to do solely practical work at level 5 from Nat 4 and not a full Nat 5 course would be catered through the *NPA* route.

Also any pupils who achieved a bare pass at Nat 4 would be better served through the *NPA* route.

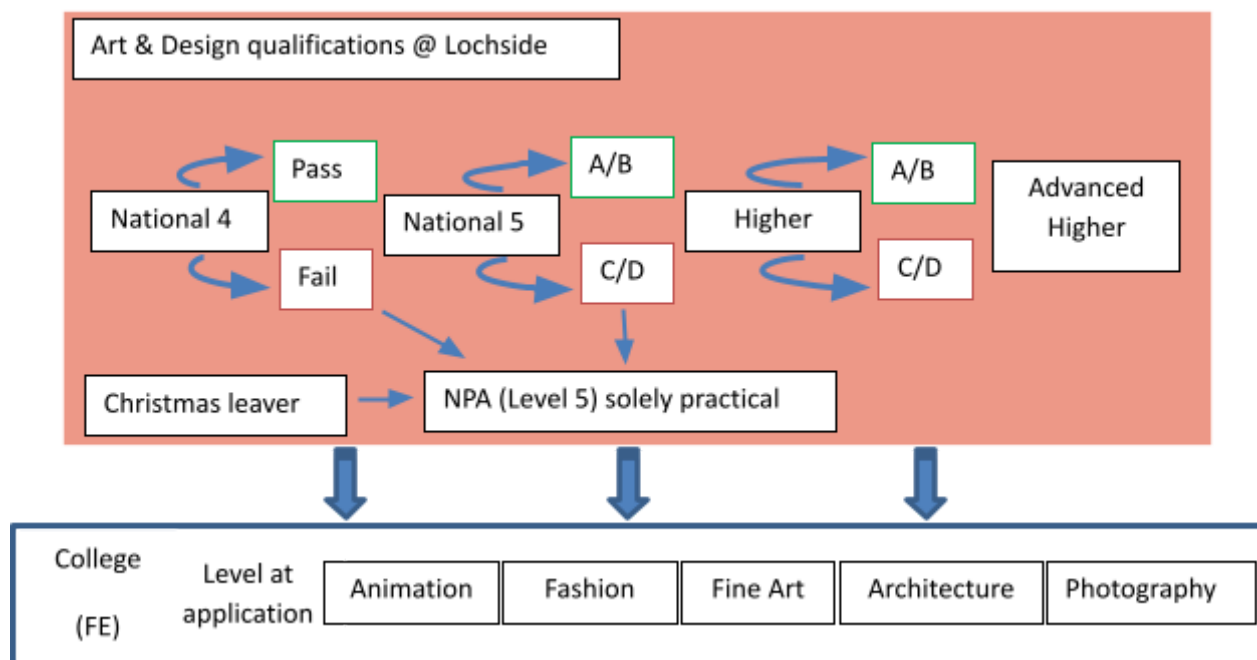
Progression from Nat 5

Progression to *Higher* Art and Design from *National 5* Art and Design.

Pupils attaining a C/D at *Nat 5*, would be better served continuing to progress with an *NPA* at level 5, rather than attempting the more academic *Higher* Art and Design.

Progression from Nat 4/5 (out with school)

A range of FE College courses in a range of Art & Design subjects such as animation, fashion, fine art, architecture and photography (for both N4 and N5 candidates) are available locally.



Content

National 4 Drama provides opportunities for learners to develop skills creating and presenting drama.

The aims of the Course are to enable learners to:

- generate and communicate thoughts and ideas when creating drama
- develop a knowledge and understanding of a range of social and cultural influences on drama
- develop a range of skills in presenting drama
- develop knowledge, understanding and the use of a range of production skills when presenting drama
- explore form, structure, genre and style

The course consists of two core units as well as an added value unit.

Unit 1: Drama Production Skills

During this unit pupils work in groups on two scripted extracts. They are expected to act in their first text and provide technical support for another group in their second in one of the following areas – costume/set/props/lighting. They must complete a portfolio based on both their acting and technical texts.

Unit 2: Drama Skills

Pupils work in groups to develop their own drama in response to a range of stimuli. As a group they are responsible for all aspects of their own performance.

They must complete a logbook throughout the unit to document the progress of creating, developing and presenting their own drama.

Assessment

All units are internally assessed and verified.

National 4 pupils are assessed internally on a practical performance and the completion of a logbook/portfolio for the Added Value Unit. There is no written paper for National 4.

Homework

Pupils must ensure that all work is kept up to date including weekly logs for each of the units. Pupils will need to ensure that they are regularly revising over drama vocabulary and learning lines at home. Pupils are also required to complete a variety of written exercises such as character tasks, further research of texts and topics and evaluative responses to performances.

Progression

Upon successful completion of National 4, pupils can continue to further study Drama at National 5 level.

Content

The candidate will:

Apply a range of production skills in drama by:

Selecting appropriate ideas to develop a performance concept

Applying a range of production skills within a production

Evaluating their contribution to the drama and that of others

It is designed to assess candidates' knowledge and understanding of a range of production skills, use of production skills to enhance drama when presenting, development of a performance concept as an actor or in a production role, and ability to evaluate their own work and that of their peers. Candidates will need to act and take on one other production area.

Examination

Practical Exam

The practical exam will have 60 marks (60% of the total mark). The practical exam has two sections.

- Section 1 will have 50 marks.
 - For the performance in the chosen role of acting or design.
- Section 2 will have 10 marks (Preparation for Performance).
 - These marks are awarded for a report based on their chosen role and production.

Question Paper

The question paper will have 60 marks (40% of the total mark).

- Section 1 – 20 Marks
 - Discuss the area you were assessed on in the final exam whether it was acting or design and evaluate the final exam.
- Section 2 – 40 Marks
 - In this section you must create a play from a selection of given stimuli. Once you have come up with a play you must answer questions on the structure and content of the play as well as how you might stage it.

Content

Performing Skills – Learners will develop performing skills on two selected instruments, or on one instrument and voice. They will perform level-specific music (Grade 1 for National 3, Grade 2 for National 4 and Grade 3 for National 5) with sufficient accuracy and will maintain the musical flow. Learners will, through regular practice and self-reflection, develop technical and musical performing skills.

Composing Skills –Learners will experiment with and use a range of compositional methods and music concepts to realise their intentions when creating original music. Learners will self-reflect on the impact and effectiveness of their creative choices and decisions, developing their understanding of how composers create music in different ways and what influences their work. One composition assignment and review will be sent away to the SQA to be assessed.

Understanding Music –Through listening, learners will develop knowledge and understanding of a variety of level-specific music concepts, and music literacy. They will identify and recognise specific music styles and concepts, and music signs and symbols used in music notation.

Skills

Pupils will develop a range of skills in this course, in particular:

- Confidence, Commitment, Patience, Creativity, Problem Solving, Coordination, Flexibility, Teamwork, Time Management and Organisation, Literacy and Numeracy, Evaluating and Analysing

Assessment

National 4 pupils will complete an added value assessment in school on a pass/fail basis. They are required to perform an 8 minute performance to the teacher, which will be internally assessed.

At National 5, pupils are graded based on their final performing exam (50%), listening paper (35%) and composition assignment (15%). Pupils are required to perform an 8 minute performance to an external examiner, anytime from the middle of February to the end of March.

Homework

Pupils will be required to do regular instrumental practice at home and in school, along with musical literacy homework, composing tasks, research tasks, revision, practice questions and performance evaluations.

Progression

There are opportunities to continue further study of Music at Higher level
Recommended entry – C or above for Higher course

Music Related Careers: Music Industry, Performing, Teaching, Media, Drama, Dance, Cultural Heritage.

Content

The purpose of the National 5 Music Technology course is to enable candidates to develop their knowledge and understanding of music technology and music concepts, particularly those relevant to 20th and 21st century music. Candidates develop technical and creative skills through practical learning. The course provides opportunities for candidates to develop their interest in music technology and to develop skills and knowledge relevant to the needs of the music industry.

Skills

- Knowledge and understanding of 20th and 21st century styles and genres of music, and how this relates to the development of music technology.
- Knowledge of the features and functions of music technology hardware and software.
- Skills in using music technology hardware and software to capture and manipulate audio.
- Planning, implementing and evaluating a sound production.
- Application of music technology in creative ways.
- Awareness of a range of contexts in which music technology can be applied.

AssessmentQuestion Paper: 40 marks

The question paper requires candidates to use listening skills and to draw on and apply knowledge and understanding of a sample of all the technological terms, styles, and genres, and music concepts.

The question paper has 40 marks (30% of the overall course award). It consists of questions relating to music excerpts in a range of 20th and 21st century styles and genres. A range of question types are used, assessing understanding of relevant music and technological concepts.

Assignment: 100 marks

The purpose of the assignment is to assess practical application of knowledge and skills from the course to plan, implement and evaluate creative productions using music technology.

The assignment comprises two meaningful and appropriately challenging tasks. The creative productions may be in any two appropriate contexts, such as (but not limited to) live performances, multi-track recording, radio broadcast, composing and sound design for film, audiobooks and computer gaming.

The assignment has 100 marks. Each of the tasks has 50 marks, providing a combined total of 100 marks (70% of the overall course award).

Homework

Homework will be assigned regularly and pupils are expected to be frequently revising music and technology concepts.

Progression

Successful completion of National 5 can lead to Higher Music Technology.

World of Work/ Career Possibilities

Careers relating to Music Technology: Audiologist, Broadcast engineer, DJ, Music promotions manager, Music therapist, Music instrument maker or repairer, stage manager, studio sound engineer, TV or film producer.

Content and Skills

The purpose of the National 4/5 Practical Cookery: course is to provide pupils with the opportunity to develop practical, planning and organisational skills to enable pupils who wish to pursue a career in hospitality with a basic grounding for further study at College. There are 3 main areas of study: Cookery Skills, Techniques and Processes; Understanding and Using Ingredients; Organisation of Cookery Skills.

This course aims to:

- Develop life skills through practical activities where you will be able to prepare and cook food for yourself and others and organise your time and work efficiently
- Work safely and hygienically
- Understand the relationship between health and food choice and why the responsible sourcing of ingredients is of vital importance in today's world
- Develop an understanding of how to prepare and present food to a professional standard

Assessment

Practical and theoretical work continuously assessed throughout the course

National 4

- The final assessment for the National 4 course will take the form of a practical assignment carried out during the 'Added Value Unit' and internally assessed written work
- Candidates will be assessed on a pass/fail basis.

National 5

The final assessment for the National 5 course is divided into 3 parts

- Practical Cookery components 1 is a written question paper completed during the exam diet. This exam is a 1 hour written exam which comprises approximately 25% of the final grade.
- Practical Cookery components 2 and 3 assignment devised by SQA undertaken within school under strict assessment conditions. Component 2 helps the candidate to prepare for the practical cooking by forming a detailed written plan of work. Component 3 then comprises of cooking a 3 course meal within 2 hours and 30 minutes. Candidates also have the opportunity to prepare for the practical activity by preparing work station in advance.

Homework

Homework may take the form of planning exercises, research, revision for written assessments and consolidation of practical skills through carrying out food preparation techniques at home

Progression

National 5 Practical Cookery
Transition to College Courses

Content

The general aim of the National Progression Award in Bakery is to provide candidates with the opportunity to develop practical bakery skills in bread making, craft baking, cake decorating and pastry. As a result, it is hoped the successful candidates would then be able to progress in either education and/or find suitable employment.

Another qualification may run alongside the NPA Bakery course; in order to add desirable employability skills. Pupils will be given the opportunity to complete the REHIS Elementary Food Hygiene certificate; which is a professional-level qualification commonly required by employers in the hospitality and food industries.

Skills

The National Progression Award in Bakery consists of four mandatory units; three of the units are at SCQF level 4 and one at SCQF level 5. These will be completed in the order displayed.

- Craft Baking: An Introduction (level 4)
- Bread Making: An Introduction (level 4)
- Cake Decorating: An Introduction (level 4)
- Pastry (level 5)

Assessment

The majority of assessment is based on practical activities and observation checklists. The practical assessments will occur on a regular basis through each term. Each unit is taught and assessed before moving to the next unit, therefore motivation and attendance are key to successfully achieve each unit and the course qualification.

The REHIS Elementary Food Hygiene qualification is assessed by a multiple-choice test.

Homework

Homework will include revision tasks for the REHIS course.

Homework related to the practical element of the course is also crucial. Activities including planning exercises and research are also important to develop knowledge of bakery recipes and techniques. In addition, assisting with practical bakery/cookery tasks at home will also help to improve your skills.

Progression

This course will enable candidates to consider the various options open to them and to make informed career choices for their future. It will help to prepare candidates for entry into further qualifications such as National 4/5 Practical Cookery, hospitality related courses at college or employment in bakery related occupations.

Content and Skills

The National Progression Award course contains three units of work. These units are further split into smaller topics of study.

Unit 1: Individual Behaviour

Sleep and Dreams - Why do we sleep? Why do we dream? What can we do to improve our sleep patterns?

Stress – What causes stress? What are the side effects of stress? What can we do to alleviate stress?

Personality - What is Personality? Why are some people loud and outgoing? Why are some people quiet and sheepish? What causes people to be “worriers”? And why do some people just not care? What about Psychopaths? Are they born evil? Or are they made evil? Is being a Psychopath a “bad thing”?

Unit 2: Social Behaviour

Conformity - Why do friends dress and talk alike? Why is it when we see a queue, we just join it? What causes us to do what our friends are doing? Is there a difference in Conformity in Japan when compared with the UK?

Nonverbal Communication- How is it you just “know” someone is angry, without them ever saying anything? Are facial expressions learnt or are they something we all have? Did you learn to smile and frown, or have you always done it? What is personal space? Why are you comfortable being closer to some people than others?

Prejudice- Where do stereotypes come from? Are racist/sexist/homophobic people made or born that way? What can you do to change a person's prejudiced views?

Unit 3: Research Methodology

Looking at the scientific method behind the collection of data, how to organize and analyse observations, make inferences about the reliability and significance of their data, and develop testable hypotheses and theories. Furthermore, due to Psychology being the study of humans, Psychology has very specific ethical guidelines that all pupils need to be aware of.

Assessment

National progression awards are assessed using ongoing pieces of work conducted in class time. There is no final exam for NPA's and assessment is conducted as an ongoing process throughout the year.

Homework

As assessment is ongoing, there is an expectation to be continually engaging with google classroom in order to complete work for assessment. This will be in class time and as homework.

Progression

Psychology is a new subject for pupils, so there are no entry requirements for the NPA. The course and/or its units may provide progression to sitting National 5/Higher Psychology, as well as transferable skills to sit Social studies at college level.

Content

The N4 RMPS course includes four units.

World Religion

In this unit, learners will develop skills to describe and comment on the meaning and context of sources related to the religion selected for study. They will develop straightforward knowledge and understanding of the impact and significance of religion today through studying some key beliefs, practices and sources found within one of the world's six major religions and the contribution these make to the lives of followers.

Morality & Belief

In this unit, learners will develop skills to describe and express views about contemporary moral questions and responses. They will develop straightforward knowledge and understanding of contemporary moral questions and religious and non-religious responses.

Religious and Philosophical Questions

In this unit, learners will examine the issues raised by one philosophical question, its implications and a variety of responses to it.

Added Value Unit

Pupils will research a religious, moral or philosophical issue of their own choosing. They will be expected to collect and organise information on the issue from a variety of different viewpoints, including a relevant religious, moral or philosophical viewpoint.

Skills

By undertaking this Course, learners will develop a range of important and transferable skills including: investigating and communicating findings on religious, moral or philosophical topics or issues; describing and commenting on sources related to world religions; expressing reasoned views about contemporary moral questions; and describing religious, moral and philosophical questions and responses to these.

Assessment

Internal Assessment: To achieve the National 4 Religious, Moral and Philosophical Studies Course, learners must pass all of the required outcomes for each unit, including the Added Value Unit. Assessment evidence can be drawn from a variety of activities and presented in a variety of formats including, for example, presentations, posters, brief written responses to questions, or participation in group tasks.

The Added Value Unit requires pupils to produce a report on a religious, moral or philosophical issue of their own choosing. They will be required to collect relevant evidence from at least two sources of information including at least one religious viewpoint. Organise and use the evidence to describe and briefly explain some key features of the topic or issue and provide a straightforward description of the significance of the topic or issue to the contemporary world.

National 4 Courses are not graded

Homework

Homework will be issued regularly via Google Classroom and will take a variety of formats including but not limited to exam style questions and independent research tasks. There is

an expectation that pupils will be regularly revising course content using a variety of resources.

Progression

Success at N4 will allow the pupil to progress to N5 RMPS.

National 5 Religious, Moral & Philosophical Studies

Content

The N5 RMPS course includes four units.

World Religion

Pupils will learn about one world religion, its impact, relevance and significance through studying some key beliefs and practices, and the contribution these make to the lives of followers.

Morality & Belief

Pupils will explore one contemporary moral issue including the background, implications and a variety of responses to the issue both religious and non-religious.

Religious and Philosophical Questions

Pupils will examine the issues raised by one philosophical question, its implications and a variety of responses to it.

Assignment

Pupils will research a religious, moral or philosophical issue of their own choosing. They will be expected to collect and organise information on the issue from a variety of different viewpoints, including a relevant religious, moral or philosophical viewpoint.

Skills

Religious, Moral and Philosophical Studies develops excellent transferable skills that are of use in a wide variety of careers. Pupils will have opportunities to develop literacy, personal learning and thinking skills as well as a sense of responsible citizenship.

Assessment

External Examination:

The question paper has 80 marks out of a total of 100 marks. It is therefore worth 80% of the overall marks for the course grade. It has three sections each of which has a minimum of 25 marks available. There are 4–6 questions in each section, worth between 3–8 marks per question. The exam is 2 hrs and 20 minutes long.

External Assessment:

The assignment has 20 marks available and is worth 20% of the overall grade. Pupils will produce a report on the issue they have chosen. Pupils will have 1 hour, under exam conditions to write up their report. Pupils will be able to refer a resource sheet with a maximum word count of 200 words, which they have compiled during the research stage.

Homework

Homework will be issued regularly via Google Classroom and will take a variety of formats including but not limited to exam style questions and independent research tasks. There is an expectation that pupils will be regularly revising course content using a variety of resources.

Progression

Success at National 5 will allow the pupil to progress to Higher RMPS.

National 4

Through the SQA units below pupils will benefit from a range of experiences that will help them develop their skills for life, learning and work. This will benefit them when seeking employment.

Assist with Activity Sessions

Candidates will have the opportunity to plan, deliver and evaluate their own coaching of their classmates and younger pupils.

Skills for Employment

Candidates will learn about how to make themselves more employable through finding career pathways and developing their interview skills and C.V.

Personal Fitness

Pupils will learn how to organise and develop a physical training plan for a client by adopting the role of a Fitness Instructor.

Dealing with facilities and accidents and emergencies.

Candidates will experience the school as a work environment through: Setting up and dismantling equipment. Dealing with clients and reporting health and safety issues.

Assessment

To achieve the full course award at National 4 level pupils must pass all 5 units. Pupils can be assessed through observation, conversation or portfolio.

Employability Skills

- Working co-operatively with others • Customer care/dealing with clients
- Awareness of health and safety issues • Self-evaluation
- Positive attitude to learning • Giving feedback to others

Career Pathways

The transferable skills developed will benefit pupils when applying for College/University courses and will prepare them for employment in the Sport and Recreation industry and the employment market more broadly. Some examples include:

- Exercise Science • Sport Psychology • Education (leadership) • Medicine (Cycle of Analysis) • Technology (Problem Solving/ Decision Making) • Sports Coach
- Gym Instructing/Personal Trainer • Team leader (Co-operation with others)

National 5

Assist with a Component of Activity Sessions

Candidates will have the opportunity to plan, deliver and evaluate their own coaching of younger pupils.

Employment Opportunities in the Sport and Recreation Industry

Candidates will learn about how to make themselves more employable through finding career pathways and developing their interview skills and C.V.

Assist with Fitness Programming

Pupils will learn how to organise and develop a physical training plan for a client by adopting the role of a Fitness Instructor.

Assist with Daily Centre Duties

Candidates will experience a real work environment through completing a work placement in school or in the community. This may be completed out-with school hours to allow a genuine experience.

Assessment

To achieve the full course award at National 5 level pupils must pass all 4 units. Pupils can be assessed through observation, conversation or portfolio.

Employability Skills

- Working co-operatively with others • Customer care/dealing with clients
- Awareness of health and safety issues • Self-evaluation
- Positive attitude to learning • Giving feedback to others

Career Pathways

The transferable skills developed will benefit pupils when applying for College/University courses and will prepare them for employment in the Sport and Recreation industry and the employment market more broadly. Some examples include:

- Exercise Science • Sport Psychology • Education (leadership) • Medicine (Cycle of Analysis) • Technology (Problem Solving/ Decision Making) • Sports Coach
- Gym Instructing/Personal Trainer • Team leader (Co-operation with others)

There are 2 options available for National Physical Education. Both courses will cover the same content but will have a focus on a specific set of activities.

Physical Education (Aesthetic): Column 4D

This course is aimed at pupils who have high levels of interest or experience in aesthetic activities such as dance, gymnastics and trampolining. Pupils who choose this course may also participate in some game based activities and swimming.

Physical Education: Column 4E or 4F

This course is aimed at pupils who have high levels of interest or experience in games based activities. Pupils who choose this course may also participate in some aesthetic activities and swimming.

Content and Skills

At both National 4 and 5:

Pupils further develop their knowledge of Factors that Impact on Performance: Physical, Social, Mental and Emotional.

Pupils develop knowledge of the underpinning concept to designing a training programme.

Pupils are supported in designing and carrying out an individually specific training programmes.

Pupils develop their evaluation and analytical skills required to achieve marks in assessments.

Assessment

National 4

Performance Skills Unit: Pupils will be required to demonstrate movement, performance skills, consistency in control and fluency of movement and appropriate use of body and spatial awareness in 2 different activities. They must also provide evidence of how to respond to and meet the physical demands of performance in a safe and effective way.

Factors Impacting on Performance Unit: The learner will be required to demonstrate knowledge of factors that impact on performance in physical activities. They will also be required to demonstrate that they can monitor, record and reflect on the development of personal performance.

National 5

The purpose of this component is to assess the candidate's ability to effectively perform in two different physical activities. Each performance is a single event in a challenging, competitive and/or demanding context.

This gives candidates an opportunity to demonstrate the following skills, knowledge and understanding:

- ◆ a repertoire of skills — including complex skills
- ◆ control and fluency
- ◆ effective decision-making
- ◆ using and applying straightforward composition, tactics or role safely and effectively
- ◆ conforming to rules, regulations and etiquette
- ◆ controlling emotions
- ◆ working co-operatively with others

The performance has a total of 60 marks. This is 50% of the overall marks for the course assessment. Each single performance event is marked out of 30.

Portfolio

Written assessment based on pupil's designing, adapting and evaluating a training programme to develop their performance in 1 activity.

The portfolio has three sections:

Section 1: Understanding factors that impact on performance

Section 2: Planning, developing and implementing approaches to enhance personal performance

Section 3: Monitoring, recording and evaluating performance development

This is worth 50 % of course mark and is externally marked by the SQA.

Homework

Weekly homework is issued to develop pupil's written style and understanding of assessment questions to enable them to access 50 % of the course marks.

Preparation for the Portfolio Assessment.

Progression within Senior Phase

Pupils achieving National 4 could progress to National 5.

Pupils achieving National 5 at grade C or above could progress to Higher.

All levels could progress to a Sports Leadership Course.

Content

Learners will study a variety of texts throughout the year. These include fiction, non-fiction and film. Learners will also further develop their writing skills, producing a number of pieces including personal, creative, persuasive and informative.

Learners will be encouraged to work individually, in pairs and in groups to improve their language skills in a variety of situations.

Skills

Taking account of prior learning, all learners will have the opportunity to develop their communication skills through Reading, Writing, Listening and Talking.

Learners will develop their ability to communicate their thoughts and feelings, and respond to those of other people.

Assessment

Internal assessment of 3 units:

- Understanding Language (Reading and Listening)
- Producing Language (Writing and Talking)
- Literacy

Homework

Regular reading of a variety of texts is expected of all learners.

Learners may be given homework which arises out of the ongoing work of the class. This may include finishing off a task started in class, preparing an individual talk, redrafting a piece of work done in class.

Progression

Successful completion of National 3 will meet the entry requirements for National 4.

Content

Learners will study a variety of texts throughout the year. These include fiction, non-fiction and film. Learners will also further develop their writing skills, producing a number of pieces including personal, creative, persuasive and informative.

Learners will be encouraged to work individually, in pairs and in groups to improve their language skills in a variety of situations.

Skills

Taking account of prior learning, all learners will have the opportunity to develop their communication skills through Reading, Writing, Listening and Talking.

Due to the nature of the course, skills in independent learning, problem solving and critical thinking will also be developed.

Assessment

Internal assessment of 4 units:

- Analysis and Evaluation (Reading and Listening)
- Creation and Production (Writing and Talking)
- Literacy

Added Value Assignment (Planning and Research skills; integrating and applying all language skills)

Homework

Regular reading of a variety of texts is expected of all learners.

Learners may be given homework which arises out of the ongoing work of the class. This may include finishing off a task started in class, preparing an individual talk, redrafting a piece of work done in class.

Progression

The quality of work produced, along with attitude and effort, demonstrating more than the basic requirement, will show potential for National 5.

Successful completion of National 4 is also an excellent foundation for progression onto vocational college courses.

Content

Learners will study a variety of texts throughout the year. These include fiction, non-fiction and film. Learners will also further develop their writing skills, producing pieces within the creative and discursive categories.

Learners will be encouraged to work individually, in pairs and in groups to improve their language skills in a variety of situations.

The course develops awareness of the complexities of language and a high level of analytical thinking and understanding of the impact of language.

Skills

Taking account of prior learning, all learners will have the opportunity to develop their communication skills through Reading, Writing, Listening and Talking.

Due to the nature of the course, skills in independent learning, problem solving and critical thinking will also be developed.

Assessment

External assessment:

- Portfolio (2 pieces of writing – one creative and one discursive) worth 30 % of grade

External Examination:

- Paper One – Reading for Understanding, Analysis and Evaluation worth 30 % of grade
- Paper Two – Critical Reading (One critical essay and Scottish set text questions) worth 40 % of grade

Internal Assessment:

- Spoken Language Unit.

Homework

Learners may be given homework which arises out of the ongoing work of the class. This may include finishing off a task started in class, preparing an individual talk, redrafting a piece of work done in class, or using the SCHOLAR system.

There is an expectation of ongoing revision of course materials and personal reading of a variety of texts.

Progression

A National 5 pass at grades A or B is required for entry into Higher English.

Courses in the modern languages of French and Spanish build on the language learning skills developed in the Broad Education General Education phase under the contexts of 'Society', 'Learning', 'Employability' and 'Culture'.

The courses are made up of two mandatory units (plus an Added Value Unit at National 4 level):

1) Understanding Language - developing the skills of Reading and Listening

2) Using Language - developing the skills of Talking and Writing

(National 4 Added Value Unit – combining all skills in an extended task)

Skills

The courses provide learners with the opportunity to:

- develop more detailed skills in Reading, Listening, Talking and Writing
 - develop understanding of how language works
 - use different media effectively for learning and communication
- Courses in the modern languages of French and Spanish build on the language learning skills developed in the Broad
- use language to communicate ideas and information
 - enhance their understanding and enjoyment of their own and other cultures
 - develop the skills of creative and critical thinking and encourages pupils to become independent learners.

The courses also allow learners to acquire the necessary vocabulary, structures and grammar to ensure effective comprehension and communication for the level being studied.

Assessment

National 4 (level 4)

This is entirely internally assessed on a pass / fail basis with assessments covering the four skills (reading, listening, writing and talking), and the range of contexts.

For the Added Value Unit, students will investigate and report on a topic in the foreign language. Part 1 is to read and show understanding of texts on the topic and part 2 is to give a short presentation in the foreign language on the topic and then respond to follow up questions about the topic in the foreign language.

National 5 (level 5)

Reading, Listening and Writing will be assessed at the end of the course in an external examination set by the SQA. Talking will be assessed by an internal examination which is externally moderated. A written assignment is marked externally by SQA, but is completed in class under exam conditions.

Homework

Minimum of 2 hours per week of reading, listening, writing or vocabulary learning homework. Pupils are expected to revise vocabulary and grammar regularly in order to pass their qualification.

Entry requirements and progression

National 4 - Sufficient material covered in the BGE, however beginners are accepted.

Progression to National 5.

National 5 - National 4 pass or sufficient material covered at BGE. Progression to Higher.

Content

Both the National 4 and 5 courses cover algebra, geometry, statistics, number work and trigonometry.

The national 4 course is made up of 3 units and an added value assessment. If pupils are not able to pass these they will be moved to National 3.

The National 5 course is made up of 3 units and the final exam.

There are two versions of the National 5 course depending upon how pupils have performed in S3. Pupils who have passed all of the National 4 Mathematics content and have demonstrated that they have mastered the algebraic and trigonometric skills will be given the chance to sit National 5 Mathematics. Those pupils who have passed National 4 Mathematics but have not mastered the necessary skills to be ready for the National 5 Mathematics course will be offered the chance to follow National 5 Applications of Mathematics.

Skills

Pupils will learn successful study skills such as self-testing, interleaving and spaced practice.

Assessment

National 4 Mathematics

3 unit assessments

- Numeracy
- Relationships
- Expressions and Formulae

Also an added value assessment needed to be awarded an overall National 4 pass

National 5 Mathematics

3 units

- Expressions and formulae
- Relationships
- Applications

National 5 Applications of Mathematics

- Geometry and Measures
- Managing Finance and Statistics
- Numeracy

Unit assessments are no longer mandatory but may be sat by some classes. There will also be regular low stakes quizzes and longer termly assessments.

The Applications of Mathematics course doesn't currently lead on to Higher Applications. Pupils can decide to try National 5 Mathematics in S5 if they are successful at National 5 Applications.

The final exam has to be passed in order to gain a qualification at National 5.

Homework

Regular short nightly homework or longer homework as necessary.

Progression

Completion of completion of National 4 leads to National 5 and National 5 leads to Higher

Pupils are assessed throughout the BGE to determine where their skills in the subject are strongest. Those who do particularly well in the more abstract concepts such as algebra, indices and the harder fractions work will be entered into the pure Mathematics course. Pupils who have demonstrated that their strengths lie in the more real world mathematics topics such as statistics, percentages and financial mathematics will follow the Applications of Mathematics courses.

Both the Mathematics course and the Application of Mathematics course can progress to National 5 and then Higher when the pupils are capable of that level of work.

Content

The National 5 course consists of three topics:

- **Cell Biology:** includes plant, animal and microbial cell structure; the basic processes of life that occur within cells; genetic engineering and the use of microbes.
- **Multicellular Organisms:** studies the major systems and organs in plants and animals to understand how they keep organisms alive individually and by working together.
- **Life on Earth:** a study of ecosystems and how organisms interact within them; the methods used to sample organisms; how species evolved and the impact man is having on the environment.

Skills

Demonstrating knowledge and understanding of biology by making statements, describing information, providing explanations and integrating knowledge; applying knowledge of biology to new situations, interpreting information and solving problems; planning and designing experiments to test given hypotheses or to illustrate particular effects; carrying out experimental procedures safely, recording observations and collecting data; selecting information and presenting information appropriately in a variety of forms; processing information (using calculations and units, where appropriate); making predictions and generalisations based on evidence/information; drawing valid conclusions and giving explanations supported by evidence/justification; identifying a sources of uncertainties and suggesting improvements to experiments; communicating findings/information

Skills in numeracy will be also be addressed and thinking skills will be developed through analysing and applying knowledge.

Assessment

The SQA reviewed end-of-unit assessments and removed them but as a minimum there will be internal unit tests to monitor progress. At least one practical will be used along with research to produce a formal written report which will be marked externally.

There is a final written external examination.

Homework

In addition to pupils regularly looking over their classwork, pupils will be given a variety of tasks regularly. This will involve practice questions, pre-reading material for class, researching information or producing a report or presentation. The task may be issued electronically or on paper.

Requirements

Level 4 Biology/National 4 Biology

Progression

Gaining a pass in this course will allow entry to a Higher Biology or another N5 science.

Content

The National 5 course is organised into three Units:

- Chemical Changes and Structure – Investigate chemical reactions; how chemicals bond together; atomic structure and chemistry, acid and base chemistry.
- Nature's Chemistry – Extraction, purification and use of fossil fuels; their environmental impact; extraction of useful chemicals from plants; production of consumer products from chemicals
- Chemistry in Society – Metals – extraction, properties and uses; batteries and metal chemistry; Plastics; environmental monitoring; fertiliser production and use.

Skills

Demonstrating knowledge and understanding of chemistry by making statements, describing information, providing explanations and integrating knowledge; applying knowledge of chemistry to new situations, interpreting information and solving problems; planning and designing experiments to test given hypotheses or to illustrate particular effects; carrying out experimental procedures safely, recording observations and collecting data; selecting information and presenting information appropriately in a variety of forms; processing information (using calculations and units, where appropriate); making predictions and generalisations based on evidence/information; drawing valid conclusions and giving explanations supported by evidence/justification; identifying a sources of uncertainties and suggesting improvements to experiments; communicating findings/information

Skills in numeracy will be also be addressed and thinking skills will be developed through analysing and applying knowledge.

Assessment

The SQA reviewed end-of-unit assessments and removed them but as a minimum there will be internal unit tests to monitor progress. At least one practical will be used along with research to produce a formal written report which will be marked externally.

There is a final written external examination.

Homework

In addition to pupils regularly looking over their classwork, pupils will be given a variety of tasks regularly. This will involve practice questions, pre-reading material for class, researching information or producing a report or presentation. The task may be issued electronically or on paper.

Requirements

Level 4 Chemistry/National 4 Chemistry. Completed or studying for Level 5 Maths

Progression

Gaining a pass in this course will allow entry to Higher Chemistry or another N5 science

Content

The National 5 course is organised into three Units:

- Electricity and Energy – The basis for understanding our technological world;
- Waves and Radiation – Including telecommunications and nuclear physics;
- Dynamics and Space – The science of movement and forces, on Earth and beyond.

Skills

Demonstrating knowledge and understanding of physics by making statements, describing information, providing explanations and integrating knowledge; applying knowledge of physics to new situations, interpreting information and solving problems; planning, designing, and safely carrying out experiments/practical investigations to test given hypotheses or to illustrate particular effects; selecting information and presenting information appropriately in a variety of forms; processing information, using calculations and units where appropriate; making predictions based on evidence/information; drawing valid conclusions and giving explanations supported by evidence/justification; identifying sources of uncertainty and suggesting improvements to experiments/practical investigations; communicating findings/information.

Skills in numeracy will be also be addressed and thinking skills will be developed through analysing and applying knowledge.

Assessment

The SQA reviewed end-of-unit assessments and removed them but as a minimum there will be internal unit tests to monitor progress. At least one practical will be used along with research to produce a formal written report which will be marked externally.

There is a final written external examination.

Homework

In addition to pupils regularly looking over their classwork, pupils will be given a variety of tasks regularly. This will involve practice questions, pre-reading material for class, researching information or producing a report or presentation. The task may be issued electronically or on paper.

Requirements

Level 4 Physics/National 4 Physics. Completed or studying for **Level 5 Maths**

Progression

Gaining a pass in this course will allow entry to Higher Physics or another N5 science

This course is for those progressing from Level 3/4 courses and covers content from Physics, Chemistry and Biology N5 courses.

Content

The content is designed to build on a Level 4 qualification in any one of the sciences:

This is a National 5 course, organised into three Units:

- Unit 1 Laboratory Science: Careers using Laboratory Science
- Unit 2 Working in a Laboratory
- Unit 3 Practical Skills
- Unit 4 Practical Investigation

Skills

Assessment across the Units of this Course will allow candidates to demonstrate:

- ♦ laboratory practical skills: measurement, preparation of solutions, instrumentation
- ♦ scientific data collection and reporting skills
- ♦ health and safety procedures
- ♦ knowledge and understanding in relation to working in a laboratory
- ♦ generic and specific employability skills and attitudes valued by employers
- ♦ skills associated with planning and investigating
- ♦ review and evaluation skills
- ♦ working with others in teams
- ♦ self-evaluation skills in numeracy will be also be addressed and thinking skills will be developed through analysing and applying knowledge.

Assessment

Assessment of the Course is through a range of methods including candidate folio of written and/or oral evidence, practical activities supported by assessor observation checklists as well as self- evaluation.

Evidence is collected in a folio throughout the course and verified by the SQA. There is no final written examination.

Homework

In addition to pupils regularly looking over their classwork, pupils will be given a variety of tasks regularly. This will involve practice questions, pre-reading material for class, researching information or producing a report or presentation. The task may be issued electronically or on paper.

Requirements

Level 4 Science. Completed or studying for **Level 4 Maths**

Progression

Gaining a pass in this course will allow entry to another Level 5 or 6 science or an ideal background for a modern apprenticeship.

This course is for those progressing from Level 3/4 courses and covers content from Physics, Chemistry and Biology N5 courses. For this reason, the course should not be taken alongside Physics, Biology or Chemistry discrete sciences.

Content

The content is designed to build on a Level 4 qualification in any one of the sciences:

Units and the learning required of the candidates.

These are made up from units across the 3 Sciences:

- Cell Biology
- Chemical Changes and Structure
- Waves and Radiation
- Forensic Science

Skills

Assessment across the Units of this Course will allow candidates to demonstrate:

- ♦ laboratory practical skills: measurement, preparation of solutions, instrumentations
- ♦ scientific data collection and reporting skills
- ♦ health and safety procedures
- ♦ knowledge and understanding in relation to working in a laboratory
- ♦ generic and specific employability skills and attitudes valued by employers
- ♦ skills associated with planning and investigating
- ♦ review and evaluation skills
- ♦ working with others in teams
- ♦ self-evaluation skills in numeracy will be also be addressed and thinking skills will be developed through analysing and applying knowledge.

Assessment

Assessment of the Course is through a range of methods including candidate folio of written and/or oral evidence, practical activities supported by assessor observation checklists as well as unit assessments.

Evidence is collected in a folio throughout the course and verified by the SQA. There is no final written examination.

Homework

In addition to pupils regularly looking over their classwork, pupils will be given a variety of tasks regularly. This will involve practice questions, pre-reading material for class, researching information or producing a report or presentation. The task may be issued electronically or on paper.

Requirements

Level 4 Science. Completed or studying for **Level 4 Maths**

Progression

Gaining a pass in this course could allow entry to another Level 5 or 6 science or an ideal background for a modern apprenticeship.

Content

National Geography is the study of Earth's landscapes, peoples, places and environments. It is in a unique position as a bridge between the social sciences and is considered a science subject in many areas.

The National 4/5 course is split into three units:

- The *Global Issues* studied will focus upon methods of prediction of Volcanic Eruptions, Earthquakes and Tropical Storms. It also looks at diseases such as HIV/AIDS, Malaria and Heart Disease and how they are caused, their effects and strategies adopted to manage them.
- Within the *Physical Environments* unit pupils will develop their understanding of Weather, Glaciated Uplands and Coastal Landscapes.
- The *Human Environments* unit will focus upon Urban City Developments, Rural Farming and an understanding of Population and Development issues across the world.

Skills

Geography develops excellent transferable skills that are of use in a wide variety of careers. Digital and traditional map skills are taught throughout the course. Pupils will develop their numeracy skills by analysing and creating a wide variety of data and use this data to explain complex global issues including population growth and the changing land use in urban areas. Literacy skills will be developed through the interpretation of questions and their command words as well as a wide variety of new subject specific vocabulary.

Assessment

National 4: all units will be internally assessed throughout the year via a bank of questions and activities. Alongside this an independent Added Value Unit research project must be completed.

National 5: will be continually assessed in school and externally assessed via a final SQA exam which will account for 80% of their overall award. The further 20% is made up of an independent assignment which will showcase the skills, knowledge and understanding gained.

Homework

Homework will be issued regularly and will take a variety of formats including exam style questions to prepare pupils for assessment as well as research tasks and projects to improve their overall comprehension. On top of this pupils should be regularly reviewing course content using Google Classroom alongside their notes.

Progression

For pupils achieving certification at National 4, progression could be to National 5 in Geography or any other Social Subject.

Learners achieving at National 5 level can progress to studying Higher Geography or other courses

Content

All National courses are broken down into three common areas of study- a Scottish topic, a British topic and a European topic. Our Scottish Topic will be *Migration and Empire*. This topic looks at the impact of key factors in the movement of people and culture across the world and how they in turn changed their new homelands.

Our British topic is the *Atlantic Slave Trade*. This topic looks at one of the most successful, but also devastating periods of human history. You will explore the growth of ambitious empires and how the demand for cheap labour led to the exploitation of millions of people.

Our European and World Topic is *Hitler and Nazi Germany, 1919-1939*. This topic looks at the rise of Adolf Hitler and the Nazi Party. You will have to navigate through revolutions, violence, invasions and bankruptcy to consider how Hitler was allowed to rise to power.



History, in its broadest sense, is about people of the past and their actions. If you choose to take on a National level course, it will demand a great deal of time and effort on your part to master the skills needed to succeed. In return, you will have the opportunity to explore some of the most important moments in the history of mankind to assess how historical figures changed the course of history, for better or for worse.

Assessment

National 4: candidates must pass all of the unit assessments. Candidates will also complete an added value assignment task as part of their internally assessed course.

National 5: candidates will be assessed in two parts: the added value assessment researched and written in class which makes up 20% of their final grade and the question paper which makes up the other 80% of their final grade.

Homework

Homework is regularly given in History. This will mostly take the form of exam style questions that will focus on improving key skills for the final exam. Homework may also include research tasks and other forms of content based work.

Progression

For pupils achieving certification at National 4 level, progression could be to National 5 in History or any other Social Subject.

Learners achieving at National 5 level can progress onto Higher History, or other courses, or into employment or training.

Content

There are three mandatory units in total. In the political unit pupils explore *Democracy in Scotland*, focusing on issues such as representation, participation and influence. Within the social unit, the focus is on *Crime and Law in the UK* where the causes, consequences and ways to reduce crime are explored. Pupils will also learn about the court system and evaluate different punishment options. The third unit has an international focus, specifically *World Issue*. Within this unit pupils explore the issue of terrorism, investigating the causes and consequences globally. The efforts of countries like the UK and The USA to limit the impact of terrorism are also analysed and evaluated.



Skills

Modern Studies supports the development of a number of key skills, including:

- comparing and contrasting to draw valid conclusions
- detecting bias or exaggeration
- discussion and informed debate
- developing reasoned and justified points of view
- presentation skills – oral, written, multimedia.

Assessment

National 4 – At National 4 all units will be internally assessed throughout the year via a bank of questions and activities. Alongside this an independent Added Value research project must be completed.

National 5 – progress will be continuously assessed throughout the year, culminating in an externally assessed final exam covering all of the units and skills. 20% of the overall grade comes from an independent, externally assessed research project and report prepared in class time. The final exam covers the remaining 80%.

Homework

Homework will be issued regularly and will take a variety of formats including exam style questions as well as research tasks and projects to improve their overall comprehension. On top of this pupils should be regularly reviewing course content using Google Classroom alongside their notes.

Progression

For pupils achieving certification at National 4 level, progression could be to National 5 in Modern Studies or any other Social Subject. Learners achieving at National 5 level can progress to studying Higher Modern Studies or other courses, or into employment or training. Modern Studies skills are valued and positively recognised by many employers.

Content

This National 5 course will introduce some of the key skills and concepts involved in working in the travel and tourism industry. The course is split into 4 units providing an overview of the Travel and Tourism industry. The course starts with the *Scotland* unit and offers pupils the opportunity to explore Scotland and all it has to offer tourists as well as the impact tourism has on Scotland. *Employability* unit examines jobs within the travel and tourism industry but also transferable skills such as CV writing, interview preparation and self-evaluation. *UK and Worldwide* unit will focus upon UK, Europe and long-haul destinations allowing pupils to discover and extend their geographical location knowledge. *Customer Service* unit will focus upon customer service needs in a travel and tourism environment but also those requirements for working in a retail or customer service based industry.

**Skills**

Travel and Tourism will introduce some of the key skills and concepts involved in working in the travel and tourism industry, and acts as excellent preparation for progressing towards study at a higher level or employment. Some of the skills which will be developed throughout the course include leadership opportunities within groups. Team working and communication skills are an integral part to the completion of project tasks. Problem-solving and the ability to research independently is at the heart of tasks within the Scotland and UK & Worldwide units, with a key focus on creating detailed travel itineraries.

Assessment

National Travel and Tourism comprises of a significant amount of internally assessed tasks and projects, all of which must be completed to gain an overall course award.

Homework

Homework will be issued regularly and will typically take the format of research work either via Google Classroom or course reading materials.

Progression

For pupils achieving certification at National 4 level, progression could be to National 5 in Travel and Tourism.

Learners achieving at National 5 level can progress to studying HNC Travel and Tourism or move into training or employment.

Content

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in other walks of life.

This course is designed to help you to understand and take part in the business and information environment. You will gain skills in managing information, organising, planning, problem solving and decision making.

The skills that you develop in Administration and IT are useful in many career areas such as office work, economics, human resource management, management services and public services administration

The N4 course covers a wide range of topics which give pupils a detailed knowledge of Administration & IT in the workplace. Topics covered include:

- **Administrative Practices**
- **IT Solutions for Administrator**
- **Communication in Administration**
- **Added Value Unit: Administration and IT Assignment**

What will I need to get in?

Entry requirement for this course will be;

Pupils must have passed all the unit work and assessments from Administration and IT when in S3. They should also have at least a level 3/4 in Literacy and Numeracy

Required Entry levels

- Broad General Level 3 in S2 for Business Education
- National 3 Administration and IT
- National 3 Business

Skills

The N4 course focuses on a number of core skills that are transferrable across the curriculum. Skills developed include:

- Numeracy skills
- Literacy skills
- Problem solving skills
- ICT skills

Assessment

Your teacher will assess your work throughout the course. Items of work might include:

- practical work – such as leaflets, presentations or documents
- written work – research assignments and case studies
- projects

- class-based exams

Progression

Pupils who achieve a pass in N4 Administration & IT could progress to N5.

Homework

Homework tasks will be issued at regular intervals mainly at the end of a topic. This will involve completing exam style questions. Pupils are also asked regularly to complete questions based on work covered in class at home. Homework may be issued and submitted via google classroom or through paper copies.

Content

Administration is a growing sector which cuts across the entire economy and offers wide-ranging employment opportunities. Moreover, administrative and IT skills have extensive application not only in employment but also in other walks of life.

This course is designed to help you to understand and take part in the business and information environment. You will gain skills in managing information, organising, planning, problem solving and decision making.

The skills that you develop in Administration and IT are useful in many career areas such as office work, economics, human resource management, management services and public services administration

The N5 course covers a wide range of topics which give pupils a detailed knowledge of Administration & IT in the workplace. Topics covered include:

- **Administrative Practices**
- **IT Solutions for Administrator**
- **Communication in Administration**
- **ADDED VALUE UNIT: ADMINISTRATION AND IT ASSIGNMENT**

What will I need to get in?

Entry requirement for this course will be;

Pupils must have passed all the unit work and assessments from Administration and IT when in S3. They should also have at least a level 4 in Literacy and Numeracy

Required Entry levels

- Broad General Level 4 in S2 for Business Education
- National 3 Administration and IT
- National 3 Business

Skills

The N5 course focuses on a number of core skills that are transferrable across the curriculum. Skills developed include:

- Numeracy skills
- Literacy skills
- Problem solving skills
- ICT skills

Assessment

Your teacher will assess your work throughout the course. Items of work might include:

- practical work – such as leaflets, presentations or documents
- written work – research assignments and case studies
- projects
- class-based exams

The course assessment has **two** components **totalling 120 marks**:

- Component 1: question paper – worth 50 marks
- Component 2: assignment – worth 70 marks.

Progression

Pupils who achieve an Award in N5 Administration & IT could progress to Higher.

Homework

Homework tasks will be issued at regular intervals mainly at the end of a topic. This will involve completing exam style questions. Pupils are also asked regularly to complete questions based on work covered in class at home. Homework may be issued and submitted via google classroom or through paper copies.

Content

The National 4 course covers a wide range of topics which give pupils an introduction to important areas of Business Management. Topics covered include:

- Business in Action
- Influences in Business

What will I need to get in?

Entry requirement for this course will be;

Pupils must have passed all the unit work and assessments from Administration and IT or Business Management when in S3. They should also have at least a level 3/4 in Literacy and Numeracy

Required Entry levels

- Broad General Level 3 in S2 for Business Education
- National 3 Administration and IT
- National 3 Business

Skills

The National 4 course focuses on a number of core skills that are transferrable across the curriculum. Skills developed include:

- Numeracy skills
- Literacy skills
- Research skills
- Problem solving skills

Assessment

Assessment of the N4 course is completed internally and involves unit assessments at the end of each unit and the completion of an Added Value unit. All of these assessments are completed in class time and marked internally.

Progression

Pupils who achieve a pass at National 4 Business could go on to study National 5 Business Management.

Homework

Homework tasks will be issued at regular intervals mainly at the end of a topic. This will involve completing exam style questions. Pupils are also asked regularly to complete questions based on work covered in class at home. Homework may be issued and submitted via google classroom or through paper copies.

Content

The National 5 course covers a wide range of topics which give pupils a beginners knowledge of important areas of Business Management. Topics covered include:

- Understanding Business
- Management of Marketing and Operations
- Management of People and Finance

What will I need to get in?

Entry requirement for this course will be;

Pupils must have passed all the unit work and assessments from Administration and IT or Business Management when in S3. They should also have at least a level 4 in Literacy and Numeracy

Required Entry levels

- Broad General Level 4 in S2 for Business Education
- National 3 Administration and IT
- National 3 Business

Skills

The National 5 course focuses on a number of core skills that are transferrable across the curriculum. Skills developed include:

- Analysis skills
- Numeracy skills
- Literacy skills
- Research skills
- Evaluation skills
- Problem solving skills
- ICT skills

Assessment

Assessment of the National course involves both internally marked assessment and external assessment. Internal assessment takes the form of an A/B Test sat at the end of each topic. External assessment includes a final exam which constitutes 75% of the final grade and an assignment which is 25% of the final grade. The course assignment is completed in class time but is marked externally.

Progression

Pupils who achieve a pass at National 5 Business Management could go on to study Higher Business Management.

Homework

Homework tasks will be issued at regular intervals mainly at the end of a topic. This will involve completing exam style questions. Pupils are also asked regularly to complete

questions based on work covered in class at home. Homework may be issued and submitted via google classroom or through paper copies.

N4/5 Computing Science

Content

Database Design & Development:

The Database unit covers the use of computers for collecting, organising, storing and processing large amounts of data. Pupils will learn to create databases and use SQL to query them.

Software Design & Development:

The Software Development unit focuses on the processes used to create computer software. Programming is a strong focus and pupils will learn basic programming constructs using Python.

Website Design & Development:

The Website unit investigates the creation of interactive websites using a number of scripting languages. HTML, Cascading Style Sheets and JavaScript are all used in this topic.

Computer Systems

The Computer Systems unit examines how computers work – their architecture, how data is represented, computer security and the impact of computers on the environment.

Entry Level

Students must have Level 3 in Computer Science from S2 as a base line for N4 Computer Science with Maths and Literacy level 3.

Students must have Level 4 in Computer Science from S2 as a base line for N5 Computer Science with Maths and Literacy level 4.

Skills

The National courses build on the core skills developed in S3 Computing Science, including:

- Analysis & Design skills
- Problem solving skills
- Evaluation Skills,
- Literacy, digital literacy and numeracy skills

Assessment

National 5:

A written exam worth about 70% of the available marks.

A coursework task worth 30% of the available marks.

National 4:

An Added Value Unit comprising of both written and practical tasks.

Two unit assessments comprising of both written and practical tasks.

Progression

National 4 Computing Science progress to National 5 Computing Science.

National 5 Computing Science progress to Higher Computing Science.

Homework

A homework task to be completed weekly. Exam questions are used to familiarise pupils with what to expect in the National 5 final exam. Pupils are expected to use homework exercises and their feedback as an opportunity to revise and consolidate their classwork.

Content

Pupils will develop a knowledge of a wide range of 2D/3D manual and computer graphics and their application in society. The course comprises of two units. Pupils cover the following topics as part of a range of different projects:

2D Graphic Communication	3D Graphic Communication
Technical drawing and sketching	Planning and producing 3D CAD models
Design and production of promotional graphics	Manual and computer-aided illustration techniques
Computer-aided design (CAD)	3D Graphics in society

Entry Level

Pupils who took Graphic Communication in S3 will need to have passed all unit assessments and have passed classroom tests. They should have attained level 4 Broad General Education within the subject criteria and Numeracy and Literacy levels at the same level.

Skills

Pupils will develop a range of core skills that are transferrable across the curriculum including the following:

- Communication – including drawing, sketching, illustration and desktop publishing
- Literacy
- Numeracy
- Creativity
- Analytical thinking
- Digital literacy/ICT
- Evaluation
- Research

Assessment**National 4**

Pupils must pass a range of assessment standards across the two units, 2D Graphic Communication and 3D Graphic Communication. Pupils will then complete an Added Value Unit which will give them the opportunity to apply the knowledge and skills they have developed to a given design brief.

National 5

At this level the course is assessed through a course assignment (40 marks) and an exam (80 marks) which combined will determine pupils' final grade. The course assignment requires pupils to produce a range of graphics in response to a given brief.

Progression

Pupils who achieve a pass in N4 Graphic Com can progress onto study at N5 level. Pupils who achieve a pass in N5 can progress onto study at Higher level.

Homework

Homework is normally issued on a weekly basis. Tasks are designed to give pupils the opportunity to consolidate on their learning in class which will ultimately prepare them for all types of assessment included in the course. Homework and support/revision resources are predominantly shared via Google Classroom

Content

The course provides a broad practical introduction to design, materials and manufacturing processes. It provides opportunities for pupils to gain skills by using the design process and communicating design proposals. Pupils explore the properties and uses of materials and to test concepts using mock up models and produce fully functioning working products.

Course Details:

The course will enable pupils to develop:

- Skills in design 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

Entry Level

Pupils who have passed all Design and Manufacture Unit work to level 4 and written Assessments in S3 which includes working responsibly and safely will be free to choose this course. They must also have at least level 3/ 4 in Literacy and Numeracy.

Skills

Studying this course at either National 4 or National 5 will develop the following skills which can easily be transferred to different areas of study.

- Evaluating existing products
- Develop the skills of Design which will include: o Idea generation techniques
- Writing Design Specification
- Refining and resolving design proposals/concepts through a creative approach
- Develop sketching and rendering techniques to express their ideas
- Modelling and manufacturing techniques to represent Design ideas in 3D through the use of tools, equipment, software and materials
- Impact of Design on the environment

Assessment

National 4: Candidates require to pass two units and the added value unit.

National 5: Candidates require to pass a question paper (80 marks) in the May diet and two assignments (55 marks) in design and (45 marks) in practical.

Progression

Design and Manufacture will lead to certification at National 4 and 5 depending on the ability of the pupil.

Completion of this course would mean that a pupil could then further study Design and Manufacture at National 5, Higher and Advanced Higher levels in S5-S6.

Homework

Homework is normally issued on a weekly basis. Tasks are designed to give pupils the opportunity to consolidate on their learning in class which will ultimately prepare them for all types of assessment included in the course. Homework and support/revision resources are predominantly shared via Google Classroom

Contribution to Cost of Materials

Pupils will undertake practical activities which involves the use of materials and consumables. We therefore ask for a contribution towards this cost during the delivery of the course. As activities can vary each year, as can the cost of materials, only an approximate cost can be given at this stage. This is approximately £10. However, should there be any barriers to meeting this cost, please do not hesitate to contact the school to ensure your son/daughter can still fully access the course.

Content

The Course provides opportunities for learners to gain a range of practical woodworking skills and to use a variety of tools, equipment and materials. It allows them to plan activities through to the completion of a range of finished products in wood.

Entry Level

Pupils who have passed all Unit work to level 4 and written Assessments in S3, which includes working responsibly and safely will be free to choose Woodwork, as Health and Safety is paramount in a practical course.

Skills

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

- Skills in woodworking techniques
- Numeracy skills in measuring and marking out
- Safe working practices in workshop environments
- Practical creativity and problem-solving skills
- The Course will also give learners the opportunity to develop thinking, problem solving, employability, numeracy and literacy.

Assessment

Learners will

draw on, extend and apply skills they have developed during the course. This is assessed through a range of practical activities which requires the production of practical woodwork projects manufactured to given standards and tolerances.

Assessment Criteria includes:

- Accuracy in measuring and marking out
- Quality of manufacture, assembly and surface finishing of products
- Degree on independence
- The ability to work safely

Areas of study/units at N4&5 levels in this course are as follows:

- Flat-frame construction
- Carcase construction
- Machining and finishing

Course assessment at Nat 4 is through completion of the above units plus the completion of an added value course project. Course assessment at Nat 5 is through completion of a course project (70% weighting) and undertaking a final written exam (30% weighting) prepared by SQA.

Progression

Students undertaking the course at National 4 level will be able to progress to National 5 level.

Students undertaking the course at National 5 level will be able to use the qualification as potential entry to relevant college course and/or employment. This course is particularly relevant to those who wish to enter into a trade or the construction industry.

Homework

There will be regular homework exercises in order to develop and consolidate aspects of knowledge & understanding. There is also an expectation that learners will attend at lunchtimes in order to complete outstanding work where necessary prior to completion deadlines.

Contribution to Cost of Materials

Pupils will undertake practical activities which involves the use of materials and consumables. We therefore ask for a contribution towards this cost during the delivery of the course. As activities can vary each year, as can the cost of materials, only an approximate cost can be given at this stage. This is approximately £15. However, should there be any barriers to meeting this cost, please do not hesitate to contact the school to ensure your son/daughter can still fully access the course

Content

The Course provides opportunities for learners to gain a range of practical metalworking skills and to use a variety of tools, equipment and materials. It allows them to plan activities through to the completion of a range of finished products in metal.

Entry Level

Pupils who have passed all Unit work to level 4 and written Assessments in S3, which includes working responsibly and safely will be free to choose Metalwork, as Health and Safety is paramount in a practical course.

Skills

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

- Skills in metalworking techniques
- Numeracy skills in measuring and marking out
- Safe working practices in workshop environments
- Practical creativity and problem-solving skills
- The Course will also give learners the opportunity to develop thinking, problem solving, employability, numeracy and literacy.

Assessment

Learners will draw on, extend and apply skills they have developed during the course. This is assessed through a range of practical activities which requires the production of practical metalwork projects manufactured to given standards and tolerances.

Assessment Criteria includes:

- Accuracy in measuring and marking out
- Quality of manufacture, assembly and surface finishing of products
- Degree on independence
- The ability to work safely

Areas of study/units at N4&5 levels in this course are as follows:

- Bench skills
- Machine processes
- Fabrication and thermal joining

Course assessment at Nat 4 is through completion of the above units plus the completion of an added value course project. Course assessment at Nat 5 is through completion of a course project (70% weighting) and undertaking a final written exam (30% weighting) prepared by SQA.

Progression

Students undertaking the course at National 4 level will be able to progress to National 5 level.

Students undertaking the course at National 5 level will be able to use the qualification as potential entry to relevant college course and/or employment. This course is particularly relevant to those who wish to enter into a trade or the construction industry.

Homework

There will be regular homework exercises in order to develop and consolidate aspects of knowledge & understanding. There is also an expectation that learners will attend at lunchtimes in order to complete outstanding work where necessary prior to completion deadlines.

Contribution to Cost of Materials

Pupils will undertake practical activities which involves the use of materials and consumables. We therefore ask for a contribution towards this cost during the delivery of the course. As activities can vary each year, as can the cost of materials, only an approximate cost can be given at this stage. This is approximately £10. However, should there be any barriers to meeting this cost, please do not hesitate to contact the school to ensure your son/daughter can still fully access the course.