

O
p
t
i
o
n
s

.... **course
choices**

for



2013-2015

**Tarbert
Academy**

OPTIONS: Course Choices for S5/S6

Contents List

Introductory Information	Page Nos.
Introduction	4
Financial Arrangements	4
Types/Levels of Course	5
Preferred Entry Qualifications	6
Attendance	6
Careers Advice	7
Subject Information	
Language and Communications	9-14
Mathematical Studies and Application	15-20
Scientific Studies and Application	21-30
Social Studies	31-40
Business Education	41-50
Technical Studies	51-56
Hospitality	57-60
Creative and Aesthetic	61-68
Physical Education	69-70
Choosing Your Course	
Decision Making	71
Filling in your provisional course choice	72
Option Form (Draft)	73

Introduction

Welcome to the S5/S6 Options Process!

This booklet has been produced to help you to make important decisions about your future education. Tarbert Academy offers a wide range of courses at levels suited to the needs of all students. It is important to read the sections on the next few pages to enable a clear understanding of the different types and levels of courses.

Detailed information about the courses appears on the Course Information Sheets which have been prepared by the departments concerned. Further information regarding all SQA course can be found on the SQA website at www.sqa.org.uk

Once you have read the background information and looked at the details about the courses which interest you, you should turn to the section on decision making at the back of this booklet.

The school will help and support you through this process. Do ask us for help and advice.

Financial Arrangements

Education Maintenance Allowance

When you stay on at school, you may be entitled to an Education Maintenance Allowance.

Education Maintenance Allowances (EMAs) are available to eligible students who are attending full-time education at school.

For EMA purposes “full-time education” means at least 21 guided learning hours per week.

Further information regarding EMAs is available from the Depute Head Teacher, Mr John Welsh.

Types of Course

Course Type	Duration	Method Of Assessment	Certificating Body
Advanced Higher	160 hours	External & Internal	SQA
Higher	160 hours	External & Internal	SQA
Intermediate 2	160 hours	External & Internal	SQA
Intermediate 1	160 hours	External & Internal	SQA
Young Applicants In Schools Scheme	Various	External	Open University

NOTES: Advanced Higher courses are open only to students in S6. Information about them is given in this booklet to help you to plan over the two years of S5/S6. Entry into Advanced Higher courses is by negotiation. However intending candidates who aim to follow Advanced Higher courses in S6 should note that given the level of challenge posed by the course work and the degree of independent learning required, candidates should aim to opt for Advanced Higher courses from prior attainment of a B award at Higher.

Levels Of Courses

It is important you do not start out on a course which will make either too many or too few demands upon you. The aim is to select a group of courses that will allow you to achieve the maximum of which you are capable. At the same time, you should look to see if particular qualifications or experience are needed in order to do the course. Details are given in the Course Information Sheets later in the Booklet.

Preferred Entry Qualifications

A preferred entry qualification is given for each course on offer. This is the minimum level which is likely to lead to success in the course.

You should note that evidence from the SQA shows that, in most subjects, students entering Higher Grade without a 1 or 2 at Standard Grade have very little chance of passing the Higher.

It is important that you do not start on a course which is not suited to you. You may not be allowed to “drop out” of a course at any stage in the year. The only chance to transfer to another course would be very early on, and even this may not be possible in many cases.

The course choice process devised by the school is designed to afford you as much support as possible to enable you to come to appropriate decisions. If you make use of all the help and support on offer, and are realistic and firm about your capabilities and ambitions, then the need to change course should not arise.

Remember, you are making decisions about course choices that will affect the next few years of your life. It is very important to make the right choices now!

Attendance

Good attendance is essential throughout the year.

All courses demand regular attendance in order to gain the certificate. Students who fail to attend classes regularly just do not pass.

The school is asked to comment upon attendance and punctuality on references for employers, colleges and universities.

The award of a Education Maintenance Allowance is dependent upon a high standard of progress, conduct and attendance.

Please note that attendance in S5 will be one factor used to decide upon entry to courses in S6.

All students are required to register period by period daily.

Careers Advice

The school provides careers education and access to Careers databases, Careers library and specialist advice via Skills Development Scotland.

Skills Development Scotland provides you with information on educational, employment and training opportunities, to help you reach informed and realistic decisions about your career.

It also helps you find suitable training and employment. The Careers Adviser attached to the school is present in school regularly throughout the school year.

Students can refer themselves (see PT Guidance) for individual interview.

The majority of students return for S6. So, think carefully about your choices in S5 and what they might lead to in S6.

Remember that if two subjects clash on the Course Choice Form, you can do one in S5 and the other in S6.

Language and Communication

English Higher/Intermediate2

Introduction

English at Higher or Intermediate 2 is often the first requirement for many university/college admissions and the Course has been designed to fulfil the literacy and comprehension skills that an exam pass demands while broadening pupils' awareness of texts and language use in a varied and enjoyable way.

Structure

The course plan involves the study of several literary texts – usually a play, a novel, several poems and/or a media studies element. Based on these texts pupils will develop the skills to write critical essays – approximately 600 words – based on the chosen literary texts.

The skills required in the Close Reading element are much more challenging and precise than at Standard Grade. The passages are complex and the demands of vocabulary knowledge and language awareness are extensive. Beyond vocabulary a thorough knowledge of the technicalities of language features/figures of speech/sentence structure/textual analysis will be required.

A recent alteration has included the requirement of a Folio of Writing to be submitted for External Assessment.

At Higher and Int 2 the Folio will comprise 2 essays, one of a broadly creative nature and one of a broadly discursive nature.

The completion of the Discursive element will require considerable research and the development of formal writing skills in order to explore and express opinions in a sound logical manner.

(To fulfil the Creative/Imaginative essay component the essay from the Language NAB can be submitted.)

Recommended Entry

While entry to the course or units is at the discretion of the centre, candidates will normally be expected to have attained:

Higher

- Intermediate 2 in English
- Standard Grade English at Grade 1 or 2
- or equivalent qualification

Int 2

- Standard Grade at Grade 3

Course Content

The Course has 2 NAB elements that have to be passed during the year.

- A Language NAB composed of
 - (a) Close Reading test
 - (b) Creative / Discursive Essay 600 + words
- A Literature NAB with textual analysis questions on an unseen piece of literature – 30 marks

Folio of Writing for External Assessment

(i) Creative / Imaginative Essay	25 marks	Higher	650 – 1300 words
	25 marks	Intermediate 2	500-1000 words
(ii) Discursive Essay	25 marks	Higher	650-1300 words
	25 marks	Int 2	500-1000 words

Exam - Higher

This has a Close Reading component and Critical Essays based on the texts studied.

The Close Reading component at Higher	50 marks	-	1¾ hours
The Critical Essay element – 2 essays	50 marks	-	1½ hours

Exam – Int 2

This has a Close Reading component and Critical Essays based on the texts studied.

The Close Reading component at Int 2	30 marks	-	1 hour
The Critical Essay element – 2 essays	50 marks	-	1½ hours

French Advanced Higher

The aim is to continue exposure to French and involves a lot of self study. Students can choose to do the whole Advanced Higher or stand alone units.

Course Structure

The full course consists of two units: Language and Extended Reading and Viewing

Recommended Entry

Candidates will normally be expected to have attained Higher Grade French.

Assessment

Speaking

One internal assessment plus one external assessment done by visiting moderator usually in March.

Reading

One internal; one external

Listening

One internal; one external

Writing

One internal for Extended Reading and Viewing unit (NAB) and one external.

Folio

A Folio has to be submitted in English for Extended Reading and Viewing and for Language in Work units.

French Higher

Course Structure

The course consists of two units:

D339 12	Language (H)	2 credits (80 hours)
D342 12	Extended Reading/Viewing(H)	1 credit (40 hours)

When preparing candidates for the full course award, teachers will prefer to teach both units concurrently, rather than complete the 80 hour unit before embarking on the 40 hour unit. By working through the content of both units concurrently, with a pro-rata allocation of time to each, teachers will be able to provide a varied diet of activity for candidates in the course of each teaching week.

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This is used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment. This time is an important element of the course.

Recommended Entry

While entry to the course or units is at the discretion of the centre, candidates will normally be expected to have attained:

- Intermediate 2 in French or its component units
- Standard Grade French at Grade 1 or 2
- or equivalent qualification

While studying the topics Lifestyles; Education & Work and the Wider World pupils will develop the skills acquired for Standard Grade enabling them to discuss and convey opinions on more general issues which are relevant and of interest.

Assessment

Reading, Listening and Writing will all be assessed internally (NABS) and externally (Exam.)

Speaking

Carried out by teacher, recorded on tape, probably in March – dual purpose – this counts for both internal and external assessments

Homework

Pupils are expected to do reading, writing and listening homework. They also have to learn vocabulary, verbs and grammar through exercises, as well as speaking and writing preparation. In the extended Reading and Viewing unit pupils are expected to read the novel.

Homework is given, usually on a weekly basis for set days; sometimes short exercises are set for next day.

French Intermediate 2

Course Structure

The course consists of two units: one mandatory, Language and one optional unit, either Personal Communication or Language in Work

Recommended Entry

While entry to the course or units is at the discretion of the centre, candidates will normally be expected to have attained:

- Standard Grade at Grade 3 or 4

This unit aims to develop all language skills for use in a range of purposes. Contexts for this language work are defined in three broad themes:

- lifestyles
- education and work
- the wider world

Assessment

Internally - 1 Reading, 1 Listening and 1 Writing NAB

Speaking

Conducted internally and audio-recorded for external moderation in March
This is dual purpose – it covers both internal and external assessments.

Exam

Reading

There will be three short passages, each of 50-75 words, and one longer passage of 300-350 words.

Listening

There will be 3 passages, repeated twice with questions to answer in English.

Writing

Candidates will write a letter of application for a job abroad. Length 120-150 words.

**Mathematical
Studies
and
Application**

Mathematics Advanced Higher

Course Structure

This course has three units as follows:

D321 13	Mathematics 1 (AH)	1 credit (40 hours)
D332 13	Mathematics 2 (AH)	1 credit (40 hours)
D323 13	Mathematics 3 (AH)	1 credit (40 hours)

In common with all mathematics courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained the following:

- Higher Grade Mathematics at A/B award.

It is advisable that only candidates with a strong interest in mathematics and/or a desire to study the subject further at university should embark on the course. Pupils should display a high level of responsibility for their own learning and should only consider this course if they are well motivated.

Course Content

Mathematics 1 (AH)

The Binomial Theorem
Partial Fractions
Differential Calculus and Applications of Differential Calculus
Integral Calculus
Differentiation
Properties of Functions
Systems of Equations

Mathematics 2 (AH)

Proof and Elementary Number Theory
Further Differentiation
Further Integration
Complex Numbers
Sequences and Series

Mathematics 3 (AH)

Matrices
Vectors
Further Sequences and Series
Differential Equations
Further Methods of Proof and Number Theory

Mathematics Higher

Course Structure

This course has three units as follows:

D321 12	Mathematics 1 (H)	1 credit (40 hours)
D332 12	Mathematics 2 (H)	1 credit (40 hours)
D323 12	Mathematics 3 (H)	1 credit (40 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following:

- Standard Grade Mathematics Credit award, preferably with KU and RE grades both at Credit level.
- Intermediate 2 Mathematics, preferably an A award.

Course Content

Mathematics 1 (H)

- The Straight Line
- Composite and Inverse Functions
- Algebraic Functions and Graphs
- Trigonometric Functions and Graphs
- Differentiation
- Application of Differentiation
- Sequences and Recurrence Relations

Mathematics 2 (H)

- Polynomials
- Quadratic Theory
- Integration
- Calculations in Two and Three Dimensions
- Compound Angle Formulae
- Equations of the Circle

Mathematics 3 (H)

- Vectors
- Further Differentiation and Integration
- The Exponential and Logarithmic Functions
- The Wave Function

Mathematics Intermediate 2

Course Structure

This course has three units, as follows:

D321 11	Mathematics 1 (Int 2)	1 credit (40 hours)
D322 11	Mathematics 2 (Int 2)	1 credit (40 hours)
D324 11	Applications of Mathematics (Int 2)	1 credit (40 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following:

- Standard Grade Mathematics General award.
- Intermediate 1 Mathematics, preferably an A award.

Course Content

Mathematics 1 (Int 2)

- Calculations Involving Percentage
- Volumes of Solids
- Linear Relationships
- Algebraic Operations
- Circles

Mathematics 2 (Int 2)

- Trigonometry
- Simultaneous Equations
- Graphs
- Charts and Tables
- Statistics.

Applications of Mathematics (Int 2)

- Calculations in a Social Context
- Logic Diagrams
- Formulae
- Statistical Project

Mathematics Intermediate 1

Course Structure

This course has three units, as follows:

D321 10	Mathematics 1 (Int 1)	1 credit (40 hours)
D322 10	Mathematics 2 (Int 1)	1 credit (40 hours)
D324 10	Applications of Mathematics (Int 1)	1 credit (40 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following:

- Standard Grade Mathematics Foundation award.
- Access 3 Mathematics.

Course Content

Mathematics 1 (Int 1)

- Basic Calculation and the Calculator
- Basic Geometry
- Use of Formulae
- Social Arithmetic

Mathematics 2 (Int 1)

- Graphs, Charts and Tables
- Speed, Distance and Time
- The Theorem of Pythagoras
- Integers
- Statistics

Mathematics 3 (Int 1)

- Calculations in a Social Context
- Logic Diagrams
- Scale Drawings
- Nets of Solids
- Statistics Project

**Scientific
Studies
and
Application**

Biology Advanced Higher

Course Structure

The course has two mandatory 40 hour units, a 20 hour investigation unit and one optional 20 hour unit from a choice of three units. In common with all courses, this course includes a further 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment. This time is an important element of the course and advice on its use is included in the course details.

The units cover the following content areas:

Mandatory units

D032 13	Cell and Molecular Biology (AH)	1 credit (40 hours)
D033 13	Environmental Biology (AH)	1 credit (40 hours)
D034 13	Biology Investigation (AH)	0.5 credit (20 hours)

Optional units

D035 13	Biotechnology (AH)	0.5 credit (20 hours)
D036 13	Animal Behaviour (AH)	0.5 credit (20 hours)
D037 13	Physiology, Health and Exercise (AH)	0.5 credit (20 hours)

Recommended Entry

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following:

- Higher Grade Biology at A/B grade.

It is advisable that only candidates with a strong interest in biology and/or a desire to study the subject further at university should embark on the course. Pupils should display a high level of responsibility for their own learning and should only consider this course if they are well motivated.

Assessment

Outcomes 1 and 2 for the course will be formally assessed by internally marked NAB assessments at the end of each unit and a final externally marked exam. Outcomes 3 will be assessed by the completion of internally marked practical techniques.

The Investigation unit assessment will consist of an internally marked day book (Outcome 3) and an externally marked investigation report (Outcomes 1 and 2).

Biology Higher

Course Structure

The course has three 40 hour units. The units cover the following content areas:

DO29 12	Cell Biology (H) <ul style="list-style-type: none">• Cell Structure in Relation to Function• Photosynthesis• Energy Release• Synthesis and Release of Proteins• Cellular Response in Defence in Animals and Plants	1 credit (40 hours)
DO30 12	Genetics and Adaption (H) <ul style="list-style-type: none">• Variation• Selection and Speciation• Animal and Plant Adaptions	1 credit (40 hours)
DO31 12	Control and Regulation (H) <ul style="list-style-type: none">• Control and Growth and Development• Physiological Homeostasis• Population Dynamics	1 credit (40 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following:

- Standard Grade Biology Credit award, preferably with KU and PS grades both at Credit level.
- Intermediate 2 Biology, preferably an A award. In this case the student would be expected to have a Credit pass in Standard Grade Chemistry, Physics or Science. Again, this Credit pass should have been achieved in both the Knowledge and Understanding and Problem Solving elements.

Assessment

Knowledge and Understanding and Problem Solving will be assessed both internally and externally through written papers.

Practical abilities will be assessed internally through written reports of experimental activities.

Biology Intermediate 2

Course Structure

The course has three 40 hour units. The units cover the following content areas:

Living Cells 1 credit (40 hours)

- Structure and Function of a Variety of Cells
- Diffusion and Osmosis in Plant and Animal Cells
- Enzyme Action
- Aerobic and Anaerobic Respiration
- Photosynthesis

Environmental Biology and Genetics 1 credit (40 hours)

- Ecosystems
- Factors Affecting Variety in a Species

Animal Physiology 1 credit (40 hours)

- Mammalian Nutrition
- Control of the Internal Environment
- Circulation and Gas Exchange
- Sensory Mechanisms and Processing of Information

In common with all courses, this course includes a further 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, students would normally be expected to have attained the following:

- Standard Grade Biology at General level.

Previous Biology experience is not a requirement. The course is therefore also suitable for those wishing to study Biology for the first time, eg. adult returners and those with Standard Grade Physics or Chemistry with Knowledge and Understanding and Problem Solving at Grades 1-3.

Assessment

Knowledge and Understanding and Problem Solving will be assessed both internally and externally through written papers.

Chemistry Advanced Higher

Course Structure

The course has four mandatory units as follows:

- | | |
|--|------------------------|
| • Electronic Structure and the Periodic Table (AH) | 0.5 credits (20 hours) |
| • Principle of Chemical Reactions (AH) | 1.0 credits (40 hours) |
| • Organic Chemistry (AH) | 1.0 credits (40 hours) |
| • Chemical Investigations (AH) | 0.5 credits (20 hours) |

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained the following:

- Higher Grade Chemistry at A/B award.
- Higher Grade Mathematics (desirable).

It is advisable that only candidates with a strong interest in Chemistry and/or a desire to study the subject further at university should embark on the course. Pupils should display a high level of responsibility for their own learning and should only consider this course if they are well motivated.

Assessment

Outcomes 1 and 2 for the course will be formally assessed by internally marked NAB assessments at the end of each unit and a final externally marked exam. Outcomes 3 will be assessed by the completion of internally marked practical techniques.

The Investigation unit assessment will consist of an internally marked day book (Outcome 3) and an externally marked investigation report (Outcomes 1 and 2).

Chemistry Higher

Course Structure

The course has three mandatory units as follows:

D069 12	Energy Matters (H)	1 credit (40 hours)
D070 12	The World of Carbon (H)	1 credit (40 hours)
D071 12	Chemical Reactions (H)	1 credit (40 hours)

All courses include 40 hours over and above the 120 hours for component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following awards or its equivalent:

- Standard Grade Chemistry at Grades 1 and 2, preferably with credit awards in all elements.
- Intermediate 2 Chemistry, preferably an A award.

Together with:

- Standard Grade Mathematics at Grades 1 and 2 or Intermediate 2 Mathematics.

Assessment

Higher Grade Chemistry is assessed both internally and externally. Course assessment is by an externally set question paper. Unit assessment is as follows:

- Each unit has three outcomes.
- Outcomes 1 and 2 (KU and PS) will be assessed by an end-of-unit test.
- Outcome 3 is assessed by one report on practical work in which the student has been engaged.

Candidates must pass each of the three end-of-unit tests and produce written reports of experimental activities within each topic as well as pass the external assessment to gain an overall course award.

Chemistry Intermediate 2

Course Structure

The course has three mandatory units as follows:

Building Blocks (Int 2)	1 credit (40 hours)
Carbon Compounds (Int 2)	1 credit (40 hours)
Acids, Bases and Metals (Int 2)	1 credit (40 hours)

All courses include 40 hours over and above the 120 hours for component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following awards or its equivalent:

- Standard Grade Chemistry at Grades 3 and 4.
- Standard Grade Biology or Physics at Grades 1 to 3.
- Intermediate 1 Chemistry.
- Intermediate 2 Biology or Physics.

Together with:

- Standard Grade Mathematics at Grade 3 and 4 or Intermediate 1 Mathematics.

Assessment

Intermediate 2 Chemistry is assessed both internally and externally. Course assessment is by an externally set question paper. Unit assessment is as follows

- Each unit has three outcomes.
- Outcomes 1 and 2 (KU and PS) can be assessed by an end-of-unit test.
- Outcome 3 is assessed by one report on practical work in which the student has been engaged.

Candidates must pass each of the three end-of-unit tests and produce written reports of experimental activities within each topic as well as pass the external assessment to gain an overall course award.

Physics Advanced Higher

Course Structure

This course has four mandatory units as follows:

D385 13	Mechanics (AH)	1 credit (40 hours)
D386 13	Electrical Phenomena (AH)	1 credit (40 hours)
D387 13	Wave Phenomena (AH)	0.5 credit (20 hours)
D388 13	Physics Investigation (AH)	0.5 credit (20 hours)

This course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained the following:

- Higher Grade Physics at A/B award.
- Higher Mathematics at A/B award.

It is advisable that only candidates with a strong interest in Physics and/or a desire to study the subject further at university should embark on the course. Pupils should display a high level of responsibility for their own learning and should only consider this course if they are well motivated.

Assessment

Outcomes 1 and 2 for the course will be formally assessed by internally marked NAB assessments at the end of each unit and a final externally marked exam. Outcomes 3 will be assessed by the completion of internally marked practical techniques.

The Investigation unit assessment will consist of an internally marked day book (Outcome 3) and an externally marked investigation write-up (Outcomes 1 and 2).

Physics Higher

Course Structure

This course has three mandatory units as follows:

D383 12	Mechanics and Properties of Matter (H)	1 credit (40 hours)
D380 12	Electricity and Electronics (H)	1 credit (40 hours)
D384 12	Radiation and Matter (H)	1 credit (40 hours)

This course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained the following:

- Standard Grade Physics with Knowledge and Understanding and Problem Solving at Grade 1 or 2
- Intermediate 2 Physics, preferably an A award.

Together with:

- Standard Grade Mathematics at 1 or 2, or Intermediate 2 Mathematics

Assessment

Higher Still Physics is assessed both internally and externally. Course assessment is by an externally set question paper. Unit assessment is as follows:

- Each unit has three outcomes.
- Outcomes 1 and 2 (KU and PS) can be assessed by an end-of-unit test.
- Outcome 3 is assessed by one report on practical work in which the student has been engaged.

Candidates must pass each of the three end-of-unit tests and produce written reports of experimental activities within each topic as well as pass the external assessment to gain an overall course award.

Physics Intermediate 2

Course Structure

The course comprises four mandatory units as follows:

Mechanics and Heat (Int 2)	1 credit (40 hours)
Electricity and Electronics (Int 2)	1 credit (40 hours)
Waves and Optics (Int 2)	0.5 credit (20 hours)
Radioactivity (Int 2)	0.5 credit (20 hours)

This course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, students would normally be expected to have attained one of the following:

- Standard Grade Physics at 3 or 4 (KU and PS).
- Standard Grade Biology or Chemistry at 1, 2 or 3 (KU and PS).
- Standard Grade Science at 1, 2 or 3 (KU and PS).
- Intermediate 1 Physics.

Together with:

- Standard Grade Mathematics at 3 or 4, or Intermediate 1 Mathematics.

Assessment

Intermediate 2 Physics is assessed both internally and externally. Course assessment is by an externally set question paper. Unit assessment is as follows:

- Each unit has three outcomes.
- Outcomes 1 and 2 (KU and PS) can be assessed by an end-of-unit test.
- Outcome 3 is assessed by one report on practical work in which the student has been engaged.

Candidates must pass each of the three end-of-unit tests and produce written reports of experimental activities within each topic as well as pass the external assessment to gain an overall course award.

Social

Subjects

Geography Intermediate 2 C208 11

Course Structure

This course has three mandatory Units:

DF3C 11	Geography: Physical Environments	1 credit (40 hours)
DF43 11	Geography: Human Environments	1 credit (40 hours)
DF44 11	Geography: Environmental Interactions	1 credit (40 hours)

In common with all courses, Intermediate 2 Geography includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning, and preparation for external assessment.

Geography: Physical Environments will focus on the physical environment of Great Britain in terms of its geology and variety of landscapes (glaciated, upland limestone, coasts and rivers). Candidates will also study environmental conflicts and the role of public bodies in managing those conflicts.

Geography: Human Environments will focus on the human environment at the global level and candidates will study population distribution and change, urban and rural areas, problems and change in the developed and developing world as well as industrial changes.

Geography: Environmental Interactions. In this Unit, candidates will study two of the five following topic areas: Rural Land Degradation, River Basin Management, European Environmental Inequalities, Development and Health, and/or Environmental Hazards.

Recommended Entry

While entry is at the discretion of the school, candidates will normally be expected to have one of the following or the equivalent:

- Standard Grade in Geography or another Social Subject at General Level.

This course may provide progression for pupils with General Level grades at Standard Grade who wish to continue with Geography but for whom Higher would be too demanding in S5. Success at Intermediate 2 may lead to Higher Geography in S6.

Geography Higher C208 12

Course Structure

This course has three mandatory Units:

DF3C 12	Geography: Physical Environments	1 credit (40 hours)
DF43 12	Geography: Human Environments	1 credit (40 hours)
DF44 12	Geography: Environmental Interactions	1 credit (40 hours)

In common with all courses, Higher Geography includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning, and preparation for external assessment.

Candidates will have the opportunity to achieve the outcomes of these Units through the study of a range of topics as follows:

Geography: Physical Environments. In this Unit, candidates will study four physical environments: Atmosphere, Lithosphere, Hydrosphere and Biosphere.

Geography: Human Environments. In this Unit, candidates will focus on four human environments: Population (change and migration), Rural (farming types on a world scale), Urban (structure and change) and Industry (types and location).

Geography: Environmental Interactions. Candidates will study two types of environmental interactions: Rural Land Resources, and Development and Health.

Recommended Entry

While entry is at the discretion of the school, candidates will normally be expected to have one of the following or the equivalent:

- Standard Grade in Geography or another Social Subject at Credit Level.
- Intermediate 2 Geography.

Geography Advanced Higher

C208 13

The Advanced Higher qualification in Geography gives candidates an in-depth understanding of complex ideas about how the world works. It also gives them the chance to carry out their own research, with an emphasis on fieldwork. Candidates will be able to use sophisticated geographical methods to gather information. They will be able to use statistics to analyse this data and spot relationships within it. They will be able to describe and summarise different viewpoints and evaluate them critically.

Course outline

The principal aim of the Advanced Higher Course in Geography is that, by using the concepts and techniques of geographical analysis, candidates develop a detailed understanding of aspects of the contemporary world which are of concern to all citizens. The Course content is divided into three Units.

D4FA 13 Geographical Methods and Techniques

(1 credit) 40 hours

This Unit is built on those skills and methods developed progressively in the Geography curriculum from Standard Grade and Intermediate 1 and 2 to Higher Geography. Candidates should undertake fieldwork in at least two of the following areas a) Physical topics b) Human topics. These techniques can be used and further developed to aid research in the Geographical Study. Three skill areas have been identified for this Unit, **fieldwork survey/measurement and recording techniques, statistical awareness and production and interpretation of maps and diagrams.**

DF48 13 Geographical Study

(1 credit) 40 hours

In this investigative exercise candidates research a topic in depth. This may be undertaken in the local area. Candidates will be expected to plan and research a Geographical Study. They will have to use appropriate techniques to analyse, evaluate and present the information and their findings. The Geographical Study will involve the candidate in collecting and processing information from field studies and/or published sources such as census data.

DF49 13 Geographical Issues

(1 credit) 40 hours

This Unit is designed to develop critical thinking and the ability to evaluate evidence from different sources. It requires the identification, development and analysis of a research question related to a key geographical issue. Candidates must base this question on any one topic or environment interactions studied in Higher Geography.

Recommended course entry

While entry is at the discretion of the school, candidates will normally be expected to have a pass in Higher Geography and English (Intermediate 2 English in exceptional circumstances).

Managing Environmental Resources Higher

C055 12

Course Structure

This course comprises three mandatory Units:

D312 12	Natural Resource Use	1 credit (40 hours)
D315 12	Investigating Ecosystems	1 credit (40 hours)
D316 12	Land Use in Scotland	1 credit (40 hours)

The Higher Managing Environmental Resources course includes 40 hours over and above the 120 hours for the units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning, and preparation for external assessment.

Candidates will have the opportunity to achieve the outcomes of these units through the study of a range of topics as follows:

Natural Resource Use: In this unit, current practices in the use of non-renewable resources in industrial, rural and domestic situations are analysed alongside existing and predicted problems associated with waste management. Case studies drawn from local, national and international examples are studied. Alternatives in the form of renewable resources are evaluated to promote a more sustainable approach to resource utilisation.

Investigating Ecosystems: In this unit relevant ecological principles and investigative techniques are applied to a range of ecosystems, one of which will be studied in depth. Issues relating to the environmental impact of human activity are analysed in the management of environmental resources.

Land Use in Scotland: This unit comprises the development of land and water use and analyses current and possible future activities in terms of diversity of use, changes in use, and conflicts arising. One land or water use will be studied in depth. The influence of various types of legislation on land and water use is also considered.

Recommended Entry

While entry is at the discretion of the school, candidates would normally be expected to have attained one of the following:

- Standard Grade Biology, Chemistry, Physics or Science at Credit Level.
- Standard Grade Geography at Credit Level.
- Intermediate 2 Managing Environmental Resources.

Managing Environmental Resources Intermediate 2

C055 11

Course Structure

This course comprises three mandatory Units:

D312 11	Natural Resource Use	1 credit (40 hours)
D310 11	Ecosystems	1 credit (40 hours)
D314 11	Local Environment	1 credit (40 hours)

The Intermediate 2 Managing Environmental Resources course includes 40 hours over and above the 120 hours for the Units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning, and preparation for external assessment.

Candidates will have the opportunity to achieve the outcomes of these Units through the study of a range of topics as follows:

Natural Resource Use: In this Unit, candidates will have the opportunity to consider the use of non-renewable resources in domestic, rural and industrial situations. In all cases, problems associated with the disposal of related waste materials are examined as a means of reducing some of these problems and of accepting environmental responsibility.

Ecosystems: This Unit considers various ecosystems in relation to their constituent elements and dynamic nature. This will be supported as much as possible by related fieldwork and first-hand investigation of habitats. Candidates will consider the influence of industrial, rural and domestic practices on the stability of a number of ecosystems.

Local Environment: In this Unit, candidates will be given the opportunity to examine the geology, climate, topography, natural features, wildlife and human influences in a local area through a detailed practical investigation. The investigation will be carried out over a period of time and candidates' findings will be incorporated into a final report.

Recommended Entry

While entry is at the discretion of the school, candidates would normally be expected to have attained one of the following:

- Standard Grade Geography at General Level.
- Standard Grade Biology, Chemistry, Physics or Science at General Level.

History Intermediate 2 C044 11

Course Structure

This course comprises three mandatory Units as follows:

D255 11	Historical Study: Scottish and British	1 credit (40 hours)
D256 11	Historical Study: European and World	1 credit (40 hours)
D257 11	Historical Study: Options	1 credit (40 hours)

The Intermediate 2 History course includes 40 hours over and above the 120 hours for the Units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, and preparation for external assessment.

Candidates will have the opportunity to achieve the outcomes of these Units through the study of a range of historical contexts as follows:

Historical Study: Scottish and British: From the Cradle to the Grave? Social Welfare in Britain, 1890s-1951. Candidates will study the changing role of government in tackling the problem of poverty in Britain between the 1890s and 1951. The scale and causes of poverty at the turn of the 20th century will be examined as will the attempts by the Liberal Government (1906-1914) and by the Labour Government (1945-1951) to solve the problem of poverty in Britain.

Historical Study: European and World: The Red Flag: Lenin and the Russian Revolution. Candidates will study the collapse of Tsarist rule in Russia and the establishment of the Communist government under Lenin and the Bolsheviks. In general terms, candidates will study imperial Russia (1894-1917), challenges to the Tsar's power, Russia and the First World War, and the Bolshevik seizure of power.

OR

Historical Study: European and World: In the Shadow of the Bomb: The Cold War 1945-1985
A study of relationships between East and West, examining reasons for tension and attempts to resolve areas of conflict. Candidates will investigate some of the key events in 20th century history such as the building of the Berlin Wall, the Cuban Missile Crisis and the Vietnam War in order to develop an understanding of how these events impacted international relations.

Historical Study: The Road to War, 1933-1939. Candidates will study Nazi foreign policy between 1933 and 1939 in the lead up to the outbreak of the Second World War in 1939. Generally, candidates will study the ideas of Nazism, German foreign policy in practice, and the response of the Great Powers in terms of the policy of appeasement.

Recommended Entry

While entry is at the discretion of the school, candidates will normally be expected to have one of the following or the equivalent:

- Standard Grade in History or another Social Subject at General Level.

This course may provide progression for pupils with General Level grades at Standard Grade who wish to continue with History but for whom Higher would be too demanding in S5. Success at Intermediate 2 may lead to Higher History in S6.

History Higher

CO44 12

Course Structure

This course comprises three mandatory Units:

D255 12	Historical Study: Scottish and British	1 credit (40 hours)
D256 12	Historical Study: European and World	1 credit (40 hours)
D258 12	History Special Topic	1 credit (40 hours)

The Higher History course includes 40 hours over and above the 120 hours for the Units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning, and preparation for external assessment.

Candidates will have the opportunity to achieve the outcomes of these Units through the study of a range of historical contexts as follows:

Historical Study: Scottish and British: Britain 1850-1950. Candidates will study Britain 1850-1979 which covers the political and popular attempts to influence the development of democracy between 1867 and 1928. The socio-economic problems facing the people of Britain are also examined with a particular emphasis on the Liberal Government (1906-1914) and the problem of poverty as well as the post-War Labour Government (1945-1951) and the establishment of the Welfare State.

Historical Study: European and World: Russia 1881-1921. This Unit is the study of ideology, identity and authority in Russia between 1881 and 1924. Candidates will examine how Russia was ruled between 1881 and 1917, opposition to the Tsar and the disintegration of the Tsarist State, Russia's experiment with democracy, the Bolshevik Revolution and the rise of the Soviet State.

OR

Historical Study: European and World: The Cold War 1945-1989

A study of superpower foreign policy after 1945, the growth of international tension, the development of the policy of detente, and the end of the Cold War Europe in 1989, illustrating the themes of ideology, conflict and diplomacy. Candidates will investigate some of the key events from this period such as the building of the Berlin Wall, the Cuban Missile Crisis and the Vietnam War in order to develop an understanding of how they event impacted international relations.

History Special Topic: Scotland and the Impact of the Great War, 1914-1928. Candidates will study the political, social, economic and cultural impact of the First World War on Scotland. Topics include Scots on the Western Front, the domestic impact of the War in terms of society, culture, industry, economy and politics. Scotland after the War is also briefly examined.

Recommended Entry

While entry is at the discretion of the school, candidates would normally be expected to have attained the following:

- Standard Grade History or another Social Subject at Credit Level.
- Standard Grade English at Credit Level.

History Advanced Higher

C259 13

Course Structure

The Course comprises two mandatory units:

D259 13	Historical Study (Advanced Higher)	2 credits (80 hours)
F3GA13	Historical Research (Advanced Higher)	1 credit (40 hours)

The Advanced Higher History course includes 40 hours over and above the 120 hours for the Units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, and preparation for course assessment.

Candidates study one Field of Study from a choice of eleven. At Tarbert candidates study: Topic 7: Germany: Versailles to the Outbreak of the Second World War

Germany: Versailles to the Outbreak of the Second World War looks at the changing nature of political authority, the reasons for changes and the consequences of the changing character of political authority, focusing on the themes of ideology, authority and revolution.

Recommended Entry

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following, or equivalent:

- Higher History Course at A/B award
- Higher English at A/B award

Business

Education

Administration Higher

Course Structure

This course has two mandatory units as follows:

D011 12	Administrative Services (H)	1 credit (40 hours)
D012 12	Information Technology for Management (H)	2 credits (80 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment. This time is an important element of the course and advice on its use is included in the course details.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have achieved one of the following:

- Standard Grade Administration at Credit level
- Intermediate 2 Administration

Course Content

Administration Services

- Plan, organise and monitor work
- Develop, implement and maintain procedures
- Manage appointments
- Organise and monitor travel and accommodation arrangements
- Organise, support and record meetings

Information Technology for Management

- Use business software to solve administrative problems
- Evaluate developments
- Current legislation
- Evaluate the role of information for decision making

Administration Intermediate 2

Course Structure

This course has three mandatory units as follows:

DM3P 11	Administrative Services (Intermediate 2)	1 credit (40 hours)
DM3R 11	Information Technology for Administrators (Intermediate 2)	1 credit (40 hours)
DM3T 11	Administration: Presenting and Communicating Information (Intermediate 2)	1 credit (40 hours)

All courses include 40 hours over and above the 120 hours for the component Units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have achieved one of the following:

- Standard Administration at General level
- Intermediate 1 Administration

Course Content

Administration Services

- factors contributing to the effectiveness of the organisation
- factors affecting the administrative assistant in the work environment
- the role of the functional departments and the activities carried out within these departments
- the uses of the internet and office technologies
- procedures for arranging and paying for business travel and accommodation.

Information Technology for Administrators

- spreadsheets
- flat databases
- word processing

Administration: Presenting and Communicating Information

- use the internet to search for and extract information
- use ICT (e-mail, e-diary, and word processing documents) to present and communicate information
- use presentation software to present and communicate information

Administration Intermediate 1

Course Structure

This course has three mandatory units as follows:

DM3P 10	Administrative Services (Intermediate 1)	1 credit (40 hours)
DM3R 10	Information Technology for Administrators (Intermediate 1)	1 credit (40 hours)
DM3T 10	Administration: Presenting and Communicating Information (Intermediate 1)	1 credit (40 hours)

All Courses include 40 hours over and above the 120 hours for the Units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following or equivalent:

- Standard Grade Administration at Foundation level

Progression

This Course or its Units may provide progression to:

- Administration at Intermediate 2

Course Content

It is envisaged that throughout this course a thematic approach will be taken within the learning, teaching and assessment strategies adopted by centres.

It is important that candidates wishing to succeed in the course (as distinct from achieving the individual units) should see the holistic nature of the whole course. The purpose of the extra 40 hours is to enable this to be achieved. There are two complementary aspects to this. The first is that additional demands will be placed on candidates, while the second involves the use of a variety of learning and teaching strategies. These additional demands will require candidates to:

- demonstrate their ability to integrate the knowledge, understanding and skills acquired in the three component units
- use this ability to demonstrate competence within given time constraints
- apply their knowledge and skills to unfamiliar and complex contexts

Business Management Higher

Course Structure

This Course has three mandatory Units:

DV4G 12	Business Enterprise (Higher)	1 credit (40 hours)
DV4K 12	Business Decision Areas: Marketing and Operations (Higher)	1 credit (40 hours)
DV4L 12	Business Decision Areas: Finance and Human Resource Management (Higher)	1 credit (40 hours)

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained one of the following, or equivalent:

- Standard Grade Business Management at Credit level
- Intermediate 2 Business Management or its Units

and

- Standard Grade English at Credit level, OR
- Intermediate 2 English or its Units

Course Content

The Course content has been organised in three Units

Business Enterprise;	Role of business in society, Type of business organisations, Role of enterprise and the entrepreneur
Business Decision Areas: Marketing and Operations	Marketing, Marketing Concept, Marketing Mix, Market Research, Input, Process and Output, Distribution and Delivery
Business Decision Areas: Finance and Human Resource Management .	Cash Flow, Budgetary Control, Ratio Analysis, Recruitment and Selection, Training and Development, Employee Relations, Legislative Requirements.

PC PASSPORT



Launched in early 2004, PC Passport is one of the fastest growing SQA qualifications. With over 30,000 candidates per year, it has become the 2nd most popular IT qualification in Scotland.

There are three levels in PC Passport:

- Beginner for those with little or no IT experience.
- Intermediate for those with some IT experience who, wish to improve their skills.
- Advanced for those who wish to consolidate their knowledge and cover an extended range of IT functions.

PC Passport is complemented with a wide range of learning materials and assessments to support both the SQA centre and the learner. Links with strategic partners, Microsoft and Certiport, ensure PC Passport is aligned to internationally recognised vendor certifications like IC3 and Microsoft Office Specialist. Other strategic partnerships with educational publishers Leckie & Leckie have produced a suite of learning materials to complement the award at all levels.

Recently refreshed, PC Passport continues to provide relevant skills for the community and the workplace and is one of SQA's premiere ICT qualifications.

It is a suite of IT user qualifications available at three levels.

The **Beginner** Course is ideal for the absolute novice. No prior experience is required for this level and the component Units are **very** straightforward. (SCQF level 4)

The **Intermediate** Course is designed for the 'competent user' and focuses on the key skills required in the modern workplace. (SCQF level 5)

The **Advanced** Course is designed for IT experts - those individuals who co-workers come to for help. (SCQF level 6)

PC Passport is designed for anyone who wants to develop or improve their IT skills. Because it exists at three levels, most people will find a level to suit their IT needs. PC Passport is particularly suitable for the following individuals:

- **School pupils** who want to gain vocational skills.
- **Pre-university students** who want a short IT Course prior to commencing university.
- **Unemployed people** who want to improve their employability.
- **Employees** who want to enhance their IT skills or gain certification for their existing skills.
- **Professionals** as part of their continued professional development.

There are **no exams** in PC Passport. Knowledge and understanding are assessed using objective questions; practical skills are assessed through observation and/or practical exercises.

PC Passport combines the best features of existing qualifications and adds some new ones to make it very effective and easy to use.

PC Passport (Beginner) SCQF level 4

This award is designed as an introduction to basic IT skills in a number of areas. The award will introduce a number of application packages used by employers, effective use of the Internet, information handling skills and a range of IT systems.

On completion of this award candidates are expected to have a range of IT skills that will be relevant in the workplace or in day to day life.

There are three Units within this award. In order to achieve the award you must successfully complete each of the Units.

UNITS OF STUDY

PC Passport: Introduction to Internet and On-line Communications (SCQF level 4)

- 1 Identify key components, terms/issues associated with on-line communications.
- 2 Locate information using basic Internet/intranet facilities.
- 3 Use e-mail and on-line forms to communicate electronically.

PC Passport: Introduction to IT Systems (SCQF level 4)

- 1 Identify features and uses of different types of computer systems and peripherals.
- 2 Identify potential risks, and solutions, associated with using computer systems.
- 3 Carry out a range of tasks using a Graphical User Interface (GUI).

PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

- 1 Identify basic functions of computer software application packages.
- 2 Identify features of data and information.
- 3 Use basic functions of computer software application packages.
- 4 Produce solutions to specified tasks using features of software application packages.

PC Passport is practical in nature and it is expected that most learning activities will be practical. Each of the Units will be assessed individually, although, your centre may integrate the assessments over the Units.

Each Unit carries a knowledge and understanding assessment which will assess your understanding of the content of the Unit. This will be assessed by questions.

Practical skills and tasks will be assessed by assessor observation. On completion of this award it is expected that candidates will progress to further study, either another PC Passport award at a higher level or to a full NC award.



PC Passport (Intermediate) SCQF level 5

This award is designed to develop routine IT skills in a number of areas. The award will build on basic skills involved with use of number of application packages used by employers. The range of applications includes word processing, presentation, artwork and imaging, spreadsheets and databases. You will also develop skills in the effective use of the Internet and more advanced information handling and e-mail skills and you will be introduced to a range of IT systems.

On completion of this award candidates are expected to have a range of routine IT skills that will be relevant in the workplace or in day to day life.

There are four Units within this award. In order to achieve the award you must successfully complete each of the Units.

UNITS OF STUDY

PC Passport: Internet and On-line Communications (SCQF level 5)

- 1 Describe components, services and issues relating to the use of on-line communications.
- 2 Carry out searches for information using the Internet/intranet.
- 3 Send and receive e-mail using routine Internet/intranet facilities.
- 4 Demonstrate knowledge and understanding of on-line communication methods.

PC Passport: IT Systems (SCQF level 5)

- 1 Investigate and recommend a range of computer hardware for a given specification.
- 2 Connect and configure different peripheral devices to a computer system.
- 3 Identify precautions to reduce known health risks associated with the use and disposal of computer systems.
- 4 Identify security issues and safeguards associated with the use of computer systems.

PC Passport: IT Software — Word Processing/Presenting Information (SCQF level 5)

- 1 Identify routine software application package functions.
- 2 Identify uses of information produced by different software application packages.
- 3 Use routine software application package functions.
- 4 Produce solutions to specified tasks using software application packages.

PC Passport: IT Software — Spreadsheets and Database (SCQF level 5)

- 1 Identify routine computer application software functions.
- 2 Identify information requirements to meet the needs of different audiences.
- 3 Use routine computer application software functions.
- 4 Produce solutions to specified tasks using functions of software application packages.

PC Passport is practical in nature and it is expected that most learning activities will be practical. Each of the Units will be assessed individually, although, your centre may integrate the assessments over the Units.

Each Unit carries a knowledge and understanding assessment which will assess your understanding of the content of the Unit. This will be assessed by questions. Practical skills and tasks will be assessed by assessor observation. On completion of this award it is expected that candidates will progress to further study, either another PC Passport award at a higher level or to a full NC award.

PC Passport (Advanced) SCQF level 6

This award is designed to develop complex IT skills in a number of areas. The award will build on routine skills involved with use of number of application packages used by employers. The range of applications includes word processing, presentation, artwork and imaging, spreadsheets and databases. You will also develop skills relating to security of IT systems and the Internet.

On completion of this award candidates are expected to have a range of complex IT skills that will be relevant in the workplace or in day to day life.

There are five Units within this award. In order to achieve the award you must successfully complete each of the Units.

UNITS OF STUDY

PC Passport: Working with Internet and On-line Communications (SCQF level 6)

- 1 Identify complex issues for secure on-line communications.
- 2 Confirm secure communication settings and use to send and receive encrypted e-mail.
- 3 Publish research findings on complex Internet security risks and prevention strategies in an on-line communications format.

PC Passport: Working with IT Software - WP/Presenting Information (SCQF level 6)

- 1 Identify complex computer application software functions.
- 2 Identify complex attributes of information to meet the needs of different audiences.
- 3 Use complex computer application software functions.
- 4 Demonstrate and review the use complex application software functions to produce solutions to specified tasks.

PC Passport: Working with IT Software - Spreadsheets and Database (SCQF level 6)

- 1 Identify complex computer application software functions.
- 2 Explain issues relating to data and information.
- 3 Use complex computer application software functions.
- 4 Demonstrate and review the use of complex application software functions to produce solutions to specified tasks.

PC Passport: Working with Artwork and Imaging (SCQF level 6)

- 1 Describe complex issues relating to creating and manipulating images.
- 2 Create and manipulate a graphic using artwork and imaging software.
- 3 Create a complex document using desktop publishing facilities for a specified brief.

PC Passport: Working with IT Security for Users (SCQF level 6)

- 1 Describe potential computer security risks and methods of reducing these risks.
- 2 Explain key features of the laws and guidelines which apply to computer use.
- 3 Present research findings on a security solution which meets a specified security risk.

PC Passport is practical in nature and it is expected that most learning activities will be practical. Each of the Units will be assessed individually, although, your centre may integrate the assessments over the Units.

Each Unit carries a knowledge and understanding assessment which will assess your understanding of the content of the Unit. This will be assessed by questions.

Technical Studies

Woodworking Skills Intermediate 1/2

Course Structure

This course has three mandatory units as follows:

D182 10/11	Bench Skills 1 – Wood Flat-Frame Construction (Int1/Int 2)	1 credit (40 hours)
D183 10/11	Bench Skills 2 – Wood Carcase Construction (Int1/Int 2)	1 credit (40 hours)
D184 10/11	Machining and Finishing – Wood (Int1/Int 2)	1 credit (40 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment. This time is an important element of the course and advice on its use is included in the course details.

The candidate will also undertake an assessment project within the 160 hours, which is externally moderated.

Recommended Entry

While entry is at the discretion of the centre, candidates would normally be expected to have had some previous experience in Craft Skills. This may be evidenced by:

- Standard Grade Craft and Design (for Int 2)
- Woodworking Skills at Intermediate 1 level
- Some previous experience in craft skills (for Int1)

A good course to learn or enhance woodworking skill through the production of small projects.

Also an assessment project is undertaken to make use of skills learned.

Both Intermediate 1 and 2 will be taught with an award based on the students performance, therefore it is not necessary to have Intermediate 1 in order to achieve Intermediate 2.

Graphic Communication Advanced Higher

Course Structure

This course has three mandatory units as follows:

D33P 13	Technical Graphics (AH)	0.5 credits (20 hours)
D175 13	Computer-Aided 3D Modelling Visualisation and Presentation (AH)	1.5 credits (60 hours)
D177 13	Computer-Aided Graphic Presentation (AH)	1 credit (40 hours)

All courses include 40 hours over and above the 120 hours for the component units. This may be used for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Recommended Entry

Higher Graphic Communication at grade A or B.

Course Content

Technical Graphics

1. Apply manual techniques of geometric constructions to produce orthographic drawings.
2. Apply manual techniques of 2-point measured perspective to architectural settings.

Computer-Aided 3D Modelling, Visualisation and Presentation

1. Create 3D Computer-Aided Design surface models.
2. Create 3D Computer-Aided Design solid models.
3. Produce Computer-Aided drawings from a 3D Computer-Aided Design solid model.
4. Produce Computer-Aided rendered images from a Computer-Aided Design model.

Computer-Aided Graphic Presentation

1. Evaluate the application of design principles in professional graphic presentations.
2. Design and produce a professional Graphic Presentation for a potential client group.
3. Desktop publishing characteristics are identified and their functions described correctly.

Graphic Communication Higher

Higher Graphic Communication offers progression from both Standard Grade and Intermediate 2 Graphic Communication. The Higher course is intended to prepare candidates for more advanced study or for employment.

The structure of the course reflects the use of graphics in business and industry and embraces the changes brought about by the continuing advances in technology. Both manual and computer skills and their effective application will be developed through preliminary, production and promotional graphics.

Course Structure

Technical Graphics 1:	Manual geometric, orthographic and illustration drawings.	1 credit (40 hours)
Technical Graphics 2:	Manual assembly and component drawings and knowledge of engineering construction standards.	1 credit (40 hours)
Computer Graphics:	CAD, DTP and Computer Illustration.	1 credit (40 hours)

Recommended Entry

Standard Grade Graphic Communication 1 or 2

Intermediate 2 Graphic Communication

Graphic Communication Intermediate 2

Course Structure

D171 11	Technical Graphics 1 (Int 2)	1 credit (40 hours)
D172 11	Technical Graphics 2 (Int 2)	1 credit (40 hours)
D173 11	Technical Graphics (Int 2)	1 credit (40 hours)

Recommended Entry

- Standard Grade Graphic Communication at grade 3 or 4.

Course Content

Technical Graphics 1 (Int 2)

- 1 Draw isometric, planometric and oblique views of everyday items.
- 2 Construct and draw views of right prisms, pyramids, cylinders and cones in orthographic projection.
- 3 Sketch perspective views and apply freehand illustration techniques.

Technical Graphics 2 (Int 2)

- 1 Produce sketches and drawings of everyday items and locations.
- 2 Produce drawings of assemblies and sectional views in orthographic projection, working from orthographic or pictorial details of the components.
- 3 Apply knowledge of British Standards conventions in the production of orthographic and location drawings.

Graphic Communication: Computer Graphics (Int 2)

- 1 Produce orthographic and pictorial drawings using a computer-aided draughting package.
- 2 Produce computer-rendered drawings for promotional purposes using an illustration package.
- 3 Produce single or double page layouts using a desktop publishing package.
- 4 Demonstrate knowledge associated with computer graphics.

Hospitality

Hospitality - Practical Cookery Intermediate 1

Course Structure

The course in Practical Cookery is designed to offer development of practical skills and understanding appropriate to food preparation and cookery. It will enable candidates to:

- develop an understanding of hygienic food handling
- plan their work to integrate practical skills
- develop their skills in food preparation techniques and cookery processes
- identify equipment used in food preparation and cooking
- gain knowledge of the terms used in food preparation techniques and cookery processes

The Hospitality: Practical Cookery Intermediate 1 course will comprise of four mandatory units

F792 10	Food Hygiene for the Hospitality Industry	0.5 credit (20 hours)
D9NL 10	Hospitality : Organisation of Practical Skills	0.5 credit (20 hours)
D263 10	Food Preparation Techniques : An Introduction	1.0 credit (40 hours)
D264 10	Cookery Processes : An Introduction	1.0 credit (40 hours)

Practical Assignment

Candidates will be required to undertake a practical assignment under controlled conditions. The assignment will:

- incorporate a range of techniques, equipment, processes and ingredients
- involve the preparation of four portions of different dishes within a 1½ hour period
- the dishes will either be a starter and a main course **or** a main course and a dessert
- be assessed using a checklist which will record attainment in:
 - planning
 - basic skills
 - work flow
 - control of cookery processes
 - dish 1 requirements
 - dish 2 requirements
 - safety aspects
 - hygiene practices
 - protective clothing

Recommended Entry

While access is at the discretion of the centre, candidates will find it advantageous to have attained

- Standard Grade Home Economics at Foundation level
- Home Economics at Access 3 or
- Access 3 units or Standard Grade at Foundation Level in a relevant subject

Hospitality - Practical Cookery Intermediate 2

Course Structure

The course in Practical Cookery is designed to offer development of practical skills and understanding appropriate to food preparation and cookery. It will enable candidates to:

- develop their practical cooking skills
- further develop their skills in the use of culinary equipment
- amend and adapt recipes
- practice their numeracy skills through food costing
- develop an awareness of international cuisine

The Practical Cookery course will comprise of three mandatory units.

D262 11	Food Preparation for Healthy Eating	1 credit (40 hours)
D286 11	Foods of the World	1 credit (40 hours)
D9NM11	Practical Cookery Skills for the Hospitality Industry	1 credit (40 hours)

In common with all courses, this course includes 40 hours over and above the 120 hours for the component units. This is for induction, extending the range of learning and teaching approaches, support, consolidation, integration of learning and preparation for external assessment.

Assessment

To gain the award for the course the pupil must pass all the unit assessments above as well as the practical assignment.

Candidates will be required to undertake a practical assignment under controlled conditions. The assignment will:

- incorporate a range of techniques, equipment, processes and ingredients
- involve the preparation of four portions of three dishes within a 2½ hour period at least one healthy food dish and one dish from a specified foreign country will be included in the assignment
- be assessed using a checklist which will record attainment in:
 - planning
 - basic skills
 - work flow
 - control of cookery processes
 - hygiene practices and safety aspects
 - portion control
 - presentation (time, temperature, marketability)

Recommended Entry

While access is at the discretion of the centre, candidates will find it advantageous to have attained any of the following:

- Standard Grade Home Economics at General level
- a course or units in Hospitality at Intermediate 1
- other appropriate catering units

Creative
and
Aesthetic

Art & Design Higher

Course Structure

This course has three parts

Part I – Expressive Activity

Expressive work deals with personal feelings and reactions to stimuli. Pupils show their best work in 3 x A2 sheets of investigation, development and solution.

Part II – Design Activity

Design work deal with realistic problem solving. Pupils show their best work in 3 x A2 sheets of investigation, development, solution and evaluation.

Both folios should recognise the candidates personal interests and experiences.

Part III – Art & Design Studies

This is a combination of personal study into the work of artists and designers which is done in conjunction with the folios. The knowledge gained, forms the basis of a 1½ hour written paper.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained either:

- Standard Grade Art and Design at Credit level
- OR
- Intermediate 2 Art and Design

Art & Design Advanced Higher Portfolio Preparation

It is recommended that pupils interested in applying for an art course, take Advanced Higher. It involves an in depth study into an area of personal interest in either Expressive or Design. It takes the form of a folio, maximum 24 x A1 sheets, of work which can also be used to form a portfolio for college entry. Students undertaking this study must be self motivated and independent and it requires a high level of commitment and dedication. It is timetabled alongside the Higher class but students will have a separate tutorial period and be expected to attend extra periods.

Recommended Entry

A good pass at Higher Art & Design

NPA in Music Performing (SCQF level 6)

This is one of a selection of new music courses. As the name suggests it is designed for pupils who have experience performing music but who do not wish to continue with either the listening or inventing element as part of a music course.

Structure

This course has 2 mandatory units with one optional unit. Successful completion of this group award gives 3 credits at higher level.

Mandatory Units

- | | |
|---|--|
| Music: Live Performance | <ol style="list-style-type: none">1. Contribute to the preparation of a programme of music for a live performance.2. Evaluate own performance of music as a short live event.3. Participate in the performance of a programme of music of at least 20 minutes at a longer live event and implement strategies for improvement. |
| Performing Music on One Instrument or Voice | <ol style="list-style-type: none">1. Carry out an effective music practice routine2. Describe music for chosen performance.3. Perform music in contrasting styles. |

Optional units

Performing Music on One Instrument or Voice
Creative Project
Music: Technical Support
Music: Promotion in the Music Industry

Assessment

All assessment is by internal and continuous assessment with external verification.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained either:

Standard Grade Music at Credit level

Or

Perform on one instrument to a minimum of Grade IV Associated Board/Rock School

Music Intermediate 1

Music: Performing (Intermediate1) or Music: Performing with Technology (Intermediate 1)

These courses both have 3 units

- ❖ Performing or Performing with Technology
- ❖ Composing
- ❖ Listening

Performing – performance on 2 instruments

OR one instrument and voice

OR one instrument and accompanying to a visiting examiner in February.

Performance on 1st instrument/voice – 4 minutes and Performance on 2nd instrument/voice – 4 minutes. All pieces to be selected either from the SQA prescribed list or a minimum of Grade II from any of the Associated Board /Trinity/Guildhall/Rockschool Syllabus.

Performing with Technology

A recorded instrumental/vocal programme lasting 4 minutes of a minimum of Grade II standard from any of the Associated Board /Trinity/Guildhall/Rockschool Syllabus.

A MIDI-sequenced composition in 4 parts, lasting 2 minutes and supported by a session log.

Composing

Produce an audio folio of work which lasts a minimum of 1 minute and contains 1 completed work. A score and detailed programme note is required. This unit must pass to achieve an overall award.

Listening

A Listening exam which will cover the stylistic and compositional features of music from 1600 to the present day. Literacy and detailed study of prescribed works will also feature in the final exam.

Recommended Entry

Entry is at the discretion of the centre.

Music Intermediate 2

Music: Performing (Intermediate 2) or Music: Performing with Technology (Intermediate 2)

These courses both have 3 units

- ❖ Performing or Performing with Technology
- ❖ Composing
- ❖ Listening

Performing – performance on 2 instruments

OR one instrument and voice

OR one instrument and accompanying to a visiting examiner in February.

Performance on 1st instrument/voice – 4 minutes and Performance on 2nd instrument/voice – 4 minutes. All pieces to be selected either from the SQA prescribed list or a minimum of Grade III from any of the Associated Board /Trinity/Guildhall/Rockschool Syllabus.

Performing with Technology

A recorded instrumental/vocal programme lasting 4 minutes of a minimum of Grade III standard from any of the Associated Board /Trinity/Guildhall/Rockschool Syllabus.

A MIDI-sequenced composition in 4 parts, lasting 2 minutes and supported by a session log.

Composing

Produce an audio folio of work which lasts a minimum of 1 minute 30 seconds and contains 1 or 2 completed works. A score and detailed programme note for each piece is required. This unit must pass to achieve an overall award.

Listening

A Listening exam which will cover the stylistic and compositional features of music from 1600 to the present day. Literacy and detailed study of prescribed works will also feature in the final exam.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained Standard Grade Music at General level. For candidates who do not have Standard Grade Music then performance on one instrument at a minimum of Grade II/III would be preferred/required.

Music Higher

Structure

This course has 3 units – Performing, Composing and Listening

Performing

Practical exam in February/March to a visiting examiner.

Performance – either on 2 instruments
OR one instrument and voice
OR one instrument and accompanying

Performance on 1st instrument/voice – 10 minutes and Performance on 2nd instrument/voice – 5 minutes. The accompanying requires 8 minutes of accompaniments plus accompaniments played at sight. All pieces to be selected either from the SQA prescribed list or a minimum of Grade IV from any of the following Associated Board/Trinity/Guildhall/Rockschool Syllabus.

Composing

Produce an audio folio of work which lasts a minimum of 2 minutes and contains at least 2 completed works. A score and detailed programme note for each piece is required. This unit must be passed to achieve an overall pass.

Listening

A Listening exam which will cover the stylistic and compositional features of music from 1450 to the present day. Literacy and detailed study of prescribed works will also feature in the final exam.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained Standard Grade Music at Credit Level.

Music Advanced Higher

Structure

This course has 3 units – Performing, Composing and Listening

Performing

Practical exam in February/March to a visiting examiner.

Performance – either on 2 instruments
OR one instrument and voice
OR one instrument and accompanying

Performance on 1st instrument/voice – 15 minutes and Performance on 2nd instrument/voice – 10 minutes. The accompanying requires 12 minutes of accompaniments plus accompaniments played at sight. All pieces to be selected either from the SQA prescribed list or a minimum of Grade V from any of the following Associated Board/Trinity/Guildhall/Rockschool Syllabus.

Composing

Produce an audio folio of work which lasts a minimum of 3 minutes and contains at least 2 completed works, each lasting a minimum of 1½ minutes. A score and detailed programme note for each piece is required. This unit must be passed to achieve an overall pass.

Listening

A Listening commentary of 1500 – 2000 words relating to the study of 2 or more works or movements which shows detailed analysis and understanding.

Recommended Entry

While entry is at the discretion of the centre, candidates will normally be expected to have attained a Higher pass at B or above.

Physical Education Studies

S5/6 Physical Education

1. Indoor Shinty
2. Basketball
3. Gymnastics
4. Fitness Training/Testing
5. Dancing
6. Racket Sports
7. Volleyball
8. Football
9. Lacrosse
10. Baseball
11. Ultimate Frisbee
12. Cross Country

This course will be non-compulsory and non examinable.

Emphasis will be placed on having an enjoyable, relaxing experience to complement an academic programme.

There will be two periods allocated to P.E. in S5/6 again this year.

DECISION MAKING

Before filling in the Course Choice Form:

Read the introductory sections of this booklet.

Make sure you know about the different types and levels of course.

Study the Course Choice Sheet carefully.

Remember you can only do one course per column (A to E)

Consider All Possible Options:

Think about the consequences of each.

Be aware of your strengths and weaknesses.

Be realistic about your abilities.

Seek advice about your decisions.

Parents, staff, the Careers Officer, will all help.

Make your own decisions

Filling In Your Provisional Course Choice

IT IS IMPORTANT TO REMEMBER THAT YOUR CHOICES MADE AT THIS TIME ARE PROVISIONAL. They are provisional because you do not yet know your SQA results. You will also discuss choices with the Depute Head Teacher at an interview during the SQA examination period.

All that you are asked to do at present is to make choices of courses based on the information in the S5/6 Course Choice Booklet, and your own perception of your strengths and weaknesses. You should also consider what courses you need to take in order to satisfy entry requirements for S6 courses, or the demands made by university / college or employers.

Print your name clearly on the form and enter one choice in each column.

Please note that you cannot change the position of any subject in the columns.

TARBERT ACADEMY S5/6 SUBJECT CHOICE 2013/2014

Pupil Name

Level of Course	A	B	C	D	E
Intermediate 1	English (Int 1)	Mathematics (Int 1) PC Passport (SCQF 4)	Hospitality – Practical Cookery (Int 1)	Administration (Int 1) Music (Int 1)	Woodworking Skills (Int 1)
Intermediate 2	English (Int 2)	Mathematics (Int 2) PC Passport (SCQF 5)	Hospitality – Practical Cookery (Int 2) Biology (Int 2) Physics (Int 2) Managing Environmental Resources (Int 2) French (Int 2)	Administration (Int 2) Chemistry (Int 2) Music (Int 2)	Woodworking Skills (Int 2) Graphic Comm (Int 2) Geography (Int 2) History (Int 2)
Higher	English (H)	Mathematics (H) Business Management (H)	Biology (H) Physics (H) Managing Environmental Resources (H) French (H)	Administration (H) Chemistry (H) Art & Design (H) Music (H)	Geography (H) Graphic Communication (H) History (H)
Advanced Higher	Tarbert Academy offers a range of Advanced Highers. These courses are timetabled following negotiation during the course choice interview.				
Provisional Pupil Choice					

(Int 1) SQA National Qualification at Intermediate 1
(Int 2) SQA National Qualification at Intermediate 2

(H) SQA National Qualification at Higher