HAWICK HIGH SCHOOL

S3 into S4
Senior Phase
Course Choice
2019-20
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INTRODUCTION

MAKING GOOD CHOICES

This information booklet is provided to help you make appropriate choices for the senior phase at Hawick High School. It is very important that you give serious thought and consideration at this stage to the decisions that you will make about your options for next year. This choice of course is particularly important for our S3 pupils moving through Curriculum for Excellence and it is worth highlighting that it is advisable to choose courses taken in S3 but, if a pupil wishes to select a course they did not study in S3, they should discuss this with the teacher/Pastoral Teacher.

Some Dos and Don’ts:

- Do, as far as possible, choose subjects that interest you and where you have the best chance of academic success.
- Do seek the advice of your parents, subject teachers, Pastoral Teacher, Heads of Department and Careers Advisers.
- Do keep as many career options open as possible. If you have a career in mind by all means take this into account, but do remember many pupils change their minds. Discuss this with your Pastoral Teacher and parents.
- Don’t choose a subject simply because your friend has picked it – you may not be in the same class.
- Don’t choose or reject a subject because you think you might like or dislike the teacher. You don’t know what teacher you’ll be timetabled to.

STUDYING, COMMITMENT AND RESPONSIBILITY

All Pupils in the senior phase will be expected to be responsible at all times and to show a very high level of commitment to:

- attendance and punctuality
- classwork, homework assignments & study
- appropriate dress & behaviour
- service to the school and community

The staff of Hawick High School look forward to welcoming you into the senior phase. Make sure that you are fully informed before making your choices and make them carefully!

Mrs V. Porteous
Headteacher
What courses are available?

Subjects in S4, S5 & S6 are offered at different levels. Each department will let you know the entry requirements for their courses and recommend the level of study that is most appropriate for you. If you are unsure of anything you should speak with your class teacher or Pastoral teacher about Borders College Courses.

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<td>7</td>
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How will they be assessed?

**National 1, National 2, and National 3** will be marked and assessed within school. SQA will check assessments to ensure that assessment judgements are consistent and meet national standards.

**National 4** Courses will be made up of Units, including an Added Value Unit. In order to achieve a Course at National 4, learners will need to pass all Units plus an Added Value Unit assessment. The National 4 Added Value Unit assessment will be set and marked within school. The Added Value Unit assessment performs a similar function to the Course assessment at National 5 and above.

**National 5** Courses will now be assessed based on a variety of course assessments which have recently been revised by the SQA across all subjects. Course assessment will vary from subject to subject and may include one or more of the following methods; assignment, case study, practical activity, performance, portfolio, project or written paper i.e. examination or test. Each subject assessment will vary and therefore it is important to speak to class teachers and also use this booklet as a guide towards the way in which the chosen National 5 Course is assessed.
CAREERS GUIDANCE IN HAWICK HIGH SCHOOL

Young people can often face difficult decisions about their future. Careers Advisors from Skills Development Scotland are available at Hawick High School and can help students, as well as parents, guardians or carers, to support everyone in the decision making process.

Hawick High School’s Careers Advisors are – Kim Ferguson and Sean McTaggart

Kim and Sean can help your son or daughter to:

- DEVELOP Career Management Skills
- PLAN their future and explore available options
- MATCH their skills and interests to possible careers
- HELP support their decision making
- IDENTIFY suitable employment and training opportunities
- HELP develop their job search and application skills
- UTILISE a wide range of suitable careers information resources
- FIND out about more about student finance and financial issues
- EXPLORE taking a year out

Kim is available - Mondays and Tuesdays in school.

Sean is available - Monday, Wednesday and Thursday in school.

- Pupils should approach their Pastoral Teacher in the first instance if they would like a careers interview.
- Careers appointments will be notified to Pupils via the daily school bulletin, on the screens situated around the school as well as by text if SDS has your mobile number.

If

- you would like the opportunity to discuss your son or daughter’s future plans
- require up to date information on opportunities in further and higher education, training and employment you can talk to Kim:
  - At parents’ evenings in school
  - At your son or daughter’s careers interview - by prior arrangement
  - By appointment - phone Skills Development Scotland on 01896 754884

Skills Development Scotland aim to support all pupils in making a well-informed, realistic decision about their future.

Parents should also be aware that the website www.myworldofwork.co.uk is a resource which parents and Pupils should access as required. It contains a wide range of tools and resources which can help support your son or daughter in making effective decisions about their future. The My World of Work toolkit provides the following tools to help pupils make the best decisions for their future: Careers A-Z, Course Choices, My Strengths, My CV, My Interview, Job Search and Volunteering.
Pastoral teachers will be using the My World of Work Website in the run up to the Pupils making choices during PSD lessons. This will work to assist Pupils in considering their career options and possible pathways and help them to make well informed decisions based on this along with staff recommendations.

List of services available from careers advisors include;

- One-to-one career coaching
- Drop in clinics
- My World of Work internet resource; www.myworldofwork.co.uk/parents
- Group Sessions
- One-to-one Subject Choice talks with S3 pupils.
- Working closely with external organisations that provide information and services to parents (School Psychological Services, Community Learning and Development, Social Work Services and Third Sector organisations).

Careers Service explained: To help young people find a career that suits their individual needs and ambitions we use a technique based on 4 main themes.

**Self:** Achieving a clear understanding of who they are and how they relate to the world of work.

**Strengths:** Developing an understanding of what they’re good at.

**Horizons:** Learning to visualise, plan and achieve career aspirations.

**Networks:** Understanding the importance of developing work and social relationships when building a career.

**WORK PLACEMENTS GUIDANCE**
(Previously referred to as Work Experience)

The recent review, “Developing the Young Workforce”, has recommended that schools “need to produce better qualified, work ready and motivated young people with skills relevant to modern employment opportunities, both as employees and entrepreneurs of the future”.

To help achieve this goal, Work Placements will become an important element of Senior School.

We would encourage Senior Pupils (S5/6), where appropriate, to actively seek a Work Placement that is relevant to their chosen career in order to gain skills and knowledge to help them follow their career path. This can either be arranged as part of their timetable in S5/6 or out with school hours. They should discuss with their Pastoral Teacher how the Work Placement could support their career plan.
ART AND DESIGN
National 3 / National 4

Entry Requirements
Entry to this Course is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by the following or equivalent qualifications and/or experience:

♦ National 3: National 2 Creative Arts Course or related Units
♦ National 4: National 3 Creative Arts Course or related Units

Brief Description of Course
All National and Higher courses are designed to give students a broad practical experience of Art and Design. Students will experiment with using a range of materials and techniques in creative and expressive ways. All courses will develop critical thinking and writing skills, particularly at National 5, Higher and Advanced Higher. The structure for National 3 and 4 is outlined below:

National 3: Expressive Unit; Design Unit; Critical Studies
National 4: Expressive Unit; Design Unit; Critical Studies; Added Value Unit

♦Expressive Unit: Students will produce analytical drawings and develop compositions using a range of materials / techniques. Students will develop a knowledge and understanding of artists’ working practices.

♦Design Unit: Students will plan, research and develop creative designs, working to a design brief. Students will develop a knowledge and understanding of designers’ working practices.

♦Added Value Unit (AVU N4 only): Students will refine one idea from their design and expressive units above and create two final pieces based on this work, which they will evaluate.

Assessment Details
All work is internally assessed and quality assured against SQA specifications.

Possible Progression
National 3 → National 4 → National 5 → Higher or Further Education

Why choose Art & Design?
Everything man made is the product of creative minds, such as the clothes we wear, household goods, cars, buildings, magazines, radios, TV's, computers etc. Virtually everything we enjoy and use is the product of some creative person’s imagination. The world we live in today relies on creative people coming up with the bright ideas which will help create the success of our tomorrows.

Possible Career Paths:
Artist; Graphic/ Web/ Layout Designer; Animation; Teacher/ Lecturer; Art Therapy; Sign Writing; Operator in Printing company; Floristry; Retail Display; Exhibition Design; Landscape Design; Film and T.V.; Interior Design, engineering and joinery; Hairdressing; Beauty; Industrial/Textile or Fashion Design; Restoration and Conservation; Theatrical and Costume; Architecture; Jewellery Design; Ceramics; Furniture design/Production.

*Students who have not studied Art and Design this year can still choose this subject. Please speak to any member of staff in the Art & Design Department for more information.
ART AND DESIGN
National 5

Entry Requirements
Entry to this course is at the discretion of the centre. Candidates should have achieved the fourth curriculum level or the National 4 Art and Design course or equivalent qualifications and/or experience prior to starting this course. Students who have not studied Art and Design this year can still choose this subject. Please speak to Mrs Martin or any other member of the Art & Design department for more information.

Brief Description of Course
All National and Higher courses are designed to give students a broad practical experience of Art and Design. Students will experiment with using a range of materials and techniques in creative and expressive ways. All courses will develop critical thinking and writing skills, particularly at National 5, Higher and Advanced Higher. The course structure for National 5 is outlined below:

Expressive Portfolio: Students will research and investigate a theme, producing a range of analytical drawings using a range of media. Pupils will then develop a single line of inquiry which demonstrates visual continuity with initial investigation through compositional and material refinement. Pupils will then demonstrate skill in using the visual elements, materials, techniques and technology through the realisation of a final piece. Students will develop a knowledge and understanding of artists’ working practices and be able to express justified opinions on their own decisions and effectiveness of the qualities within their own portfolio.

Design Portfolio: Students will conduct a range of appropriate research and investigation in response to a design brief. Pupils will then develop a single line of inquiry which demonstrates visual continuity with initial investigation and refinement of appropriate use of materials, techniques and/or technology. Pupils will then demonstrate skill and clear understanding of the design elements in response to initial design brief requirements through the realisation of a final piece. Students will develop a knowledge and understanding of artists’ working practices and be able to express justified opinions on their own decisions and effectiveness of the qualities within their own portfolio.

Final Exam: Students will sit a written exam (1 hour 30 min), analysing images of Expressive and Design works, forming justified opinions using key vocabulary. Students will analyse the work of Artists/Designers which they have studied throughout the year in relation to specific visual elements and techniques. Students will also be able to discuss the impact of influences on the works of Artist/Designers.

Assessment Details
The National 5 Course is made up of 3 components which is Externally Assessed by SQA:-

Component 1 - Question Paper (50 marks) 20% of final grade
Component 2 - Expressive Portfolio (100 marks) 40% of final grade
Component 3 - Design Portfolio (100 marks) 40% of final grade

Possible Progression
National 5 → Higher → Advanced Higher → Higher/Further Education in Art & Design discipline

Why choose Art & Design? Everything man made is the product of creative minds. The world we live in today relies on creative people coming up new and bright ideas which will help create the success of our tomorrows.

Possible Career paths: Photographer; Artist; Graphic / Web / Layout Designer; Animation; Teacher/Lecturer; Art Therapy; Sign Writing; Operator in Printing company; Floristry; Retail Display; Exhibition Design; Landscape Design; Film and T.V.; Interior Design, engineering and joinery; Industrial/Textile or Fashion Design; Restoration and Conservation; Theatrical and Costume; Architecture; Jewellery Design; Ceramics; Furniture design/Production.
BIOLOGY

National 4

Entry by departmental recommendation.

Brief Description of Course:

Biology, the study of living organisms, plays a crucial role in our everyday existence, and is an increasingly important subject in the modern world. Advances in technologies have made this varied subject more exciting and relevant than ever.

The purpose of the Course is to develop learners’ interest and enthusiasm for biology in a range of contexts. It aims to develop scientific understanding of biological issues, with an emphasis on practical applications and activities. The Course is a broad and up-to-date selection of concepts and ideas relevant to the central position of Biology within our society.

Students will undertake four units of work:

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<thead>
<tr>
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<th>Multicellular organisms, consisting of 6 key areas:</th>
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</thead>
<tbody>
<tr>
<td>Species Dependency</td>
<td>Sexual and asexual reproduction</td>
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<td>Biodiversity</td>
<td>Growing and propagating plants</td>
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<td>Nitrogen Cycle</td>
<td>Commercial uses of plants</td>
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<tr>
<td>Fertilisers</td>
<td>Genetics</td>
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<tr>
<td>Adaptations</td>
<td>Growth and development</td>
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<tr>
<td>Stimuli and response</td>
<td>Homeostasis</td>
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<table>
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<tr>
<th>Cell Biology, consisting of 8 key areas:</th>
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<td>Cell division</td>
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<td>DNA</td>
</tr>
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<td>Uses of cells</td>
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<td>Enzymes</td>
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<td>Microorganisms</td>
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<td>Photosynthesis</td>
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<tr>
<td>Respiration</td>
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<td>Controversial procedures</td>
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<th>Added Value Unit</th>
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<td>Students will draw on and apply the skills and knowledge they have learned during the course. They will carry out an in-depth investigation on an unfamiliar and/or integrated context. This will be assessed through an assignment.</td>
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Homework

Homework will be given to assist in learning and to practice the key skills of data handling and problem solving. In addition, students are expected to work independently to prepare for end of topic tests and unit assessments.

Assessment

To achieve the Biology Course Award, students must pass all of the required Units, including the Added Value Unit. National 4 Courses are not graded.

Possible Progression

This Course or its components may provide progression for the student to:

- A National 5 Biology Course
- A National 4 or 5 Course in another science subject
- Employment and/or training in science based careers and fields such as animal care, childcare, forestry, healthcare, horticulture, laboratory technical work, nursing, physiotherapy etc.
BIOLOGY

National 5

Entry by departmental recommendation.

Brief Description of Course:

Biology, the study of living organisms, plays a crucial role in our everyday existence, and is an increasingly important subject in the modern world. Advances in technologies have made this varied subject more exciting and relevant than ever. The Course allows students to understand and investigate the living world in an engaging and enjoyable way. It develops students' abilities to think analytically and independently, and to make reasoned evaluations. The Course provides opportunities for students to acquire and apply knowledge to evaluate biological issues, assess risk, and make informed decisions. This enables students to develop an informed and ethical view of complex or controversial biological issues. Students will be able to develop their communication and collaborative working skills, and apply critical thinking in new and unfamiliar contexts.

The course consists of three topic areas whose contents are briefly described below:

In **Cell Biology**, the key areas covered are: cell structure; transport across cell membranes; DNA and the production of proteins; proteins and enzymes; genetic engineering; respiration.

In **Multicellular Organisms**, the key areas covered are: producing new cells, control and communication; reproduction, inheritance; transport in plants, animal transport and exchange systems.

In **Life on Earth**, the key areas covered are: ecosystems; distribution of organisms; photosynthesis; energy in ecosystems; food production and evolution of species.

Assessment
At the end of each topic, students will be assessed by an internal test which assesses their knowledge & understanding as well as their problem solving ability.

The SQA course assessment in N5 Biology has two components: the final written examination, and an Assignment. For the assignment students will carry out practical, experimental field work to undertake an in-depth investigation and produce a report on an unfamiliar and/or integrated context. These course assessments are marked by the SQA. The final grade awarded is based on candidate performance in the exam and the assignment.

Homework
Homework will be given on a regular basis to assist in learning. In addition, students are expected to work independently and prepare for end of topic tests and unit assessments.

Possible Progression
This Course may provide progression for to:
- A Higher Biology/Human Biology Course or a National 5 Course in another science.
- A qualification in Biology is useful for college and university entrance as well as for a variety of science- based careers. These include agricultural science, animal care, childcare, dentistry, dietetics, forensic science, forestry, healthcare, horticulture, lab technician, medicine, nursing, pharmacology, physiotherapy and veterinary science.
BUSINESS MANAGEMENT

National 4

Brief Description of Course

- This course is designed to allow pupils to develop an understanding of the way in which businesses operate in today’s environment.
- Pupils will be encouraged to develop an enterprising attitude.
- The course is organised into 3 units:

Business in Action
Pupils will develop an understanding of how businesses operate and the role of businesses and entrepreneurs in society. They will find out how businesses operate by carrying out activities related to marketing, finance, human resources and operations.

Influences on Business
Pupils will learn about the internal and external influences that have an impact on business decision making. They will investigate the influence that stakeholders have on organisations.

Business Assignment
Pupils will use the skills, knowledge and understanding that they gain throughout the course to complete a business assignment.

Assessment Details
All 3 units will be internally assessed. Pupils must pass all 3 units to achieve the course award.

Possible Progression

National 5 Business Management

College/university courses e.g. Business Management, Accounting and Finance, Economics, Commerce, Marketing and Human Resource Management.

World of work pathways: marketing assistant, human resources assistant, bank customer service assistant, accounting/finance assistant, travel agent sales consultant, managing your own business.
BUSINESS MANAGEMENT

National 5

Brief Description of Course

- The course helps learners develop an understanding of the economic and financial environment in which businesses operate. This enables them to make an effective contribution to society as consumers, employees, employers or self-employed people.
- The course is organised into 5 areas of study:

Understanding Business
Learners are introduced to the business environment while developing skills, knowledge and understanding of enterprise, and the role of different types of business organisations in society. They also learn about the internal and external environments in which organisations operate, and the role of stakeholders in business.

Management of Marketing
Learners develop knowledge and understanding of the processes and procedures organisations use to maintain competitiveness, and how marketing can be used to communicate effectively with consumers, maximising customer satisfaction.

Management of Operations
Learners develop knowledge and understanding of the processes and procedures used to maintain quality through the effective management of suppliers, inventory, and methods of production in an ethical manner.

Management of People
Learners develop knowledge and understanding of the issues facing organisations when managing people. They learn about the theories, concepts and processes relating to human resource management, and how employees contribute to the success of organisations.

Management of Finance
Learners develop knowledge and understanding of the issues facing organisations when managing finance. They learn about the basic theories, concepts and processes relating to financial aspects of business, when preparing and interpreting information to solve financial problems facing organisations.

Assessment Details
The course assessment has two components.
- Assignment (30 marks) – a business report
- Question Paper (exam for 90 marks) – examines the 5 areas of the course.
Both the assignment and question paper are marked by the SQA externally.

Possible Progression

Higher Business Management

College/university courses e.g. Business Management, Accounting and Finance, Economics, Commerce, Marketing and Human Resource Management.

World of work pathways: marketing assistant, human resources assistant, bank customer service assistant, accounting/finance assistant, travel agent sales consultant, managing your own business.
National 3 and National 4 Chemistry is designed for pupils who are interested in studying the chemistry of the world around us. Science and the application of Science are central to our economic future and to our health and wellbeing as individuals and as a society.

For pupils who will be following National 3 courses the course descriptor for National 4 is a guide. The main difference will be the way the course is assessed and your teacher will explain this to you.

**Brief Description of Course**

This course is designed for pupils who have enjoyed their experience of Chemistry and would like to find out more about what things around us are made of.

This Course has a skills-based approach to learning. It takes account of the needs of all learners and provides sufficient flexibility to enable learners to achieve in different ways.

Pupils will develop their abilities to plan experiments and practical investigations. The course is presented in 3 units which include:

- Chemical Changes and Structure (National 4) - 1 unit
- Nature’s Chemistry (National 4) - 1 unit
- Chemistry in Society (National 4) - 1 unit

**Course Assessment**

There are three assessment activities for each Unit:

- Activity 1: a scientific report of an experiment or practical investigation
- Activity 2: a set of questions to generate evidence.

Chemistry Added Value Unit (AVU)

This assignment will cover work from all units. Learners will be given a task and time to research it before writing it up under supervision. It will be marked by school staff and verified by the SQA.

**Possible Progression**

Possible career routes relating to this subject can be found at:

http://www.plantiplus.net/schoolzone/subjects/ OR
http://www.myworldofwork.co.uk/subjectchoices
National 4 progression videos on SQA website
http://www.sqa.org.uk/sqa/72673.html?dm_i=UJ7,35AYV,3ZKJP8,BA5M6,1
National 4 → National 5 → many College courses
National 4 → Other National 4 courses → training or College courses.
National 5

National 5 is designed for pupils who are interested in understanding the chemistry of the world around us and want to gain qualifications to progress to Higher Grades. Our understanding of Chemistry is developing and changing at a dramatic rate from ‘smart’ materials to the latest drugs and medicines, this course gives us the knowledge and understanding which allows us to explain how chemicals change and how they can be used in the most effective ways.

**Brief Description of Course**

National 5 Chemistry allows pupils to build on and extend their previous knowledge in areas of scientific inquiry, investigation and analytical thinking, along with knowledge and understanding.

Pupils will develop their abilities to plan experiments and practical investigations.

The course is organised into three areas, these are:

**Chemical Changes and Structure** Learners will develop skills and knowledge of the chemical reactions in our world. They will investigate rates of reaction, acids and alkalis, structure of the atom, the periodic table, bonding and properties of materials, formulae and equations, the concept of the mole.

**Nature’s Chemistry** Learners will investigate the comparison of energy from different fuels, cycloalkanes, branched alkanes and alkenes, alcohols and carboxylic acids. Learners will explore their chemical reactions and their uses in everyday consumer products.

**Chemistry in Society** In this unit, learners will investigate the chemistry of materials. The focus will be on the chemistry of metals, batteries, plastics, fertilisers’ radioactivity and analysis techniques used for monitoring the environment.

**Assessment Details**

The course assessment forms 2 parts: an assignment which will include some practical/experimental and an end of course exam. The assignment is submitted to SQA for marking and provides part of the basis for grading in the course award alongside the mark gained in the examination paper.

**Possible Progression**

National 5 → Higher → many University/College courses
National 5 → Higher → Advanced Higher → University Science courses
National 5 → National 5 in other Sciences → many College courses
**COMPUTER GAMES DEVELOPMENT**

**National Progression Award (SCQF Level 4/5)**

**Entry Requirements**
Level of study is determined by previous experience.

**Brief Description of the Course**
Computer games are being used increasingly for leisure, in education and work-based training with users interacting via personal computers, consoles, PDAs, mobile devices and web browsers. Computer gaming is now a growing industry, with Scotland one of the global leaders.

The course introduces pupils to the wide variety of careers in the electronic media industry. It also helps develop some of the skills required, not only in the computer games industry, but in the wider world of work such as technical ability, research, presentation and enterprise skills. Pupils will have the opportunity to:

- investigate the computing gaming industry/genres/hardware/trends and emerging technologies
- gain an understanding of underlying concepts and the fundamental principles involved in digital gaming planning and design
- gain the knowledge and skills required in the creation of media assets, e.g. sound and graphics files, and games development
- work with others to test a game and give constructive feedback
- collaborate with others in an enterprise activity to promote/market a game

The 3 units for the course are

- **Computer Games: Design**
- **Computer Games: Media Assets**
- **Computer Games: Development**

**Assessment Details**
Assessment is in two parts: - Knowledge evidence and Practical evidence

The knowledge evidence is produced through SOLAR. Learners will undertake a single test that will span the knowledge contained within the three component units. Successful completion of this test will satisfy the knowledge requirements for all three units.

The practical evidence is produced by undertaking a selection of practical tasks.

**Possible Progression**
SCQF Level 4 Computer Games NPA → SCQF Level 5 NPA
SCQF Level 4 NPA → SCQF Level 5 NPA → National 5 Computing → Higher Computing Science

World of work pathways: animator, web developer, computer games developer.
Computing Science is vital to everyday life – socially, technologically and economically; it shapes the world in which we live and its future. The course reflects the skills and knowledge required to meet learners’ own needs and the needs of society in an ever increasingly computerised world. The course has 3 units:

**Software Design and Development** - The aim of this Unit is for the learner to develop basic knowledge, understanding and practical problem-solving skills in software design and development. Learners will develop basic computational thinking and programming skills through practical tasks using appropriate software development environments across a range of contemporary contexts. These tasks will involve simple features and straightforward contexts. They will also develop an understanding of how data and instructions are stored in binary form and how programming underpins computer applications.

**Information System Design and Development** - The aim of this Unit is for the learner to develop basic knowledge, understanding and practical problem-solving skills in information system design and development. Learners will implement practical solutions using appropriate development tools to create databases, web-based information systems, multimedia information systems (and/or hybrids of these). These tasks will involve simple features and straightforward contexts. Learners will also develop an understanding of basic computer hardware, software, connectivity and security issues through a range of practical and investigative tasks.

**Computing Science Assignment** - This Unit requires the learner to apply skills and knowledge from the other Units to analyse and solve an appropriate challenging computing science problem.

**Assessment Details**
To achieve the course award at National 4, learners must pass all the unit assessments by providing evidence of knowledge and skills in the design and development of software. The Computing Science Assignment is based on learning from the other 2 units.

**Possible Progression**
National 4 Computing → National 5 Computing → Higher Computing
Or → National Progression Award in Computer Games Development

World of work pathways: IT technician, data analyst, network administrators, systems analyst, software developer, web developer.
COMPUTING SCIENCE

National 5

Brief Description of Course
Our Computing Science course enables pupils to develop a range of computing and computational thinking skills across a range of modern-day circumstances. This includes analytical skills, problem-solving skills, design and modelling skills, and the ability to develop, implement and test digital solutions using modern technologies. The course has 4 units.

Computer Systems - Students will develop an understanding of how data and instructions are stored in binary form and basic computer architecture. They will also gain an awareness of the environmental impact of the energy use of computing systems and security precautions that can be taken to protect computer systems.

Software Design and Development - Students develop their knowledge, understanding and practical problem-solving skills in software design and development using Python programming language. This will develop their programming and computational-thinking skills by implementing practical solutions and explaining how these programs work.

Web Design and Development - Student develop knowledge, understanding and practical problem-solving skills in web design and development, through a range of practical and investigative tasks. Students will use a range of development tools such as HTML, CSS and JavaScript.

Database Design and Development - Students develop knowledge, understanding and practical problem-solving skills in database design and development, through a range of practical and investigative tasks. Students will use SQL development tool to create and interrogate the database.

Assessment Details
The course assessment has two components.

- Assignment (50 marks) – Three practical tasks applying skills in software, database and web design and development
- Question Paper (exam for 110 marks) – Comprises questions from all four areas of study.

Both the assignment and question paper are marked by the SQA externally.

Possible Progression
National 5 Computing → Higher Computing
World of work pathways: IT technician, data analyst, network administrators, systems analyst, software developer, web developer.
DESIGN AND MANUFACTURE

National 4 / National 5

Entry Requirements

Entry to this Course is at the discretion of the centre. Please discuss with Mr Kidd, Miss Mackenzie and Mrs Martin if you would like information about entry requirements. Course recommendations are outlined below:

National 4: Learners would normally be expected to have attained the skills and knowledge required by the following or equivalent qualifications and/or experience:

♦ National 3 Design and Technology Course or relevant component Units

National 5: Candidates should have achieved the fourth curriculum level or the National 4 Design and Manufacture or equivalent qualifications and/or experience prior to starting this course.

Brief Description of Course

The course has 2 main areas of study:

- **Design:** Pupils will study the design process from brief to design proposal. This helps them develop skills in initiating, developing, articulating, and communicating design proposals. They gain an understanding of the design/make/test process and the importance of evaluating and resolving design proposals on an on-going basis. Candidates also develop an understanding of the factors that influence the design of products.

- **Manufacture:** Pupils will consider the manufacture of prototypes and products. This helps them develop practical skills in the design/make/test process. They gain an appreciation of the properties and uses of materials, as well as a range of manufacturing processes and techniques, allowing them to evaluate and refine design and manufacturing solutions. Candidates also gain an understanding of commercial manufacture.

Integrating the two areas of study is fundamental to delivering the course successfully; it allows candidates to ‘close the design loop’ by manufacturing their design ideas.

Assessment Details

National 4 assessments - There are 2 units in this course both are internally assessed and quality assured against SQA specifications:

1. Design
2. Materials and Manufacture

National 4 Course Assessment also consists of an Added Value Unit. This takes the form of an Assignment. A National 4 award cannot be achieved until both the mandatory unit work and the AVU has been successfully completed.

National 5 course assessment consists of 3 components:

- Component 1 – Question Paper (80 marks)
- Component 2 - Design Assignment (55 marks) – sent away to SQA for external assessment
- Component 3 - Manufacture Assignment (45 marks) - assessed by teacher and marks checked by SQA

Possible Progression: Higher Design and Manufacture, Higher and Further Education, Training or employment in a Design related discipline.
National 4 Drama provides opportunities for pupils to develop skills creating and presenting drama. This Course focuses on the development and use of drama skills and production skills to present drama.

This course is practical and experiential. The aims of the course are to enable pupils to:

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

As pupils develop practical skills creating and presenting drama, they will also develop an understanding of cultural and social influences on drama. Pupils will explore and reflect on how the use of self-expression, language and movement can develop your ideas for drama. Pupils will also develop thinking skills as they explore, develop and use drama skills.

Assessment Details

Pass/fail on 3 mandatory units:
- Drama Skills
- Drama: Production Skills
- Added Value Unit: Drama Performance

Possible Progression

National 4 Drama → National 5 Drama → Higher Drama
National 4 Drama → National 4 Media Studies → National 5 Media Studies
College Courses in Performance or Expressive Arts
National 5 Drama provides opportunities for pupils to develop skills creating and presenting drama as well as developing knowledge and understanding of cultural and social influences on drama. This Course focuses on the development and use of drama skills and production skills to present drama.

This Course is practical and experiential. The aims of the Course are to enable pupils 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 and understanding of the use of a range of production skills when presenting drama
- explore form, structure, genre and style

As pupils develop practical skills creating and presenting drama, they will also develop an understanding of cultural and social influences on drama. Pupils will explore and reflect on how the use of self-expression, language and movement can develop your ideas for drama. Pupils will also develop thinking skills as they explore, develop and use drama skills.

**Assessment Details**

**External Assessment**

**Component 1 - Question paper 60 marks** - (40% of the overall course award). The question paper consists of two sections:
- Section 1 assesses the candidate’s ability to evaluate their own work and the work of others
- Section 2 assesses the candidate’s ability to respond to stimuli and create their own piece of drama suitable for performance Candidates are required to demonstrate knowledge and understanding of both process and performance. They are expected to use drama terminology throughout.

**Component 2 – Performance 60 marks** - (60% of the overall course award). The performance has two sections:
- Performance - 50 marks for the performance in either an acting or a production role
- Preparation for performance - 10 marks for the preparation for performance

**Possible Progression**

National 5 Drama → Higher Drama → Advanced Higher Drama
National 5 Drama → National 5 Media → Higher Media
College Courses in Performance or Expressive Arts
ENGLISH

National 4

Brief Description of Course
The course offers pupils opportunities to develop and extend a wide range of skills including: communication; independent learning; critical literacy; personal, interpersonal and team working, and creative thinking.

In particular, National 4 aims to enable pupils to develop the ability to:
- listen and talk, read and write, as appropriate to purpose, audience and context
- understand, analyse and evaluate texts, as appropriate to purpose and audience in the contexts of literature, language and media
- create and produce texts, as appropriate to purpose, audience and context
- plan and research, integrating and applying language skills, as appropriate to purpose, audience and context
- apply knowledge of language

This course is made up of four mandatory units:

- Analysis and Evaluation
- Creation and Production
- Literacy
- Added Value Unit: English Assignment

Assessment Details
National 4: Pass/Fail course, it is not graded and is assessed internally based on the successful completion of all four units with supporting evidence.

Possible Progression
National 4 English → National 5 English → Higher English
National 4 English → National 4 Media and/or Drama → National 5 Media and/or Drama
National 5

Entry Requirements

By departmental recommendation

Brief Description of Course

The course offers pupils opportunities to develop and extend a wide range of skills including: communication; independent learning; critical literacy; personal, interpersonal and team working, and creative thinking.

In particular, National 5 aims to enable pupils to develop the ability to:

- listen, talk, read and write, as appropriate to purpose, audience and context
- understand, analyse and evaluate texts, including Scottish texts, as appropriate to purpose and audience in the contexts of literature, language and media
- create and produce texts, as appropriate to purpose, audience and context
- apply knowledge and understanding of language

Assessment Details

Combination of internal and external assessment methods;

Internal assessment

- Component 1 — Spoken language (combined speaking and listening)
  Internally assessed component marked on a pass/fail basis.

External assessment consists of 2 parts:

- Component 2 — Reading
  Assessed by question papers in examinations;
  - Paper 1: Reading for Understanding and Evaluation
  - Paper 2: Critical Reading

- Component 3 — Writing
  Assessed by portfolio;
  - 2 pieces of writing

Possible Progression

National 5 English → Higher English → Advanced Higher English
National 5 English → National 5 Media and/or Drama → Higher Media and/or Drama
National 5 English → Higher English → Higher Media and/or Drama
ENVIRONMENTAL SCIENCE

National 3/4
Environmental Science includes aspects of the other three sciences (Biology, Chemistry and Physics), some Geography and a look at sustainability. It will be offered at National 3/4.

The course has 3 units:
The living environment: how organisms interact; how they adapt to their environment; the impact of population growth on an environment (both human and non-human); the impact of natural events on the environment; the impact of human caused events on the environment.

Earth’s resources – the responsible use of earth’s resources; fossil fuels; alternative energy sources; the implications of using fossil fuels; changes in the earth’s atmosphere.

Sustainability – importance of natural resources and how humans use them; how agriculture affects the environment; societies energy needs; the importance and issues with transport.

Brief Description Of Course
The course will develop learning, life and work skills including: number processing; measurement; information handling; applying knowledge to new situations; analysing and evaluating
Environmental Science provides opportunities for active and collaborative learning in creative and relevant contexts. Outdoor learning sites such as local woodland and garden/allotment areas will be used for innovative fieldwork.
A blend of classroom approaches will involve hands-on practical tasks, such as experiments, investigations and construction making use of recycled materials, together with whole-class discussions and direct teaching.

Course Assessment
There are 3 assessment tests (one for each unit). In addition to the assessment tests, at National 4 level there will be one research project and one report on a research investigation within the course.

Possible Progression
Studying Environmental Science at National 3/4 provides a foundation for the development of the variety of skills and knowledge required to progress on to further qualifications and jobs. Pupils who do well in National 4 Environmental Science can progress to National 5 Environmental Science, one of the other Sciences or Geography.
ENVIRONMENTAL SCIENCE

National 5

Environmental Science includes aspects of the other three sciences (Biology, Chemistry and Physics), some Geography and a look at sustainability. It will be offered at National 5.

Course content
The course has 3 units:

Living environment - The key areas covered are: investigating ecosystems and biodiversity; interdependence; human influences on biodiversity.

Earth’s resources - The key areas covered are: an overview of Earth systems and their interactions; the geosphere; the hydrosphere; the biosphere; the atmosphere.

Sustainability - The key areas covered are: an introduction to sustainability; food; water; energy; waste management.

The course will develop learning, life and work skills including: number processing; measurement; information handling; applying knowledge to new situations; analysing and evaluating

Assessment
There is a research investigation into Environmental Science worth 20% of the marks and a final written exam worth 80% of the marks

Progression
Pupils who do well in National 5 Environmental Science can progress to Higher Environmental Science the following year.
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

National 5

Entry Requirements

This course is open to bilingual learners with English as a second language only. A pass at National 4 English is also required.

Brief Description of Course

This course offers learners, whose first language is not English, the opportunity to build upon and develop appropriate skills in reading, writing, listening, and speaking, in practical and relevant contexts. Through team working and independent study the course encourages communication, critical thinking and cultural awareness.

In particular, National 5/Higher aims to enable students to develop the ability to:
- read, write, listen and speak as appropriate to purpose, audience and context
- apply knowledge and understanding of English language to everyday situations and academic purposes

The National 5 Course covers two areas of work:
- **ESOL for Everyday Life** develops the language skills needed for everyday life in familiar personal, social and transactional contexts.
- **ESOL in Context** develops the language skills needed for study-related contexts.

Assessment Details

External assessment is made up of 4 components:
- Paper 1 (examination) listening
- Paper 2 (examination) reading
- Paper 3 (examination) writing
- Performance of talking which will be marked and assessed by the teacher

Possible Progression

National 5 ESOL → Higher ESOL
**FRENCH**

**National 4 / National 5**

**Brief Description of Course**
Pupils study a variety of topics about the French culture and way of life, being on holiday in France, living and working in France, and talking about yourself and your family.

The course is divided into 2 areas:
- **Understanding French (Reading and Listening)**
- **Using French (Talking and Writing).**

The language throughout National 4 is relatively simple and straightforward whereas the language in National 5 is more challenging, and leads onto Higher.

**Assessment Details:**

**National 4:**
Pupils are assessed during the course in Reading, Listening, Talking and Writing, and need to pass all of these unit tests.

At the end of the course, pupils sit a final assessment, known as the Added Value Unit, in Reading, Talking and Listening (but not Writing), which is based on what they have covered throughout the course, generally. This final unit also must be passed, along with the previous units, for pupils to gain the National 4 qualification.

**National 5:**
Pupils are assessed during the course by their teacher in Reading, Listening, Talking and Writing to measure their progress.

External assessments to achieve the National 5 course award will include;
- ✓ A written assignment which is submitted and will be externally marked by SQA
- ✓ A performance of talking which will be marked and assessed by the teacher
- ✓ A question paper (examination) on reading and writing
- ✓ A question paper (examination) on listening

Pupils will be assessed using all of the above methods to gain an overall grade at A-D.

**Possible Progression**

National 4 French → National 5 French → Higher French
National 5 French → Higher French → Advanced Higher French
National 5 French → National 5 Spanish/German → Higher Spanish/German
GEOGRAPHY

National 3

Entry Requirements

Entry by departmental recommendation

Brief Description of the Course

- This course is appropriate for pupils who have experienced the Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course.
- There are 3 units, namely, Physical Environments (Rivers, Limestone Landscapes & Weather), Human Environments (Population, Urban & Rural Geography) and Global Issues (Environmental Hazards & Health).

Assessment Details

- 3 unit assessments made up of 16 learning outcomes, which are assessed internally

Possible Progression

National 4 in Geography or N3/N4 in another Social Subject.
GEOGRAPHY

National 4 / National 5

Entry Requirements
Entry by departmental recommendation.

Brief Description of the Course
National 4 is appropriate for pupils who have experienced Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course and National 5 for those who have also experienced some Level 4 outcomes. National 4 is also appropriate after National 3.
This course relies on previous skills gathered as well as interpreting, analysing, evaluating and researching skills (fieldwork).

- Physical Environments
Topics: location of landscape type in the UK; formation of key landscape features; land use management and sustainability.
  The case studies are:
  1. River Landscapes.
  2. Limestone scenery
  3. Weather and its influences on the landscapes.

- Human Environments
Case studies will cover Scotland, Europe and the wider world and include contrasts in development between developed and developing countries
  2. Rural Change.
  3. Urban Change.

- Global Issues
Topics;
  1. Environmental Hazards, including earthquakes, volcanoes and tropical storms
  2. Health in developed and developing countries

Assessment Details
For the National 4 course; the 3 units are assessed internally and include 16 learning outcomes. National 4 also requires successful completion of an internally assessed 'Added Value' Project based on a theme from the course.
National 5 is assessed by course assessments which include:
- Completion of an assignment based on a theme from the course. Worth 20 marks, completed in exam conditions and externally marked.
- Completion of an externally set and assessed exam which samples topics from the whole course.

Possible Progression
National 4 → National 5 → Higher Geography
National 4 → 5 or Higher in another Social Subject
National 4 and 5 Geography would also provide entry requirements to any courses at College, and would be a recognised qualification in any type of job.
GERMAN

National 4 / National 5

Brief Description of Course
Pupils study a variety of topics about the German culture and way of life, being on holiday in Germany, living and working in Germany, and talking about yourself and your family.

The course is divided into 2 areas:

- Understanding German (Reading and Listening)
- Using German (Talking and Writing).

The language throughout National 4 is relatively simple and straightforward whereas the language in National 5 is more challenging, and leads onto Higher.

Assessment Details:

National 4:
Pupils are assessed during the course in Reading, Listening, Talking and Writing, and need to pass all of these unit tests.

At the end of the course, pupils sit a final assessment, known as the Added Value Unit, in Reading, Talking and Listening (but not Writing), which is based on what they have covered throughout the course, generally. This final unit also must be passed, along with the previous units, for pupils to gain the National 4 qualification.

National 5:
Pupils are assessed during the course by their teacher in Reading, Listening, Talking and Writing to measure their progress.

External assessments to achieve the National 5 course award will include;

- A written assignment which is submitted and will be externally marked by SQA
- A performance of talking which will be marked and assessed by the teacher
- A question paper (examination) on reading and writing
- A question paper (examination) on listening

Pupils will be assessed using all of the above methods to gain an overall grade at A-D.

Possible Progression

National 4 German → National 5 German → Higher German
National 5 German → National 5 French/Spanish → Higher French/Spanish

Pupils who have passed National 5 at grade A or B can progress to Higher.
GRAPHIC COMMUNICATION

National 4 / National 5

Entry Requirements
Entry to this Course is at the discretion of the centre. However, learners would normally be expected to have attained the skills, knowledge and understanding required by the following or equivalent qualifications and/or experience:

♦ National 4: National 3 Design and Technology Course or related Units
♦ National 5: Fourth Level Curriculum or the National 4 Graphic Communication Course or equivalent qualifications and/or experience.

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

The course is to enable learners to develop skills in graphic communication materials and software; extend and apply knowledge and understanding of graphic communication standards, protocols and conventions where these apply and develop an understanding of the impact of graphic communication technologies on our environment and society all whilst given a degree of personalisation and choice.

<table>
<thead>
<tr>
<th>National 4</th>
<th>National 5</th>
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<tbody>
<tr>
<td>There are 2 Mandatory Units:</td>
<td>The Question Paper: a 2 hour exam which assesses candidates’ skills, knowledge and understanding across a range of Graphic Communication elements.</td>
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<tr>
<td>2D Graphic Communication</td>
<td>Assignment: Pupils are assessed on their use of</td>
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<tr>
<td>3D and Pictorial Graphic Communication</td>
<td>Preliminary Graphics.</td>
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<tr>
<td>And 1 Added Value Unit (AVU):</td>
<td>Production Graphics.</td>
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<tr>
<td>Graphic Communication Assignment</td>
<td>Promotional Graphics.</td>
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Assessment Details

National 4 Assessment:

- Internal assessment at the end of each unit
- Added Value Unit (AVU) – Design Assignment

Each assessment is mainly practical with each unit having a short written element. The Internal Assessment is quality assured against SQA specifications. The External Assessment is graded using a tolerance based marking system allowing the more accurate and skilled to gain a better grade.

National 5 Course Assessment Methods (Externally Assessed):

- Component 1 – Question Paper (80 marks). 67% of overall grade.
- Component 2 - Assignment (40 marks). 33% of overall grade.

Possible Progression
National 4 → National 5 → Higher → Further/Higher Education → Training/Employment (Design/Engineer)
National 5 → Higher → AH → Further/Higher Education → Training/Employment (Design/Engineer)
HISTORY

National 3

Entry Requirements

Entry by departmental recommendation

Brief Description of the Course

- This course is appropriate for pupils who have experienced the Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course.
- There are 3 units: Migration and Empire, The Atlantic Slave Trade, and The Russian Revolution.

Assessment Details

- All 3 units will be assessed and marked internally. There are 12 outcomes to pass, 4 in each unit.

Possible Progression

National 4 in History or another Social Subject
HISTORY

National 4 / National 5

Entry Requirements

Entry by departmental recommendation

Brief Description of the Course

National 4 is appropriate for pupils who have experienced Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course and National 5 for those who have also experienced some Level 4 outcomes.

Pupils will study a range of topics within Scottish, British and European and World History which may include:

- Scottish - Migration and Empire, 1830-1939
- British - The Atlantic Slave Trade, 1770-1807
- European and World - Red Flag, Lenin and the Russian Revolution, 1894-1921

Skills, Knowledge and Understanding

- Pupils will develop techniques to comment on a range of sources.
- Pupils will develop techniques to comment the impact of historical developments.
- Pupils will develop techniques to comment on the factors contributing to historical developments.
- Pupils will be required to research and use some information collected from a range of historical source and present findings with some guidance.

Assessment Details

National 4 - The 3 units are assessed internally and also requires successful completion of an internally assessed ‘Added Value’ Project based on a theme from the course.

National 5 – course award is externally assessed based on the following:
  o Completion of a research based assignment on a theme from the course. Worth 20 marks, completed with use of a plan in exam conditions and externally marked.
  o Completion of an externally set and assessed exam which samples topics from the whole course.

Possible Progression

National 4 → National 5 → Higher History
National 4, 5 or Higher in another Social Subject
National 4 and 5 History would also provide entry requirements to any course at college, and would be a recognised qualification for employment in any type of job.
NATIONAL 4 HEALTH AND FOOD TECHNOLOGY

Entry by departmental recommendation.

Brief Description of Course

There are three units that pupils will be assessed on:

Food for Health
Learners will develop knowledge of dietary needs of individuals at various stages of life and describe current dietary advice. Through practical activities, the learner will produce food products which meet individual needs.

Food Product Development
Learners will develop a basic understanding of the stages involved in developing a food product. Through a problem-solving approach, learners will make a food product to meet specified needs

Contemporary Food Issues
In this Unit, learners will develop knowledge of consumer food choices. They will consider technological developments in food and organisations which protect consumer interests. They will also develop knowledge of food labelling and how it helps consumers make informed food choices.

Added Value Unit
The general aim of this Unit is to enable the learner to provide evidence of added value for the National 4 Health and Food Technology Course through the successful completion of an assignment which will allow the learner to demonstrate application and challenge.

Students will be required to contribute to the cost of ingredients and come prepared with the correct equipment to take the food home.

Possible Progression
This course or its Units may provide progression to:
- National 5 Health and Food Technology
- Professional Cookery Modern Apprenticeship (Borders College)
- Level 3 NVQ Diploma in Professional Cookery (Borders College)
- Training or Employment in the hospitality, food production or catering industries
NATIONAL 5 HEALTH AND FOOD TECHNOLOGY

Entry by departmental recommendation.

**Brief Description of Course**

- The course focuses on health and the nutritional properties of food as well as safe, hygienic and informed practices in food preparation.
- It develops candidates’ understanding of the importance of a balanced diet and healthy lifestyle.
- It also allows candidates to develop the knowledge, understanding and skills to become informed food consumers.

There are three units that pupils will complete:

**Food for Health**
Learners will develop knowledge of dietary needs of individuals at various stages of life and describe current dietary advice. Through practical activities, the learner will produce food products which meet individual needs.

**Food Product Development**
Learners will develop a basic understanding of the stages involved in developing a food product. Through a problem-solving approach, learners will make a food product to meet specified needs.

**Contemporary Food Issues**
In this Unit, learners will develop knowledge of consumer food choices. They will consider technological developments in food and organisations which protect consumer interests. They will also develop knowledge of food labelling and how it helps consumers make informed food choices.

Students will be required to contribute to the cost of ingredients and come prepared with the correct equipment to take the food home.

**Assessments**

The course assessment has two components.
Component 1: question paper - 60 marks (50% of overall course award)
Component 2: assignment – 60 marks (50% of overall course award)

**Possible Progression**

This course or its Units may provide progression to:
- National 5 Health and Food Technology
- Professional Cookery Modern Apprenticeship (Borders College)
- Level 3 NVQ Diploma in Professional Cookery (Borders College)
- Training or Employment in the hospitality, food production or catering industries
HOSPITALITY (Practical Cookery)

National 4

Entry by departmental recommendation.

Brief Description Of Course

This course aims to develop learners’ life skills and enhance their personal effectiveness in terms of cookery and to provide a set of skills for those who wish to progress to further study in the hospitality context. In preparing learners for life, the Course anticipates their future needs in that it enables them to learn how to prepare and cook food for themselves and others. It also develops their organisational skills, which have an application in a variety of contexts. This is very much a practical course, allowing for personalisation and choice. Students will be required to contribute to the cost of ingredients and come prepared with the correct equipment to take the food home.

Students will focus on:

- Using a range of **cookery skills, food preparation techniques and cookery processes**.
- Selecting and using **ingredients to produce and garnish or decorate dishes**.
- Developing an understanding of **ingredients and their uses and an awareness of responsible sourcing**.
- Developing an awareness of **current dietary advice relating to the use of ingredients**.
- Working **safely and hygienically**.

Units:
- Cookery Skills, Techniques and Processes
- Understanding and Using Ingredients
- Organisational Skills for Cooking
- Added Value Unit: Producing a Meal

Assessment Details

Learners will extend their cookery-related knowledge, understanding and skills to produce a two-course meal in response to a given brief. This is a pass/fail Unit and will be judged using criteria rather than marks. The assessment will be conducted under supervision and control and marked internally. In order to achieve this unit, learners must have passed all of the other units.

Possible Progression

This course or its Units may provide progression to:
- National 5 Hospitality and Health and Food Technology
- Professional Cookery Modern Apprenticeship (Borders College)
- Level 3 NVQ Diploma in Professional Cookery (Borders College)
- Training or Employment in the hospitality, food production or catering industries.
IT AND ADMINISTRATION

National 3

Brief Description of Course

- This course is designed to allow pupils to develop basic IT and administration skills for life and work.

The course is organised into 3 units:

**IT Solutions for Administrators**
Pupils will develop basic IT skills using word processing, spreadsheets, databases, desktop publishing and multimedia presentations.

**Communication in Administration**
Pupils will use technology, e.g. the internet, e-mail and electronic diaries, to gather, present and communicate information.

**Administration in Action**
Pupils will undertake a range of practical IT and administration based tasks set in business contexts.

Assessment Details

All 3 units will be internally assessed. Pupils must pass all 3 units to achieve the course award.

Possible Progression

National 4 IT and Administration

College courses e.g. Administration and IT, Business Administration.

World of work pathways - administrative assistant, customer service assistant, travel agent sales consultant, retail sales assistant.

Possible Progression

National 4 IT and Administration

College courses e.g. Administration and IT, Business Administration.

World of work pathways - administrative assistant, customer service assistant, travel agent sales consultant, retail sales assistant.
### IT AND ADMINISTRATION

**National 4**

**Brief Description of Course**

- This course is designed to allow pupils to develop IT and administration skills for life and work.

The course is organised into 3 units:

**IT Solutions for Administrators**

Pupils will develop IT skills using word processing, spreadsheets, databases, desktop publishing and multimedia presentations.

**Communication in Administration**

Pupils will use technology, e.g. the internet, e-mail and electronic diaries, to gather, present and communicate information.

**Administrative Practices**

Pupils will learn about the key legislation affecting employees in the workplace and look at the features of good customer care. Pupils will also apply their understanding to carrying out a range of administrative tasks required for organising and supporting events.

**National 4 Assessment Details**

All 3 units will be internally assessed.

Pupils will also undertake a practical IT and administration based assignment to organise a small scale event.

**Possible Progression**

National 5 IT and Administration

College courses e.g. Administration and IT, Business Administration, Travel and Business, Business Administration. Colleges often ask for IT and Administration at National 4 or National 5 for courses such as Social Work, Beauty Therapy and Hairdressing.

World of work pathways - administrative assistant, customer service assistant, receptionist, travel agent sales consultant, retail sales assistant.
IT AND ADMINISTRATION

National 5

Brief Description of Course

The course provides candidates with experience of real-life administration tasks and engaging practical activities relevant to the world of work. There is an emphasis on the development of transferable life skills and the application of these skills. Learners following the course become aware of the use of technology within the workplace, as they complete organisational tasks.

The course is organised into 2 areas of study:

IT Applications

Learners develop skills in IT, problem-solving, organising, and managing information. They select IT applications functions (e.g. spreadsheets, databases, word processing, PowerPoint) to create and edit business documents, gather and share information, and develop skills to communicate information.

Theory

Learners are introduced to the responsibilities of organisations (e.g. health, safety and security), the skills/qualities and tasks (duties) of the administrative support function, and the impact of these in the workplace.

Assessment Details

The course assessment has two components.

- Assignment (70 marks) – a series of planning, support and follow-up tasks related to an event or business.
- Question Paper (exam for 50 marks) – examines spreadsheets, databases and theory.

Both the assignment and question paper are marked by the SQA externally.

Possible Progression

Higher IT and Administration

College courses e.g. Administration and IT, Business Administration, Travel and Business, Business Administration. Colleges often ask for IT and Administration at National 4 or National 5 for courses such as Social Work, Beauty Therapy and Hairdressing.

World of work pathways - administrative assistant, customer service assistant, receptionist, travel agent sales consultant, retail sales assistant.
LABORATORY SCIENCE

Laboratory Science is an introductory qualification. The course provides a broad experiential introduction to laboratory science. Learners will explore a variety of industries and services, and career opportunities, in science laboratories locally, nationally, and globally. This course is available at National 5 and should be combined with additional Science courses.

Brief Description Of Course

The course comprises the following mandatory units:
- Careers Using Laboratory Science
- Working in a Laboratory
- Practical Skills
- Practical Investigation.

Assessment

There is no external assessment for this course. Learners must successfully complete each unit to achieve the course. Some of the skills for work assessed through the course include:

- the ability to follow instructions
- awareness of health and safety in a laboratory
- positive attitude to learning
- confidence to set goals, reflect and learn from experience
- working co-operatively with others
- working independently

Progression

This course or its components may provide progression to:
- National Certificate group awards in Applied Science
- Suitable training/employment in science laboratories
- Further/Higher Education
LANGUAGE IN LIFE AND WORK

NATIONAL 3/4

Brief Description of Course

This concentrates on 2 main aspects of the foreign language:

- Lifestyles/Culture in today’s society in the European country
- Language for the World of Work

Basically the course is broken down into 3 Units:-

- **Unit 1**: Continues with French, focussing on Society Today (popular culture, etc.)

- **Unit 2**: Starts a new language – focussing on Social Language (how to meet people and what to say).

- **Unit 3**: Employability – how to get a job at home or abroad (skills in presentation, applying for jobs, emailing CVs and preparing for interview).

Assessment Details

There is no exam, only unit tests during the course. You must pass all unit assessments to gain the course.
MATHEMATICS

National 4 / National 5

Entry Requirements

- **National 4** is designed for students who have experienced the Support/Groundwork and Core level courses throughout S1 – S3.
- **National 5** is designed for students who have experienced the Core and Extension level courses throughout S1 – S3.
- Or by departmental recommendation.

Brief Description Of Course

- It allows students to build on and extend their previous work in areas of arithmetic, algebra, geometry and statistics and introduces some trigonometry.
- Students will develop their abilities to select and apply the appropriate piece of Mathematics to solve problems and to communicate their solutions clearly.
- **National 4** is organised into four units and **National 5** into three topic areas.

Assessment Details

- Both courses will be assessed at regular intervals throughout the course. Usually at the end of a unit of work.
- **National 4** has an Added Value test at the end of the course which will draw on the knowledge and skills developed in all four units. This test will have a non-calculator and a calculator paper and is internally assessed.
- **National 5** has an exam at the end of the course which will draw on the knowledge and skills developed. This exam will have non-calculator and calculator sections and is externally assessed.

Possible Progression

National 4 → National 5→ Higher Mathematics
National 4 → National 4 Lifeskills Mathematics → National 5 Lifeskills Mathematics
College or Training or Employment or Apprenticeships
Alternative progression → Personal Finance Level 4/5

Possible Careers

Mathematics is required for many jobs including, apprenticeships, joinery, mechanic, hairdressing, shop assistant, engineering, financial services and many more.

MEDIA

National 4 / National 5

Brief Description Of Course

The main purpose of this Course is to analyse and create media content. This Course provides pupils with opportunities to develop both theoretical knowledge of the media and the ability to create media content.

The course offers learners opportunities to develop and extend a wide range of skills.

In particular, this Course aims to enable learners to develop:

- the ability to analyse and create media content, appropriate to purpose, audience and context
- knowledge of the key aspects of media literacy
- knowledge of the role of media within society
- the ability to plan and research when creating media content, as appropriate to purpose, audience and context
- the ability to evaluate the learner’s practice

Assessment Details

National 4
Pass/Fail course, it is not graded and is assessed internally based on the successful completion all 3 units.

National 5
Exam with one question paper
Assignment – pupils create media and evaluate the process. This is completed in school and then sent to the SQA.

Possible Progression

National 5 Media → Higher Media
National 5 Media → National 5 Drama → Higher Drama
Media Studies courses at College
Relevant training and employment in the media sector i.e. advertising, journalist.
MODERN STUDIES

National 3

Entry Requirements

Entry by departmental recommendation

Brief Description of the Course

- This course is appropriate for pupils who have experienced the Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course.
- There are 3 units: Democracy in Scotland and the UK; Social Issues in the UK; and International Issues.

Assessment Details

- 3 unit assessments made up of 12 learning outcomes, which are assessed internally.

Possible Progression

National 4 in Modern Studies or N3/N4 in another Social Subject.
MODERN STUDIES

National 4 / National 5

Entry Requirements

Entry by departmental recommendation

Brief Description of the Course

National 4 is appropriate for pupils who have experienced the Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course.
National 5 is appropriate for pupils who have experienced the Level 3 and 4 Outcomes and Experiences of the Social Subjects S1 – S3 course.

There are 3 units:

1. **Democracy in Scotland**
   Learners will study democracy in Scotland including the role of MPs and electoral systems. The Scottish Parliament will be compared with the UK Parliament in terms of its powers.

2. **Crime and Law**
   Learners will develop knowledge and understanding of causes of crime, the impact that it has on both individuals and society and the role of individuals, the police, the legal system and the state have in tackling crime.

3. **World Power- USA**
   Learners will develop a straightforward knowledge and understanding of the influence the USA has on the rest of the world as well as the politics and social issues in the USA.

Assessment Details

National 4 requirements:
The 3 units are assessed internally assessment also includes successful completion of an internally assessed ‘Added Value’ Project based on a theme from the course.

National 5 course assessment requirements:
- Completion of an assignment based on a theme from the course. Worth 20 marks, completed in exam conditions and externally marked.
- Completion of an externally set and assessed exam which samples topics from the whole course.

Possible Progression

National 4 → National 5 → Higher Modern Studies
National 4, 5 or Higher in another Social Subject
National 4 and 5 Modern Studies would also provide entry requirements to any course at college, and would be a recognised qualification for employment in any type of job, including working for the local authority.
MUSIC

National 4 / National 5

Entry Requirements

Entry to this course is at the discretion of the centre. Pupils are recommended by their current Music teacher, or their last Music teacher.

National 4: Candidates should have achieved the third curriculum level or the National 3 Music course or equivalent qualifications and/or experience prior to starting.

National 5: Candidates should have achieved the fourth curriculum level or the National 4 Music course or equivalent qualifications and/or experience prior to starting.

This course is suitable for pupils who can work independently and co-operatively. Pupils are required to perform 2 instruments (or 1 instrument and voice), and be able to read music.

Brief Description of Course

Pupils work towards important performances in 2 instruments (or 1 instrument and voice). Pupils develop skills in composing their own music. Pupils also develop skills in and knowledge of listening to and understanding a wide range of musical concepts and styles.

Assessment Details

National 4:
Pupils are assessed in Composing and Listening. Pupils also are assessed in an Added Value Unit of Performing in 2 instruments (or 1 instrument and voice). This assessment takes the form of a live performance which is video recorded. At National 4 pupils must pass all unit tests. There is no external exam.

National 5:
Pupils have course assessments in Composing, Listening, and Performing. Pupils will sit an external exam in Listening (35%) and Performing (50%) in 2 instruments (or 1 instrument and voice). Pupils are also complete an assignment which will assess their composing skills (15%) and will be externally marked by the SQA. Course Awards are graded A-D based on the combination of assessment method marks.

Possible Progression

National 4 → National 5 → Higher → Advanced Higher

National 4 → National 5 → Higher→ Advanced Higher → College/ University courses in music related disciplines

National 5 → Higher → College Music Courses (HNC/HND) →University Courses in Music related disciplines
PHYSICAL EDUCATION

National 3 / National 4 / National 5

Entry Requirements

Entry to National PE will be through departmental recommendation. It would be of benefit to the candidate to have completed an S3 PE Elective course, but not essential. A history of consistency of kit bringing and engagement in class is essential.

Course Description

This course is designed for pupils who have experienced the Broad General Education in PE during S1 to S3. It is a performance based course. Students will be able to use performances from activities outside of school in order to achieve their performance grade and to complete the assessments.

The National 3 and National 4 course consists of different units which are:

- **Performance Skills** - This is an internally assessed pass/fail unit, where pupils must show a range of movement and performance skills in the activities covered. Candidates can also use extra-curricular sport to count towards a pass in this unit. The assessment is done against SQA criteria and MUST be in 2 different activities.

- **Factors Impacting Performance** - This unit will investigate Mental, Emotional, Social and Physical factors that impact performance. It will be an internally assessed pass/fail unit. This is a written, workbook style assignment that will be complete in the classroom, practical sessions and as set homework.

The National 5 Course will be assessed on combination of the two course assessment methods and graded A-D;

- Two single performances that showcase different activities. Each activity will be internally assessed and will be subject to external verification from SQA. (50%)
- A portfolio which includes the skills of planning and evaluation. The portfolio will be subject to external marking by SQA. (50%)

Possible Progression

National 4 PE – National 5 PE – Higher PE
National 4/5 PE – National 5 Dance – Higher Dance
National 4/5 PE – Sport and Recreation (Skills for Work) National 5
National 4/5 PE – Sports Leaders Award

Possible Career Pathways

University – PE Teaching, Sports Science, Strength and Conditioning
College – Sports Coaching, Sport and Exercise
Careers – PE Teacher, PT instructor, Fitness Instructor, Sport Scientist, Strength and Conditioning Coach, Active Schools Coordinator
PHYSICS

National 3/4

National 4 is designed for pupils who are interested in studying the way things work. Science and the application of Science are central to our economic future and to our health and wellbeing as individuals and as a society.

For pupils who may be following National 3 courses the course descriptor for National 4 is a guide. The main difference will be the way the course is assessed and your teacher will explain this to you.

Brief Description of Course

This course is designed for pupils who have enjoyed their experience of Physics and would like to find out more about what how things around us work.

This Course has a skills-based approach to learning. It takes account of the needs of all learners and provides sufficient flexibility to enable learners to achieve in different ways.

Pupils will develop their abilities to plan experiments and practical investigations.

The course is presented in 3 units which include;

Physics: Electricity and Energy - 1unit
Physics: Waves and Radiation - 1unit
Physics: Dynamics and Space - 1unit
Added Value Unit (physics assignment) - 1unit

Course Assessment

There are three assessment activities for each Unit:

✔ Activity 1: a scientific report of an experiment or practical investigation
✔ Activity 2: a set of questions to generate evidence.

Physics Added Value Unit (AVU)
This assignment will cover work from all units. Learners will be given a task and time to research it before writing it up under supervision. It will be marked by school staff and verified by the SQA.

Possible Progression

Possible career routes relating to this subject can be found at:
http://www.plantiplus.net/schoolzone/subjects/ OR
http://www.myworldofwork.co.uk/subjectchoices
National 4 progression videos on SQA website
http://www.sqa.org.uk/sqa/72673.html?dm_i=UJ7.35AYV.3ZKJP8.BA5M6.1
National 4 → National 5 → many College courses
National 4 → Other National 4 courses → training or College courses.

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PHYSICS

National 5

National 5 is designed for pupils who are interested in understanding how things work or want to gain qualifications to progress to Higher Grades. From the sources of the power we use, to the exploration of space. N5 Physics covers a range of applications of the relationships that have been discovered through experiment and calculation, including those used in modern technology from mobile phones to the large Hadron collider.

Brief Description of Course

National 5 Physics allows pupils to build on and extend their previous knowledge in areas of scientific inquiry, investigation and analytical thinking, along with knowledge and understanding.

Pupils will develop their abilities to plan experiments and practical investigations.

The course is organised into six units:
- **Dynamics** - Learners will investigate the key areas of motion such as velocity, acceleration, Newton's Laws, conservation of energy and projectiles.
- **Space** - Students will be introduced to the physics behind space exploration and how information from space is analysed.
- **Electricity** - Students will further explore electrical circuits including electronics and electrical power.
- **Energy** - Learners will investigate heat energy transfer and the behaviour of gases.
- **Waves** - Students will extend their knowledge of wave behaviour and measurements and examine the electromagnetic spectrum.
- **Radiation** - Learners will explore nuclear radiation, including how radioactive materials emit radiation and how nuclear energy is generated.

Assessment Details

There will be some end of topic tests which are internally assessed to measure progress by the class teacher.

To gain the course award the SQA assessment requirements are as follows;
- ✓ A practical assignment which is submitted to the exam board
- ✓ An end of course exam, which with the practical assignment will provides the basis for grading in the course award (A-D)

Possible Progression

National 5 → Higher Physics → many University/College courses
National 5 → Higher Physics → Advanced Higher Physics → University Science courses
National 5 → National 5 in other Sciences → many College courses.
PRACTICAL ELECTRONICS

National 4 / National 5

Brief Description of Course

- This course is practical and experiential in nature, and provides skills in, and an understanding of, electronics and its impact on society and environment

- This Course teaches a range of practical skills in electronics, including skills in analysis and problem solving, design skills, skills in the safe use of tools and equipment, and skills in evaluating products and systems

- You will learn awareness of the importance of safe working practices in electronics

- You will develop an understanding of the role and impact of electronics in changing and influencing society and the environment

The National course is presented in 3 units which include
  - Circuit design;
  - Circuit Simulation;
  - Circuit Construction.

Assessment Details

At National 4, all units must be passed but there is no course assessment required.

To gain the award of the Course at National 5, the learner must pass the course assessment which includes:

- Course assignment – 70%
- Written question paper (examination) – 30%

The course assessment marks combined will provide the basis for grading attainment in the Course award (A-D)

Possible Progression

National 4 Practical Electronics → National 5 Practical Electronics/N4 Physics
National 5 Practical Electronics → National 4 or 5 courses in Technology or Computing/N5Physics

Relevant courses available at Borders college as a progression from Practical Electronics are;

<table>
<thead>
<tr>
<th>Course name</th>
<th>SQCF level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Installation</td>
<td>5/6</td>
</tr>
<tr>
<td>Motor Vehicle Maintenance</td>
<td>4/5/6</td>
</tr>
<tr>
<td>Engineering</td>
<td>5</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>6 / HNC / BEng</td>
</tr>
<tr>
<td>Landbased Service Engineering</td>
<td>4</td>
</tr>
</tbody>
</table>
PRACTICAL METALWORKING SKILLS

Entry Requirements

Entry to these courses is at the discretion of the centre. Please discuss with Mr Kidd, Miss Mackenzie and Mrs Martin if you would like information about entry requirements. Course recommendations are outlined below:

National 4: Learners would normally be expected to have attained the skills and knowledge required by one or more of the following or equivalent qualifications and/or experience:

♦ National 3 Practical Craft Skills Course or relevant component Units
♦ National 3 Design and Technology Course or relevant component Units

National 5: Candidates should have achieved the fourth curriculum level or the National 4 Practical Metalworking course or equivalent qualifications and/or experience prior to starting this course.

National 4 / National 5

The course is of a practical nature, workshop-based and provides many skills which are appropriate to a wide range of applications. The course will develop skills in bench-based metalwork, turning, and joining skills including welding.

The Course will also give learners the opportunity to develop practical creativity and problem solving, as well as an understanding of safe working practices and sustainability issues.

Brief Description of Course

There are three units to be covered in this course:

- Bench Skills
- Machine Processes
- Fabrication and Thermal Joining

Once all three topics are successfully completed the student will attempt to gain a course award which requires them to construct a specified project that incorporates skills from all units.

National 4 Assessments:

- Internal assessment at the end of each unit
- External assessment – Practical Assignment (AVU) Making a product from metal.

Each assessment is mainly practical with each unit having a short written element.

The Internal Assessment is quality assured against SQA specifications.

The External Assessment is graded using a tolerance based marking system allowing the more accurate and skilled to gain a better grade.

National 5 Course Assessment Methods (Externally Assessed):

- Component 1 – Question Paper (60 marks). 30% of overall grade. This 1 hour exam will assess candidates knowledge and understanding covered within the course content.

- Component 2 - Practical Assignment (70 marks). 70% of overall grade. This is assessed using a tolerance based marking system allowing the more accurate and skilled to gain a better grade.

Progression

- Related Courses in Further Education
- Training or employment
PRACTICAL WOODWORKING SKILLS

Entry Requirements
Entry to this Course is at the discretion of the centre. Please discuss with Mr Kidd, Miss Mackenzie and Mrs Martin if you would like information about entry requirements. Course recommendations are outlined below:-

National 4: Learners would normally be expected to have attained the skills and knowledge required by the following or equivalent qualifications and/or experience:

♦ National 3 Practical Craft Skills Course or relevant component Units
♦ National 3 Design and Technology Course or relevant component Units

National 5: Candidates should have achieved the fourth curriculum level or the National 4 Practical Woodworking course or equivalent qualifications and/or experience prior to starting this course.

National 4 / National 5
The course is of a practical nature, workshop-based and provides many skills which are appropriate to a wide range of applications. The course will develop knowledge, understanding and skills in marking-out, cutting, shaping and finishing materials, as well as adjusting and maintaining a range of hand tools.

The Course will also give learners the opportunity to develop thinking, numeracy, and employability, enterprise and citizenship skills.

Brief Description of Course
There are three units to be covered in this course:

- Flat-frame Construction
- Carcase Construction
- Machining and Finishing

National 4 Added Value Unit: Once all three units have been successfully completed, pupils will attempt to gain a course award (AVU) which requires them to produce a Practical Assignment. This Assignment will encourage learners to draw on and extend their range of practical woodworking experiences and skills in order to produce an effective finished product made from wood.

National 4 Assessments:
- Units - Internally Assessed (quality assured against SQA specifications)
- Practical Assignment - Externally Assessed (tolerance based marking system A-D)

National 5 Course Assessment Methods:
- Component 1 – Question Paper (60 marks).
  30% of overall grade. This 1 hour exam will assess candidates knowledge and understanding covered within the course content.

- Component 2 - Practical Assignment (70 marks).
  70% of overall grade. This is assessed using a tolerance based marking system allowing the more accurate and skilled to gain a better grade.

Progression
- National 4/5 Practical Metalwork
- Related Courses in Further Education
- Training or employment
National 4 / National 5

Entry Requirements
Entry by departmental recommendation

Brief Description of the Course
National 4 is appropriate for pupils who have experienced the Core S1 – S3 Faith curriculum.
National 5 is appropriate for pupils who have experienced the Level 3 and 4 Outcomes and Experiences of the Social Subjects S1 – S3 course.

The course will be divided into three units:

- **Morality and Belief** – we will look at Religion and Justice (Why do we punish? How do we punish? How do we decide on our laws?)

- **Religious and Philosophical Questions** - The Problem of Evil and Suffering (Does evil exist? If there is a God why does He let people suffer?)

- **World religions** – we will study Buddhism (what answers does it give to the major questions in life; How should we live? What is life for?)

The course will develop skills in reasoning and debating. Students will be encouraged to think about and develop their own beliefs on major issues while recognising the importance beliefs have for people around the world.

Assessment Details
The 3 units are assessed internally for National 4 candidates.

National 4 also includes successful completion of an internally assessed ‘Added Value’ Project based on a theme from the course.

National 5 requires:
- Completion of an assignment based on a theme from the course. Worth 20 marks, completed in exam conditions and externally marked.
- Completion of an externally set and assessed exam which samples topics from the whole course.

Possible Progression
National 4 → National 5 → Higher Philosophy
National 4, 5 or Higher in another Social Subject
National 4 and 5 RMPS would also provide entry requirements to any course at college, and would be a recognised qualification for employment in any type of job.
SCOTTISH STUDIES AWARD

(SCQF Level 3/4/5)

Purpose and aims of the Award

The purpose of this Award is to allow learners to broaden their knowledge of Scotland whilst developing and applying the skills, knowledge and understanding relevant to their chosen subject areas.

The main aims of the Award are to give learners the opportunity to:

- Develop and apply skills, knowledge and understanding in their chosen subject areas
- Make connections across these areas by studying them in a Scottish context
- Develop an understanding of the contribution that Scotland and its people, past and/or present, have made and continue to make in these areas
- Reflect on the place of Scotland within the wider context of the United Kingdom, Europe and/or the rest of the world
- Explore an aspect of Scottish Studies that is of particular interest to them
- Develop the skills of planning, researching, selecting and using information, and skills of reflection
- Develop, with minimum support, their abilities to become independent learners

Award Structure

All Units in the Award are at SCQF level 5 and learners must complete a total of four Units.

All learners must complete the mandatory Scottish Studies: Scotland in Focus (SCQF level 5) Unit.

They will also complete three Units from the following groups:

- Group 1 Language and Literature
- Group 2 Society and Environment
- Group 3 Arts and Culture
SPANISH

National 4 / National 5

Brief Description of Course
Pupils study a variety of topics about the Spanish culture and way of life, being on holiday in Spain, living and working in Spain, and talking about yourself and your family.

The course is divided into 2 areas:
- Understanding Spanish (Reading and Listening)
- Using Spanish (Talking and Writing).

The language throughout National 4 is relatively simple and straightforward whereas the language in National 5 is more challenging, and leads onto Higher.

Assessment Details:

National 4:
Pupils are assessed during the course in Reading, Listening, Talking and Writing, and need to pass all of these unit tests.

At the end of the course, pupils sit a final assessment, known as the Added Value Unit, in Reading, Talking and Listening (but not Writing), which is based on what they have covered throughout the course, generally. This final unit also must be passed, along with the previous units, for pupils to gain the National 4 qualification.

National 5:
Pupils are assessed during the course by their teacher in Reading, Listening, Talking and Writing to measure their progress.

External assessments to achieve the National 5 course award will include:
- A written assignment which is submitted and will be externally marked by SQA
- A performance of talking which will be marked and assessed by the teacher
- A question paper (examination) on reading and writing
- A question paper (examination) on listening

Pupils will be assessed using all of the above methods to gain an overall grade at A-D.

Possible Progression

National 4 Spanish → National 5 Spanish→ Higher Spanish
National 5 Spanish → National 5 French/German → Higher French/German
SPORT AND RECREATION (Skills for Work)

National 5

Entry Requirements – can only be done in conjunction with N5 PE at the discretion of Principal Teacher

Entry to the Sport and Recreation course will be through PE departmental recommendation. This course is for students who have completed the National 5 or Higher PE course and want to continue in the subject as an alternative to Higher or Advanced Higher PE. Candidates should have passed National 5 PE and have an interest in the sport and fitness industry.

Brief Description of the Course

In a change from the National PE courses the Sport and Recreation course covers the main areas that are essential to work in the sport and recreation environment. The course provides an introduction to the core values and procedures that are required in this thriving industry. Candidates will develop their skills base from producing risk assessments for activities, emergency procedures; maintenance of equipment through to designing and delivering training programmes. The course will prepare candidates for seeking employment or further study in the leisure industry.

Assessment Details

Candidates will be required to complete and record evidence on outcomes throughout the following units:

- Employability Opportunities in the Sport and Recreation Industry
- Assist with a Component of Activity Sessions
- Assist with Daily Centre Duties
- Assist with Fitness Programming

Alongside this candidates are also assessed on their employability skills with information gathered across the performance in all units.

Possible Progression

National 5 → Borders College Sports Courses

National 5 → SVQs in Sport and Recreation

Other Further Education Courses in Sport and Fitness

Training or employment in the Sport/Recreation Industry
TRAVEL AND TOURISM (Skills for Work)

National 4 / National 5

Entry Requirements

Entry by departmental recommendation. The course is aimed at those who have an interest in a possible career in the travel or service sector.

Brief Description of the Course

National 4 is appropriate for pupils who have experienced the Level 3 Outcomes and Experiences of the Social Subjects S1 – S3 course. National 5 is appropriate for pupils who have experienced the Level 3 and 4 Outcomes and Experiences of the Social Subjects S1 – S3 course.

The course consists of 4 units:

- **Employability** which is about jobs and careers in the industry
- **Customer Service** which focuses on meeting customer needs
- **Scotland** is an investigation into destinations and attractions
- **UK and Worldwide** is also an investigation of holiday destinations and meeting customer needs.

There will be opportunities for work experience throughout the course.

Assessment Details

Each unit will be internally assessed on a Pass / Fail basis.

Possible Progression

National 4 → National 5 Travel & Tourism
National 4 → National 4 or 5 in another Social Subject

National 5 → National 5 or Higher in another Social Subject

Borders College Administration and Tourism NC
**HOW TO APPLY FOR COURSES DELIVERED IN COLLEGE:**

- Online at Borders College website.
- Pupils can apply online with support from Pastoral staff.
- Closing date is Thursday 25th April 2019.
- Pupils who apply are expected to attend information classes on week beginning Monday 3 June 2019 and each allocated day thereafter until Tuesday 25 June 2019.
- All successful pupils are informed about their place on the course and places start in August 2019.

**HOW TO APPLY FOR COURSES DELIVERED IN SCHOOL:**

- Pupils will be selected by the school and pastoral staff will support online applications.

**GENERAL ADVICE**

**Travel**

If travelling to College, transport arrangements will be organised by the school.

**Equipment**

For those pupils who attend college, personal protective equipment required will be supplied by the College. Otherwise, the school will provide the equipment. Once issued, it is the responsibility of the pupil to bring the protective equipment to college in order to undertake the course. Pupils will not be able to take the class without this equipment.

**Reports**

College lectures will be held with schools on a regular basis, reporting on the pupils’ progress and attendance.

**THE COLLEGE ENVIRONMENT**

Although entering as an adult environment, Borders College, through its Safeguarding Policy, aims to make sure that pupils are safe and well whilst in the College and provide a safe place in which to learn.

While in the College environment, pupils must behave in a responsible way and respect fellow students, staff and College property.

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**SAMPLE COURSE INFORMATION**

**Construction Crafts National 4**

What you need to do to gain entry on to the course:

- You will be required to show no interest in construction.

What you will learn and do:

- You will be given a task of completing various tasks, including:
  - Bricklaying
  - Carpentry & Joinery
  - Painting & Decorating
  - Plumbing
  - You will also gain an understanding of working safely, efficiently and effectively in a construction environment and will pick up employability skills.

Related courses that you may move on to:

- Construction Apprenticeship: Bricklaying
- Carpentry & Joinery, Painting & Decorating
- Plumbing or Architectural Services

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**SAMPLE COURSE INFORMATION**

**Hairdressing and Beauty Therapy**

What you need to do to gain entry on to the course:

- You will be required to show an aptitude for Hairdressing and Beauty Therapy at interview.

What you will learn and do:

- This programme is the perfect beginning to a possible career in Hairdressing or Beauty Therapy. You will cover areas such as:
  - Styling hair
  - Skin care
  - Make-up
  - Styling Women’s Hair

- You will have the opportunity to learn how to create hairstyles and to learn about skin care and make-up.

Related programmes you may move on to:

- Level 1 & 2 Beauty Therapy at Borders College
- Level 1 & 2 Hairdressing at Borders College

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**COURSE GUIDE FOR SENIOR PHASE PUPILS 2019/2020**

A College and School Partnership

#ChooseCollege
## Pathway to Higher Education Courses 2019

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<th>Title</th>
<th>Course Code</th>
<th>Qualification</th>
<th>SCQF Level</th>
<th>Location</th>
<th>Duration</th>
<th>Start</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>Event Management HPA*</td>
<td>MSBTH142</td>
<td>HPA/Events</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Pre-Employment HPA*</td>
<td>MSBTH150</td>
<td>HPA/Pre-Employment</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Social Care Practice</td>
<td>MSBTH151</td>
<td>HPA/Social Care</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
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<tr>
<td>Consumer Product Development</td>
<td>MSBTH152</td>
<td>HPA/CPD</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Food and Drink Foundation</td>
<td>MSBTH153</td>
<td>HPA/Food</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Social Services Health &amp; Care</td>
<td>MSBTH154</td>
<td>HPA/Social Services</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
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<tr>
<td>Social Care Practice</td>
<td>MSBTH155</td>
<td>HPA/Social Care</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Business Skills Foundation</td>
<td>MSBTH156</td>
<td>HPA/Business Skills</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Project Management</td>
<td>MSBTH157</td>
<td>HPA/Project</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
<tr>
<td>Project Management</td>
<td>MSBTH158</td>
<td>HPA/Project</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
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<td>Social Care Practice</td>
<td>MSBTH159</td>
<td>HPA/Social Care</td>
<td>6</td>
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<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
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<tr>
<td>Health &amp; Social Care Practice</td>
<td>MSBTH160</td>
<td>HPA/Health &amp; Social</td>
<td>6</td>
<td>SBC</td>
<td>26 weeks</td>
<td>Tue 20 Aug 2019</td>
<td>Mon and Wed</td>
<td>14:00-18:00</td>
</tr>
</tbody>
</table>

* HPA = National Progression Award
Borders College Schools Academy

A College and School Partnership Programme

The Borders College Schools Academy provides an integrated approach to education, where senior phase pupils are given the opportunity to learn a range of vocational skills, both practical and academic. These provide them with a vocational pathway on to further and higher education at a range of different levels.

The Borders College Schools Academy will widen senior pupils’ experience of education and broaden their horizons, whilst learning skills that will help them in their future career choices.

Pupils will be taught in college or school by specialist college lecturers, who will liaise closely with the school. The subjects are taught as part of the senior phase timetable. This includes the SESAP Academies that are delivered in partnership with Queen Margaret University.

Career Progression Opportunities

Senior pupils who are successful in gaining their qualification through this programme and have satisfactory references will be offered a full-time place on a related course the following year.

This booklet contains an overview of the range of courses on offer to pupils.

Qualifications

Borders College is one of Scotland’s top Colleges. The Scottish Funding Council publishes the national Performance Indicator data for college students each year.

Most of the Schools Academy courses are based on Scottish Qualification Authority National Qualifications at a range of levels. Successful completion of Unit Assessments or full National Certificates will appear on SQA Certificates along with other qualifications attained at school.

Your Success Our Priority
Borders College Schools Academy

Further Information and How to Apply

Detailed information on all of the courses available can be found in the online prospectus at www.borderscollege.ac.uk/schoolsacademy

- Pupils should discuss the college option with Pastoral Teachers
- Pupils apply online for the courses (Pastoral Teachers can support pupils with this process)
- Closing date for applications is Thursday 25\textsuperscript{th} April 2019
- Pupils who apply are expected to attend information classes on week beginning Monday 3\textsuperscript{rd} June 2019 and each allocated day thereafter until Tuesday 25\textsuperscript{th} June 2019
- All successful pupils are informed about their place on the course and classes start August 2019
How to Find Your Course

1. Visit the website: www.borderscollege.ac.uk/schoolsacademy
2. Click on the ‘CLICK HERE TO FIND A COURSE’ link
3. Select Schools Academy from the ‘Filter by Course Type’ list

   FILTER BY COURSE TYPE
   ○ Full Time Courses
   ○ Part Time Courses
   ○ Business Short Courses
   ○ Evening & Community Courses
   ○ Foundation Apprenticeships
   ○ Modern Apprenticeships
   ○ Schools Academy
   ○ Vocational Learning

4. Choose the course of your choice from the list displayed and apply online

Scan the QR Code to visit the Schools Academy pages

Borders College
Scottish Borders Campus
Nether Road
Galashiels
TD1 3HE
www.borderscollege.ac.uk
General Advice

Travel
If travelling to College, transport arrangements will be organised by the School.

Equipment
For those pupils who attend college, personal protective equipment required will be supplied by the College; otherwise the School will provide the equipment. Once issued, it is the responsibility of the pupil to bring the protective equipment to college in order to undertake the course. Pupils will not be able to take the class without this equipment.

Reports
College lecturers will be liaising with schools on a regular basis, reporting on the pupils’ progress and attendance.

The College Environment

Although entering an adult environment, Borders College, through its Safeguarding Policy, aims to make sure that pupils are safe and well whilst in the College and provides a safe place in which to learn.

Whilst in the College environment, pupils must behave in a responsible way and respect fellow students, staff and College property.

Please Note:
The College will use all reasonable endeavors to deliver courses in accordance with the description set on in the course guide. However, the College will manage its affairs in ways which are efficient and cost effective, therefore, reserves the right to alter or amend the contents or methods of delivery of courses, to discontinue courses and to merge and combine courses if such action is reasonably considered to be necessary by the College.

Your Success Our Priority