

**STROMNESS ACADEMY**  
**Business Studies Homework**

**S3 Administration and IT**

This practical course places emphasis on building skills, including those involved in IT, research and communication with others. In this respect, good attendance in class is more crucial to success than homework, particularly in the early days of the course.

In the first 2 terms, the focus is on building the pupils' computer-based practical skills, this means that written homework is not required. If, however, a pupil has been absent or wishes to catch up with work for any other reason, we are happy for them to do so at home if they have suitable IT equipment. As S3 progresses there will be more focus on administrative practices which provides the pupils with background information on admin issues such as key workplace legislation and working practices. At this stage some homework will be issued, usually consisting of finishing off work started in class.

Classwork and any homework issued will be marked and recorded by the class teacher throughout S3.

**S3 Business**

In the S3 Business course pupils are involved in a mix of theoretical and practical work which aims to give them the knowledge and understanding necessary to be able to apply business concepts, interpret business information, make decisions on a variety of business issues and clearly communicate business ideas, opinions and information.

Some of the classwork is teacher-led, some involves individual pupil work and quite a large proportion of their time is spent on group or paired activities. Where group work is the focus, homework is not a priority.

As the course progresses some written homework will be expected in order to build on pupils' knowledge and understanding of the subject material. In addition to this pupils will occasionally be required to research information in their own time, using the internet. This will feed into projects being undertaken in class.

As with all Business Studies courses, class work and any homework issued will be marked and recorded by the class teacher.

**S4 Administration and IT**

This is a hands-on, computer-based course. Almost every lesson involves pupils in work on the machines. In this respect homework is not a priority. Good attendance and engagement in class is the key to success here.

Revision materials will be provided in the run up to unit assessments, one of which has a written element. It is likely, though that much of the revision will be undertaken in class time.

If a pupil has been absent for a period of time and has missed out on practical work it is important that they discuss this with their teacher. It may be possible to catch up in lunchtimes, after school or during activities if the pupil does not have access to the necessary software at home.

## **S4 Business/Business Management**

Homework will become increasingly important throughout the S4 Business/Business Management course. Pupils will be given deadlines for completion of work each week. Work not completed in class needs to be done at home in order to ensure that all pupils have an acceptable understanding of each topic and that they, thereafter, have the knowledge necessary to be able to successfully achieve the assessments at the end of each unit.

Most written work, whether it is completed in class or as homework will be marked and recorded by the class teacher. This ensures that both pupil and teacher are well informed on progress and also that any difficulties are highlighted at an early stage.

Pupils will be issued with revision materials before unit assessments, before the prelim and in the run up to the final assignment and exam. These materials are intended to be completed both in class time and as homework.

## **S5/6 Int 2 Business Management**

The allocation of 5 periods per week is reasonably generous and it is possible to cover the syllabus, the NABs<sup>1</sup> and to prepare pupils for the exam without too heavy a homework load, provided pupils attend well and work conscientiously in class. Some finishing-off of class work is necessary throughout the session, as is revision for the NABs<sup>1</sup>, the prelim and the final exam.

Homework may be marked by means of peer marking and discussion, or for more detailed tasks, by the teacher.

## **S5/6 Int 2 Administration**

As with Int 2 Business Management, 5 periods per week mean that most of the syllabus and the work associated with it can be completed in class time. One or 2 of the 5 periods are spent on written work which, as with SG Admin, limits the opportunities for homework. Homework isn't regular although when required it may consist of finishing off class work and revision for NABs<sup>1</sup>, prelims and the final exam.

## **S5/6 N5 Accounting**

The main priority in this course is keeping up with class targets – homework consists of finishing off work to ensure that this is the case. The workload can be quite intensive at times, although it is very important that pupils ensure that their understanding is thorough, rather than rushing through exercises.

Classwork and homework will be monitored closely by the class teacher.

Pupils will be issued with revision materials before unit assessments, before the prelim and in the run up to the final assignment and exam. These materials are intended to be completed both in class time and as homework.

## **S5/6 H Grade Business Management**

This course is only available in S6 and is made up of largely crash H grade candidates, and also some pupils with previous experience at Int 2 in S5. Due to the 'crash' nature of the course, homework is vital, in order to ensure that the syllabus can be covered and so that pupils gain a sufficiently broad knowledge of real-life business scenarios.

The class will usually be given a schedule on a Monday and the preferred deadline for the work is 1.55 pm on the Friday of that week, or the following Monday. Work on the schedule includes class work, internet tasks and homework. Pupils are made aware from the outset, of the standard of work which is acceptable. Increasingly, unless a valid reason can be given, late homework will not be marked and commented upon by the class teacher. S6 pupils need to take responsibility to manage their time over the course of the week.

Homework may be emailed to staff over the weekend, if the pupil is absent or if the school is closed due to inclement weather.

In addition to these weekly requirements, revision materials are provided prior to the NABs, prelim and the final exam.

## **S5/6 H Grade Administration**

The volume of homework issued in H Admin is lighter than in H Business Management and Accounts. On average pupils will have written homework once per week, with a week's notice for completion. It is comprised of a continuation of work started in class, throughout most of the session. As with all subjects, revision materials will be provided prior to prelims and pupils are encouraged to work through these to ensure that they are adequately prepared.

The homework will be a mixture of knowledge and understanding tasks and past paper questions and is generally used to check a pupil's level of understanding.

Pupils will be issued with revision materials before unit assessments, before the prelim and in the run up to the final assignment and exam. These materials are intended to be completed both in class time and as homework

For the practical paper in the exam, pupils are encouraged to come into the department in their own time in the run up to exam in order to practice their skills, there will also be after school sessions available with teacher support. At any time pupils may take files home on pen drives in order to go over materials which they may have found challenging in class.

## **S5/6 H Grade Accounting**

The workload in H Accounting is intensive if pupils are to complete the syllabus and be thoroughly prepared for NABs<sup>1</sup> and the final exam. Homework is an important feature of the course and it is made clear from the outset that this will be the case. H Accounting pupils will have homework most nights following their accounts class – this ensures that they have adequate practice on exercises for each topic.

Written past paper questions are always completed at home so as not to take up valuable class time which is needed for practical work. (These written questions comprise only 10% of the total marks available in the exam).

Homework is always marked and commented upon by the class teacher. If a pupil has had difficulty completing it, he or she should raise it with the teacher and then try it again – homework which is knowingly incorrect should not be handed in.

<sup>1</sup>*NAB – National Assessment Bank Assessment*