



## Course Title

**ADMINISTRATION & IT**

## Level

National 4

## Units Covered

This course consists of three units:

- Administrative Practices
- IT Solutions for Administrators
- Communication in Administration

There is also an Added Value Unit (AVU). All units and AVU are internally-marked. The Administration and IT course aims to develop learners' basic administrative and IT skills and to enable learners to develop an understanding of administrative practices within the workplace, whilst developing IT skills in word processing, spreadsheets and databases.

## Progression

Administration & IT – National 5



## Course Title

**ART & DESIGN**

## Level

National 4

## Units Covered

The Art & Design course consists of three elements: Expressive, Design and Critical Analysis.

**An Expressive Portfolio** with a focus on observational drawing, media handling and awareness of the visual elements. Pupils will choose a theme and genre to work within.

**A Design Portfolio** where pupils are tasked with designing a piece of 2D or 3D design; challenging their ability to answer a brief, problem-solve and work with materials.

**And a Critical Analysis Unit** which involves describing and explaining the work of artists and designers.

Pupils are awarded a high degree of choice and personalization during the course. It is hoped that prior learning in S1-S3 will have allowed pupils to find their strengths and areas of interest within Art & Design and build upon these during Senior Phase.

### **Assessment:**

National 4 is internally assessed, with no exam.

## Progression

Art & Design – National 5



## Course Title

**Computer Games Development**

## Level

Level 4 NPA

## Units Covered

If you love playing computer games and want to learn how to make your own, then the NPA Computer Games Development SCQF level 5 course is for you. This course will teach you the basics of game design, media assets and development. You will learn how to use different tools and techniques to create your own games for various platforms and genres. You will also develop your coding skills and computational thinking, which are essential for the computer games industry.

You'll study 3 units:

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

## Progression

Level 5 NPA Computer Games Development



## Course Title

**COMPUTING SCIENCE**

## Level

National 4

## Units Covered

Computing science is vital to everyday life – socially, technologically and economically; it shapes the world in which we live and the future. This course introduces pupils to computing science and develops skills and knowledge that are not only valuable if you wish to pursue a career in computing, but also for a wide range of other careers too.

The course comprises of three internally-assessed units:

- Software design and development
- Information systems design and development
- Added Value Unit: Assignment

Pupils will work independently and in groups throughout the course. There is no external exam at National 4 level. The course is awarded on a pass/fail basis.

## Progression

National 5 Computing Science



## Course Title

**Design & Manufacture**

## Level

National 4

## Units Covered

- **Design:** You will learn how to take a project from a basic "brief" to a final idea. This involves sketching, modelling, and learning what makes a product look and work well.
- **Materials and Manufacturing:** You will turn your ideas into reality by working in the workshop. You will learn about the properties of wood, metal, and plastic, and how to use tools and machines safely to build your prototypes.
- **Added Value Unit (Assignment):** You will complete a full design-and-make project. You'll be given a brief and have the freedom to choose your own solution, resulting in a design folio and a finished product.

## Progression

National 5 Design & Manufacture, or National 4/5 Practical Woodwork.



## Course Title

**Drama**

## Level

National 4

## Units Covered

National 4 Drama provides opportunities for learners 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 learners 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

Pupils specialise in two productions areas from: Acting, Lighting, Sound, Costume, Props & Hair & Make-Up. There is a requirement that all pupils perform to an audience as part of the course.

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

## Progression

National 5 Drama



## Course Title

**ENGLISH**

## Level

National 4

## Units Covered

### Purpose and aims of the Course

The main purpose of the Course is to provide learners with the opportunity to develop the skills of listening, talking, reading and writing in order to understand and use language. As learners develop their literacy skills, they will be able to process information more easily, apply knowledge of language in practical and relevant contexts, and gain confidence to undertake new and more challenging tasks in a variety of situations.

The Course offers learners opportunities to develop and extend a wide range of skills. In particular, the Course aims to enable learners to develop the ability to:

- listen, 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

### Course structure

The course builds on pupils' previous experiences in the broad general education and is most appropriate for pupils working within the third level by the end of S3. Pupils will continue to develop their skills across reading, writing, talking and listening.

This Course is made up of four mandatory Units. The Course provides learners with the opportunity to develop their listening, talking, reading and writing skills in order to understand and use language. The four Units include the four language skills of listening, talking, reading and writing. The structure of the Units enables learners to focus on the skills required to understand and use language and to integrate listening, talking, reading and writing skills across the Units. Each Unit also offers opportunities for learners to focus on particular skills.

### Conditions of award

To achieve the National 4 English Course, learners must pass all of the required Units, including the Added Value Unit. The required Units are shown in the Course outline section. National 4 Courses are not graded.

## Progression

National 5 English  
National 5 Literacy



## Course Title

**GEOGRAPHY**

## Level

National 4

## Units Covered

National 4 Geography will help you develop the knowledge, understanding and skills you need to better understand and describe the complex world around you. It revolves around 3 key units:

- The Human Environment (Population, Urban, Farming, Rural Land Use & Conflict and Development)
- The Physical Environment (Glaciation, Coasts and Weather)
- Global Issues (Health and Climate Change)

Along with various literacy and numeracy skills, each unit has a range of subject specific outcomes embedded within them e.g. OS mapping

These units are assessed in class using standardised SQA outcomes. Additionally, there is an 'Added Value Unit' which require pupils to plan, undertake and write a geographical assignment.

There is no exam for National 4 Geography, the course is entirely assessed in school.

## Progression

This course may provide progression to the National 5 Geography. Additionally, it can provide progression to further study, employment and/or training.





## Course Title

**HISTORY**

## Level

National 4

## Units Covered

National 4 History will help you develop the knowledge, understanding and skills you need to comprehend and describe the past and its significance today. It revolves around 3 key themes: Scottish History, British History and European and World History. The following topics are:

The Era of the Great War, 1900-1928

The Trade in Enslaved African People, 1770-1807

Hitler and Nazi Germany, 1919-39

These themes are assessed in class based on SQA outcomes. Additionally, there is an 'Added Value Unit' which will require students to plan and write a historical project.

## Progression

This course may provide progression to the National 5 History Course or its Units. Additionally, it can provide progression to further study, employment and/or training.



## Course Title

**Modern Languages for Life & Work**

## Level

Level 4 Award

## Units Covered

The Modern Languages for Life and Work Award at SCQF level 4 will develop knowledge and skills in areas such as society, culture and employability. Learners can specialise in one or two Modern Languages (French and/or German).

This qualification covers areas such as communication, self-awareness, confidence, leadership and independent learning.

## Progression

Level 5 Award: Modern Languages for Life & Work

## Course Title

**APPLICATIONS OF MATHEMATICS**



## Level

National 4

## Units Covered

The National 4 Applications of Mathematics course explores the applications of mathematical techniques and skills in everyday situations, including financial matters, statistics and measurement.

National 4 Applications of Mathematics is assessed internally.

The course is split into three units:

- Managing Finance and Statistics – budgeting, wages, overtime, payslips, loans, currency, averages, graphs, probability
- Geometry and Measures – gradient, perimeter, area, volume, Pythagoras, speed distance and time, scale drawings and bearings, tolerance, precedence tables, efficient container packing
- Numeracy – ratio, fractions, decimals, percentages, proportion

To achieve a pass, learners must pass all three units as well as the Added Value unit.

## Progression

National 5 Applications of Mathematics



## Course Title

**MODERN LANGUAGES French/German**

## Level

National 4

## Units Covered

Students will continue to develop and extend their skills from their broad general education. They continue to develop the ability to read, listen, talk and write in the modern language, understand and use straightforward language and apply knowledge about how language works (grammar). Skills are developed through the four key contexts of society, learning, employability and culture.

Students will be provided with detailed assessment information for the internal assessments which they have to sit and pass for each of the four skills at National 4 and also for the National 4 Added Value Unit.

## Progression

Level 5 Modern Languages for Life and Work Award  
National 5 French or German



## Course Title

**MODERN STUDIES**

## Level

National 4

## Units Covered

The National 4 Modern Studies course consists of four internally-assessed units:

- **Crime & the Law:** Examining the criminal justice system, the causes and effects of crime, and its impact on individuals and communities.
- **World Power (USA):** Exploring the United States as a global power, including its political system, economic influence, and cultural impact worldwide.
- **Democracy in Scotland:** Understanding Scotland's democratic system, its Parliament, and the role of citizens in influencing government decisions.
- **Added Value Research:** An independent research project where students investigate a Modern Studies issue, developing research skills and critical thinking.

## Progression

National 5 Modern Studies



| Course Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| National 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Units Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>The course contains three compulsory components:</p> <p><b>Performing Skills on two instruments or one instrument and voice:</b> Pupils will learn to perform in a range of musical styles by developing musical and technical skills, showing an understanding of the composers' intentions for the piece and by identifying strengths and areas for improvement in their performing. Pupils will prepare a programme of music lasting 8 minutes, performing a minimum of 2 contrasting pieces on each instrument. The minimum level of difficulty at National 4 is Grade 2 ABRSM. Performance makes up 60% of the final assessment. This is internally assessed but must be performed in front of a selected audience and recorded.</p> <p><b>Composing Skills:</b> Pupils will learn to create original music by identifying the compositional methods and music concepts used in given examples of music. Pupils will experiment and use music concepts and compositional methods to develop and create original music. Pupils will develop musical ideas which convey their creative intention and reflect on their music and their creative choices. Produce a folio of compositions, comprising of a range of pieces and technical exercises. A programme note and score must accompany each piece. This unit must be passed in order to achieve the course award.</p> <p><b>Understanding Music:</b> Pupils will learn to recognise and identify music concepts and styles by identifying level- specific music concepts in excerpts of music, identifying the social and cultural influences which have influenced the distinctive sounds of specific music styles and by identifying and recognising the meaning of music signs, symbols and terms. Pupils will complete a variety of assessments throughout the course.</p> |
| Progression                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| National 5 Music                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



## Course Title

**PEOPLE AND SOCIETY**

## Level

National 3/4

## Units Covered

People and Society is a great course for those who want to study in the Humanities Department but feel the individual disciplines would be too intense for them in terms of the workload demands. The course is very accessible and offers the opportunity to practise and develop some cross-curricular skills which will be very useful in other National 4 qualifications across the school.

Pupils will work on 3 separate units, all of which must have a link to 'The Humanities':

- Making a Decision
- Comparing & Contrasting
- Investigating a Topic

The course offers huge scope for personalisation and choice in terms of the topics covered. Your teacher will advise, support, and help you make sensible decisions regarding each unit, but you should be ready and willing to work independently and make your own decisions that reflect your personal interests.

There is no exam and the 3 units and the AVU project will be assessed in school.

## Progression

This course may provide progression to individual subject-based National 4 qualifications (History, Modern Studies or Geography)



## Course Title

**PHYSICAL EDUCATION**

## Level

National 4

## Units Covered

### Entry Requirements

Pupils should have an interest in taking part in sport. In S1-3 pupils should have shown a high level of participation and effort to gain entry to this course.

### Course Outline and Assessment

National 4 Physical Education is designed to give pupils the opportunity to develop the knowledge and skills needed to improve practical performance in a range of physical activities.

The course is split into three units and is completed through three different activities. These activities will be decided by your teacher. All of these units are pass fail. The units are:

#### Performance Skills

The performance skills unit requires pupils to attain a minimum competency in two physical activities across a range of practical criteria. This is assessed over the course of each block.

#### Factors Impacting on Performance (FIP)

The FIP is a written unit designed to develop learners' knowledge and understanding of the factors that impact on performance in physical activities. Learners will consider the effects of mental, emotional, social and physical factors on performance, and will develop an understanding of how to plan for, monitor, record and evaluate the process of personal performance.

#### Added Value Unit (AV)

The AV unit is a performance based assessment requiring learners to choose an activity in which they will plan for, carry out and reflect upon a one-off performance. Learners will also be required to identify their future development needs.

## Progression

National 5 Physical Education

Skills for Work National 5: Sports & Recreation





## Course Title

**GENERAL SCIENCE**

## Level

National 4

## Units Covered

Science is vital to everyday life and allows us to understand and shape the world in which we live and influence its future. Scientists play a key role in meeting society's needs in areas such as medicine, energy, industry, material development, the environment and sustainability. It is important that everyone has an informed view of science.

The Science course encourages resilience, which leads to becoming a confident individual. Successful learners in science think creatively, and analyse and solve problems. Science can produce responsible citizens through studying areas such as health, environment and sustainability.

The course consists of three units plus an internally assessed added value unit in order for pupils to gain a full course award.

**Fragile Earth** Learners will focus on: ♦ water ♦ food

They will investigate these resources through activities related to their source, origin, production and/or extraction. Uses and benefits will be explored. Conflicts and also possible local, national, or global solutions will be identified. Learners will gain knowledge of how science is involved in environmental issues.

**Human Health** Learners develop an understanding of factors which contribute to a healthy lifestyle, through a personal, community-based and global approach. Learners cover procedures to measure physical fitness, investigate mental/social health issues and research media reports of national/international health areas.

**Applications of Science** In this Unit, learners explore science's contribution to communication technologies and the impact that these have had on the environment/society. Learners research the production and use of new materials. They cover how science helps the understanding of risk and how it can be reduced in modern life.

**Added Value Unit: Science Assignment** In this Unit, learners will draw on and extend the skills they have learned from across the other Units and demonstrate the breadth of knowledge and skills acquired, in unfamiliar contexts and/or integrated ways.

## Progression

National 5 Biology  
National 5 Chemistry  
National 5 Physics



## Course Title

**Skills for Work: Rural Skills**

## Level

National 4

## Units Covered

National 4 Skills for Work: Rural Skills is an introductory qualification. It develops the skills, knowledge and attitudes, needed for work in the land-based industries.

This Rural Skills Course allows candidates to begin to develop some of the basic practical skills necessary to work in most of the land-based disciplines — areas such as agricultural livestock, equine industries, horticulture, landscaping, agricultural crops and animal care. The Course also provides the opportunity to explore the very diverse employment prospects that exist in land-based industries. There is then a choice of a plant or an animal route, where candidates can develop some of the basic skills for the chosen route.

Learners will develop:

- understanding of the workplace and the employee's responsibilities
- for example time-keeping, appearance, customer care
- self-evaluation skills
- positive attitude to learning
- flexible approaches to solving problems
- adaptability and positive attitude to change
- confidence to set goals, reflect and learn from experience

At SCQF level 4, learners work alone or with others on straightforward tasks with support.

## Progression

Level 5 NPA Rural Skills



## Course Title

**SKILLS FOR WORK: SPORT AND RECREATION**

## Level

National 4

## Units Covered

### Purpose

The Skills for Work Course in Sports and Recreation covers the main practical activities involved in carrying out a support role in a sports and recreation environment, as well as health and safety legislation. The course gives hands-on experience in sports coaching, fitness coaching, career preparation and visiting places of work in the community.

### Entry Requirement

Candidates should have a good attendance and participation in PE throughout S1-S3. A good behavioral record and effort level in PE with respect to safety for both the pupils and staff is essential. Candidates should show commitment to improving skills and qualities in all areas of Physical Education.

### Course Outline

There are 4 units to be completed for the course award:

**Assist with a component of activity sessions:** You will develop your leadership and coaching skills in a variety of activities to groups and to individuals. You will learn how to manage health & safety issues and emergency situations which may occur.

**Assist with Fitness Programming:** You will become a personal trainer to your partner, testing their fitness and writing a training programme for them. You will be responsible for training them throughout their training programme.

**Employment Opportunities in the Sport & Recreation Industry:** You will complete a research project based on potential careers you may wish to do within Sport & Recreation industry.

**Daily Centre Duties:** You will take on responsibilities for the maintenance and management of equipment and the PE facilities.

### Assessment

This 'Skills for Work' National 5 course is assessed by completing both practical and written tasks for all four units outlined above. Your teacher will mark all of your work and the course is graded on a pass/fail basis.

## Progression

National 5 Physical Education

Skills for Work National 5: Sport & Recreation



## Course Title

**SKILLS FOR WORK: TRAVEL AND TOURISM**

## Level

National 4

## Units Covered

This course is designed to develop skills, knowledge and attitudes needed for work in the travel & tourism industry.

The course consists of four units:

- Employability
- Customer Service
- UK & Worldwide Tourism
- Scottish Tourism

Currently all participants also get the opportunity, thanks to sponsorship from the DYW Moray Board, to complete World Host Training, an internationally recognised industry qualification.

This course has no external exam with assessment evidence gathered through practical experience simulating the work environment and internal assignments in school.

## Progression

Skills for Work National 5: Travel and Tourism



## Course Title

**PRACTICAL COOKERY**

## Level

National 4

## Units Covered

During the content of this course you will develop skills in creation of dishes using practical cookery skills and techniques. You will develop knowledge in costing, sustainability, complimentary dishes and how to be safe and hygienic in the kitchen.

- Cookery skills, techniques and processes
- Organisational skills
- Understanding and using ingredients
- Added Value Unit

You will be assessed through:

- Practical assessment 2 x dish creation and service
- Assignment booklet including – time plan, Equipment list and Service details

All units are assessed internally. There is no external exam.

## Progression

National 5 Practical Cookery  
National 5 Practical Cake Craft



## Course Title

**PRACTICAL ELECTRONICS**

## Level

National 4

## Units Covered

Electronics is vital to everyday life in our society. This Course provides skills and an understanding of electronics and its impact. It provides a solid foundation for those considering further study, or a career, in electrical engineering and related disciplines. The Course also provides a valuable complementary practical experience for those studying Engineering Science, Physics or other pure science Courses.

The course consists of three units plus an internally assessed added value unit in order for pupils to gain a full course award.

### Circuit Design

This Unit provides an understanding of key electrical concepts and electronic components. Learners will analyse electronic problems, design solutions to these problems and explore issues relating electronics to society and the environment.

### Circuit Simulation

In this unit, the learner will use simulation software to assist in the design, construction and testing of circuits and systems and to investigate their behaviour. For the circuit design and simulation Units, typical circuits should involve a power supply, up to two input devices, processing, and an output device.

### Circuit Construction

This Unit provides experience in assembling a range of electronic circuits, using permanent and non-permanent methods. Skills in practical wiring and assembly techniques will be developed, and testing and fault-finding carried out. For this Unit, typical circuits should involve a power supply, marking out of stripboard, placement and soldering of components, cutting track and wiring techniques between boards, where required.

### Added Value Unit: Developing an Electronic Solution

This Unit requires the learner to apply skills and knowledge from the other Units to solve an electronics problem.

## Progression

National 5 Practical Electronics



## Course Title

**PRACTICAL WOODWORKING**

## Level

National 4

## Units Covered

The National 4 Practical Woodworking course provides a broad introduction to practical woodworking. It is largely workshop-based, combining elements of theory and practical woodworking techniques. Candidates develop practical psychomotor skills (manual dexterity and control) in a universally popular practical craft. They are introduced to safe working practices and become proactive in matters of health and safety. They learn how to use a range of tools, equipment and materials safely and correctly. Candidates develop skills in reading drawings and diagrams, measuring and marking out, cutting, shaping and finishing materials. They learn how to work effectively alongside others in a shared workshop environment. Course activities also provide opportunities to build self-confidence and to enhance skills in numeracy, thinking, planning, organising and communicating — these are all valuable skills for learning, for life and for work. The course encourages candidates to become responsible and creative in their use of technologies and to develop attributes such as flexibility, enthusiasm, perseverance, reliability and confidence.

The course provides opportunities for candidates to gain a range of theoretical and practical woodworking skills relating to tools, equipment, processes and materials. They also develop skills in reading and interpreting working drawings and related documents as well as an understanding of health and safety. The course is practical, exploratory and experiential in nature. It engages candidates with technologies, allowing them to consider the impact that practical technologies have on our environment and society. Through this, they develop skills, knowledge and understanding of:

- woodworking techniques
- measuring and marking out timber sections and sheet materials
- safe working practices in workshop environments
- practical creativity and problem-solving skills
- sustainability issues in a practical woodworking context

## Progression

National 5 Practical Woodworking

Keith Grammar School

# Course Choice Descriptor Information

Planning for Session 2026-27



**Ambition Excellence Respect Success**