SQA Centre - Ras Al Khaimah

Centre No: 3025039

Candidate Induction Policy

SQA RAK Centre

Vision

To be an innovative, inclusive, technology driven impactful, professionally focused university, preparing students for the dynamic world.

Mission

To transform people and communities by providing demand-led teaching and contribute to economic, social, and cultural development regionally, nationally, and internationally.

Goals

At SQA RAK Centre we will:

1. Pursue upgrade of the industry focused Computing and Management programs to produce competent graduates for the industry.

2. Strive to exchange industry relevant knowledge and skills that embraces the current global developments and experiences.

3. Develop and foster an excellent management and work culture that promotes values of collaboration, inclusion, and integrity for providing quality service to the stakeholders and community.

4. Cultivate an innovative learning and teaching environment to empower the overall progress of the students by enhancing academic quality of the offered programs.

5. Ensure quality training and consultancy services in the areas of expertise to contribute to the continuous development of the industry and community.

6. Enhance research activities to contribute to the advancement of the country by liaising with external research bodies.

2.Overview of your qualification (Units and content)

Mode of Study	Full Time
Duration of Programme	2 years
SCQF Level	7-8
Total Credit Points	240
SQA Credit Value	30

Diploma in Computer Software: Development

Programme Summary

The principal aim of this qualification is to prepare candidates for employment in the field of Software Development. It has been designed to provide a distinctive route within the suite of SQA Advanced Computing awards. The award adopts the object- oriented paradigm as its key focus, reflecting current and anticipated demands from both degree programmes and employment opportunities. The key skill of this course is to develop programming and design skills using state-of-the-art technologies such as mobile applications.

Course Structure - Diploma in Computer Software: Development

SEMESTER I					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Computer Systems Fundamentals	HP1T 47	8	7	1
2	Developing Software: Introduction	HP1R 47	8	7	1
3	Software Development: Programming Foundations	HP2P 47	8	7	1
4	Team Working in Computing	HP1X 47	8	7	1
5	Troubleshooting Computing Problems	HP1V 47	8	7	1
6	Mathematics for Computing 1	HP1H 47	8	7	1
Total Credits: 06					
SEMESTER II					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Computer Networking: Fundamentals	HR87 47	8	7	1
2	Professionalism and Ethics in Computing	HP29 47	8	7	1

3	Relational Database Management Systems	HP2J 48	16	8	2
4	Project Management for IT	HR7J 47	8	7	1
5	Big Data	HR9T 47	8	7	1
6	Computing: Graded Unit 1 (Exam)	HR9J 47	8	7	1
Total Credits: 07					

SEMESTER III

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Web Technologies 1: HTML and CSS	J1GK 47	8	7	1
2	Software Development: Data Structures	HP2K 48	16	8	2
3	Software Development: Object Oriented Programming	HP2L48	16	8	2
4	Systems Development: Object Oriented Analysis and Design	HP2M 48	16	8	2
5	Software Development: Developing Small Scale Standalone Applications	HP2N 47	16	7	2
Total Credits: 9					

SEMESTER IV

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Managing a Web Server	HR8E 47	8	7	1

S.No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
2	Computing: Software Development: Graded Unit 2 (Project)	HT8C 48	16	8	2
3	Artificial Intelligence for Computer Games	HT00 48	16	8	2
4	Mathematics: Calculus and Matrices for Computing	HR7E 47	8	7	1
5	Client operating systems	HP27 47	16	7	2
Total Credits: 08					

Diploma in Business with Accounting:

Programme Summary

Set in a global context, the SQA Advanced Diploma in Business with Accounting (SCQF level 8) develops skills and knowledge in the main aspects of international business, management, and administration, with a strong focus on financial and management accounting including information and communication technology.

Course Structure – Diploma in Business with Accounting

SEMESTER I					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Recording Financial Information	HP04 47	8	7	1
2	Communication: Business Communication	HP75 47	8	7	1
3	Creating a Culture of Customer Care	HP73 47	8	7	1
4	Information Technology: Applications Software 1	HP6L 47	8	7	1

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
5	Marketing: An Introduction	HP6N 47	8	7	1
6	Economic Issues: An Introduction	J461 47	8	7	1
7	Managing People and Organisations	J4DK 47	16	7	1
Total Credit: 07					

SEMESTER II

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Business Law: An Introduction	HP6Y 47	8	7	1
2	Business Accounting	HP7K 47	16	7	2
3	Economics 1: Micro and Macro Theory and Application	HP6P 48	8	8	1
4	Managing People and Organisations	J4DK 47	16	7	1
5	Preparing Financial Forecasts	HP70 48	8	8	1
6	IT in Business: Spreadsheets	HP78 47	8	7	1
7	Business with Accounting: Graded Unit 1	HP06 47	8	7	1
Total Credit : 08					

SEMESTER III

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Behavioural Skills for Business	J1E5 48	8	8	1
2	Business Contractual Relationships	HP6X 47	8	7	1
3	Company Law: An Introduction	HP7J 48	8	8	1
4	Economics 2: The World Economy	HP72 48	8	8	1
5	Information and Communication Technology in Business	HP7A 48	16	8	2
6	Statistics for Business	J45Y 47	8	7	1
Total Credit: 07					

SEMESTER IV

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Business Culture and Strategy	HP6R 48	16	8	2
2	Financial Reporting and Analysis	HP08 48	16	8	2
3	Management Accounting for Decision Making	HP05 48	16	8	2
4	Business with Accounting: Graded Unit 2	HP07 48	16	8	2
Total Credit: 08					

3.Methods of assessment used by SQA

Note: Some SQA qualifications have specific rules on which methods may be used/are most appropriate.

Assignment: problem-solving exercise with clear guidelines, structure and length

Case study: describes a realistic situation. Candidates are prompted to analyse the situation, draw conclusions /make decisions/ suggest courses of action.

Dissertation: substantial written essay, treating a subject or issue in depth in a formal,

Examination/written test: collection of assessment methods which samples a domain of knowledge and/or skills.

Listening test: assesses listening skills using live or recorded stimulus. Candidates demonstrate their understanding by oral or written responses.

Oral questions: assesses knowledge and understanding, may be linked to the assessment of a practical activity or performance

Oral test: of a candidate's listening and communication skills. It is often described as the 'assessment of speaking' or 'talking assignment'

Performance: assesses skills of which the evidence is ephemeral

Portfolio: representative sample of candidate evidence

Practical activity: any activity which involves a technical, artistic or creative skill

Professional discussion: discussion of evidence already provided or demonstrated

Project: task involving research or an investigative approach

Simulation: structured practical exercise with specific objectives which seeks to simulate real-life conditions.

Questioning (includes: Alternative response; Assertion/reason; Cloze; Completion; Extended; Grid; Matching; Multiple choice; Multiple response; Restricted response; Short answer; Structured)

Please note that reasonable adjustments to assessment methods may be made for disabled candidates and/or those with additional support needs. You do not need to seek approval from SQA for a candidate to use an assessment arrangement in an internal assessment as long as the assessment arrangement does not compromise the standard of the qualification.

4. Role of the staff team

Assessor: will be actively involved in a range of learning, teaching, and assessment approaches as part of your course by unit assessors.

Internal Verifier: A sample of assessments is second marked by an Internal Verifier.

Centre Coordinator: will be managing the team of assessors and internal verifiers as well as coordinating with SQA.

Administrator: Fee collection, student services including visa, hostel and transport.

5. Role of visiting SQA quality assurance personnel

Visiting SQA quality assurance personnel will review its programs on an ongoing basis in order to continue to ensure the quality of its provision and will make enhancements to programs as it deems necessary in line with best practice and the requirements of relevant external policy and guidance including (but not limited to) the SQA accreditation.

6.Support and guidance from your assessor

- Teaching and guidance towards assessments
- Planning the assessments
- Conducting assessments (including assignments and tests) and
- marking assessments to ensure that learners measure up to the required standards.

7.Access to course resources and materials

All students will be provided with access to Moodle, our virtual learning environment. Some units use Moodle heavily for independent learning or discussions, whereas for others it is used more as another information point. Moodle can be used in many ways – to discuss topics with fellow students; to upload coursework; to conduct group work; to take quizzes; view video/audio clips highlighted by tutors etc.

8.Equal access to assessment

All the students will be getting equal access to assessments including remediation and reassessment if needed.

9.Progress reviews

As there are both formative and summative assessments, students' progress will be reviewed on a monthly basis and Parents' -Teacher's meeting will be conducted in every semester.

Annual progress:

- Unit assessments
- Graded Unit Examination

10.Individual assessment arrangements

Remediation is the process of providing candidates with additional learning/teaching support before allowing them to be re-assessed.

Candidate will be provided the remediation opportunity as per the guidelines of Unit Specification.

11.Feedback on assessments

Feedback on summative assessment will be offered in a variety of forms and all your work will be marked and moderated in line with the Code of Assessment Practice.

You will normally be provided with feedback within 15 working days of the published submission date.

Results of the units are subject to the internal verification and additionally, external verification process by SQA.

Any student who wishes to discuss his/her performance with the Assessor may do so by making an appointment.

12.Re-assessments

Candidates who have failed any Learning Outcome of the unit and have been unable to provide the necessary evidence through remediation, must be given the opportunity for re-assessment of that stage. This arrangement enables students to complete / achieve a unit by submitting required evidence or appearing for the closed book/ open book assessments and achieving them if they have failed in a previous attempt. However, students should take a note of the following

1. Students are eligible for one more chance to submit the assessment or assignment if they fail to achieve a satisfactory outcome in the first attempt. A new assessment instrument shall be given according to the guidelines given in unit specifications.

2. Students granted 'deferred assessment' could complete the assessment/assignment with the other students failed to achieve in the first attempt. This submission shall be considered as first submission.

3. If the student fails to attempt a resubmission due to acceptable grounds, he / she shall be given one more chance. If the student fails to achieve a pass, then the student must wait until the next session.

4. Student needs to apply for reassessments as per the timeline given by centre's examination calendar and a fee of AED 500+VAT for each unit will be applicable.

5. In case of exam based Graded Unit, if a candidate does not achieve a pass or if a candidate wishes to upgrade, this will be based on a significantly different examination from that was given originally. A candidate's grade will be based on his/her

achievement in the new assessment event using a significantly different examination if this results in a higher grade.

6. In case project based Graded Unit, if a candidate fails the project overall or wishes to upgrade, then this will be done using a different project, i.e., all stages are undertaken using a new significantly different project assessment task, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

13.Assessment appeals

SQA's Appeals Sub-committee does not consider appeals from centres (or proposed centres) operating outside the United Kingdom. So any appeal from students will be dealt by the SQA centre head at rak campus.