

ENTERPRISE THROUGH CRAFT
Access 1

Second edition – published December 2000

**NOTE OF CHANGES
SECOND EDITION – PUBLISHED DECEMBER 2000**

SUBJECT TITLE: Enterprise through Craft (Access 1)

Introductory Information:

Details: Minor text changes
Special Needs statement updated
Some rearrangement of text to match standard format
Information inserted on certification

National Unit Specification:

All units: Minor text changes

ENTERPRISE THROUGH CRAFT (ACCESS 1)

The Enterprise through Craft provision at Access 1 comprises six units:

Working with Craft Tools

<i>D3NB 07</i>	<i>Working with Craft Tools – Identifying Tools (Acc 1)</i>	<i>1 credit (40 hours)</i>
<i>D3NC 07</i>	<i>Working with Craft Tools – Using Tools (Acc 1)</i>	<i>1 credit (40 hours)</i>
<i>D3ND 07</i>	<i>Working with Craft Tools – Valuing Tools (Acc 1)</i>	<i>1 credit (40 hours)</i>

Practical Craft Skills

<i>D3NE 07</i>	<i>Practical Craft Skills – Identifying Materials (Acc 1)</i>	<i>1 credit (40 hours)</i>
<i>D3NF 07</i>	<i>Practical Craft Skills – Producing Artefacts (Acc 1)</i>	<i>1 credit (40 hours)</i>
<i>D3NG 07</i>	<i>Practical Craft Skills – Health and Safety (Acc 1)</i>	<i>1 credit (40 hours)</i>

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

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Introductory Information: Enterprise through Craft (Access 1)

RATIONALE

The sense of achievement that is experienced on the successful completion of a practical product is immense, and the value of this achievement to the development of the personal and social aspects of a candidate's education cannot be overstated. Practical creativity fosters qualities of self-esteem, technological confidence, self-discipline and maturity, all of which are essential attributes not only for candidates in mainstream education, but also for those candidates with special needs.

In the Access 2 Enterprise through Craft Cluster there are three units:

D534 08 Working with Craft Tools: An Introduction (Access 2)

D535 08 Practical Craft Skills (Access 2)

D356 08 Craftwork Enterprise (Access 2)

Access 1 Enterprise through Craft provision consists of three units derived from the unit *D535 08 Practical Craft Skills (Access 2)* and three units derived from the unit *D534 08 Working with Craft Tools: An Introduction (Access 2)*.

Access 1 units will contribute to the knowledge, understanding and practical experience of those candidates whose aspirations and abilities are towards practical work.

These units are practical in nature. They are workshop-based and provide many skills which are appropriate to a wide range of work environments.

Candidates will have an opportunity to experience, develop and provide evidence of:

- appreciating the value of tools
- tool skills
- interpersonal skills.

The programme of study will introduce skills in marking out, using tools, working with materials, and using and maintaining equipment. Apart from giving insight into workshop practice, such studies help with the development of self-confidence, manual dexterity and control, perseverance, maturity and spatial awareness.

AIMS

The aims of Access 1 units are:

- to foster practical skills in the creation of artefacts
- to develop understanding and skills in areas of practical activity
- to encourage interpersonal skills
- to highlight the importance of safety and encourage responsible attitudes in the work environment
- to contribute to personal development, in particular regarding practical capability.

CONTENT

The units in *Enterprise Through Craft* at Access 1 are intended to suit the needs of candidates who are interested in creative practical work for personal reasons and candidates with special needs who would derive a particular benefit from such activities.

Introductory Information (cont): Enterprise through Craft (Access 1)

Although the units can be taught successfully one by one, integration across the units is recommended. Undertaking units in an integrated way has a number of benefits:

- Both specific and more general skills may be explored and developed.
- Practical/applied activity may be integrated.
- Skills and abilities may be developed through integrated practical activity; this in turn will support learning as a whole.
- Candidates have opportunities to develop their abilities to sustain effort and concentration, make decisions and complete a process.

Working with Craft Tools Units

The aim of these units is to develop the candidate's appreciation of the value of tools generally, so that a responsible attitude is developed towards the tools without necessarily being adept at using them. Tools in this context refers to 'the tools of the trade', whether hand tools or sophisticated equipment.

These units could provide an introduction to the workshop and the following induction might be considered:

- a tour of the workshop facilities
- how the unit relates to the candidates' previous experiences
- general safety, and explanations of conduct and acceptable attitudes in a workshop environment
- outline of content of a unit
- assessment requirements of a unit.

Video material to introduce craft processes and safety might also be introduced at this stage and used throughout the programme of study.

Candidates will have the opportunity to identify the tools associated with particular types of workshop activities.

Although this area of study is based on the use of tools, if appropriate the candidate should also be enabled to develop communication skills and personal/interpersonal skills and to form working relationships with other candidates. The areas of work should be relevant to the candidate's interest.

Practical Craft Skills Units

While undertaking these units, candidates will develop the competence necessary to complete a range of activities relating to craft skills, using a variety of materials. The units could be taught in an integrated way with *Working with Craft Tools* units, so that candidates learn about the materials in relation to the tools used to work with those materials, and the types of materials most appropriate to particular artefacts.

Candidates will learn to use a range of common hand tools and equipment with safety. This will include learning about the care, storage and maintenance of tools.

Introductory Information (cont): Enterprise through Craft (Access 1)

Candidates will make a range of artefacts from wood, metal or plastic by following pre-prepared simple working drawings. Candidates will learn to identify the materials suitable for each artefact manufactured. Activities will include preparation and assembly, with teacher/lecturer support. The choice of artefacts should take account of the setting and the prior experience of candidates. The scale of work should be appropriate to function and as large as material provision will permit.

It is important that candidates are able to carry out health and safety instructions as these relate to the workshop.

APPROACHES TO LEARNING AND TEACHING

It is recommended that the candidate assembles a personal information folder which could contain photographs/drawings of tools in work area sections, together with written identification of the tools and notes on their use. Photographs of people at work using appropriate tools could also be included in the folder. In addition, a log may be kept by the candidate in relation to tasks undertaken. If used, the log should contain a record of work undertaken by the candidate and might include written or transcribed notes by the candidate, photographs of the candidate engaged in practical tasks, diagrams or sketches, and pictures of finished artefacts.

Health and safety regulations should be introduced. With reference to tools, this could include correct care and storage requirements, and renewal and repair procedures, including some reference to costs. The dangers of incorrect use of tools and equipment should be highlighted, including circumstances where incorrect use can lead to accidents. Health and safety regulations and safe working practices should form an integral part of teaching and learning. Candidates should be aware of the necessity for tidy working practices and for safe handling and storage of tools. Emergency procedures, behaviour requirements, protective clothing, safe use of tools and maintaining a clean and tidy work environment are also essential features of health and safety. The candidate should be encouraged to gain practical experience in using a range of workshop tools relevant to tasks in the selected areas of work, if appropriate, along with the work of the *Practical Craft Skills (Access 1)* units.

Candidates should also be made aware, where appropriate, of occasions where equipment is not switched off/closed down, for example, security equipment.

Candidates should be introduced to the uses of particular tools/equipment and consider how a job might have to be done, or if a job could be done at all without the tool. This could lead to consideration of the value of tools to employees, where, for example, the use of tools means the job can be done more quickly or efficiently because of the physical assistance which tools provide. The candidate should be made aware of the need to use the correct tool for a specific job. Appropriate and inappropriate uses of tools should be discussed.

A limited awareness of the financial costs involved in renewals or repairs should also be introduced to enable candidates to gain an overall appreciation of the value of tools.

The teacher/lecturer should fully explain and demonstrate the use of each tool prior to use by the candidate. This should be reinforced throughout the units and support should be given to enable candidates to access tools which they would not be able to use independently. This could also involve the use of jigs, fixtures, templates and alignment aids.

Introductory Information (cont): Enterprise through Craft (Access 1)

This work should be presented in an activity-based environment, using a programme of exercises which will draw on the candidate's main interests. The units should not be delivered in isolation but should be integrated within the programme of exercises.

Essential terminology and procedures should also be introduced in the context of the practical exercises and reinforced in context. Posters describing tools and equipment, information charts and tables should be on display to assist the candidate with the correct identification and selection of tools.

Visits could be arranged to different trade or retail outlets where specific tools and equipment are sold, for example ironmongers, garden centres, DIY stores, builders' merchants, office suppliers.

Opportunities should be available, depending upon the activity, for the candidates to work individually, in pairs or in small groups.

Candidates should experience working with a range of materials. These might include materials such as softwood, mild steel and acrylic. It is envisaged at this stage that these materials should be pre-cut and pre-formed for convenience and to provide motivation. Machined softwood in strip or plank form and medium density fibreboard of appropriate thicknesses could be presented for use in convenient panel sizes, and mild steel, aluminium and plastic could be cut from pre-formed sections as required.

ASSESSMENT

There is no external assessment at Access level.

Candidates should be aware of assessment criteria and instruments. It is anticipated that ongoing assessment will take place, informing and supporting candidates. Holistic approaches to assessment should be adopted. A variety of approaches to assessment may be appropriate. Details of the internal assessment are provided in the unit specification. Candidates will prepare for each unit, which may evolve through learning and teaching activities across the units.

The instruments of assessment which can be used in this way include:

- practical exercises demonstrating the use of practical skills, observed and recorded using a checklist
- candidate log
- short answer questions, particularly for generating evidence of knowledge and understanding, for example health and safety requirements.

Further details of instrument items are given in the unit specifications.

GUIDANCE ON CERTIFICATION AND MODERATION

Each Access 1 unit will normally be certificated as an individual unit. However, as Access 1 units are derived from units at Access 2, it will also be possible to allow the evidence of achievement of Access 1 units to be used to count towards achievement of the relevant Access 2 unit.

Introductory Information (cont): Enterprise through Craft (Access 1)

Working with Craft Tools

To allow this to happen for Access 2 Working with Craft Tools, candidates would require evidence of attainment of two out of the following three units:

D3NB 07 Working with Craft Tools – Identifying Tools (Access 1)

D3NC 07 Working with Craft Tools – Using Tools (Access 1)

D3ND 07 Working with Craft Tools – Valuing Tools (Access 1)

Following achievement of two of these units, candidates should be entered for *D534 08 Working with Craft Tools: An Introduction (Access 2)* and **not** for the remaining Access 1 unit. They should then complete the remaining outcome of the Access 2 unit. Before submitting results for the Access 2 unit, centres should ensure that candidates' skills are still current.

Practical Craft Skills

To allow this to happen for Access 2 Practical Craft Skills, candidates would require evidence of attainment of two out of the following three units:

D3NE 07 Practical Craft Skills – Identifying Materials (Access 1)

D3NF 07 Practical Craft Skills – Producing Artefacts (Access 1)

D3NG 07 Practical Craft Skills – Health and Safety (Access 1)

Following achievement of two of these units, candidates should be entered for *D535 08 Practical Craft Skills (Access 2)* and **not** for the remaining Access 1 unit. They should then complete the remaining outcome of the Access 2 unit. Before submitting results for the Access 2 unit, centres should ensure that candidates' skills are still current.

Evidence of achievement for all units should be available for moderation. Part of this evidence may be in the form of a candidate's Scottish Qualifications Certificate showing achievement of the Access 1 units, or actual evidence from doing the units if this is still within the timescale for centres to retain evidence. (See *Putting Assessment Moderation Policy into Operation* April 1999.)

SPECIAL NEEDS

Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).

National Unit Specification: general information

UNIT Working With Craft Tools – Identifying Tools
(Access 1)

NUMBER D3NB 07

SUMMARY

The aim of this unit is to familiarise the candidate with a range of different tools and their purposes.

OUTCOME

Identify the tools associated with practical craft skills.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. However, it would be beneficial if a candidate has already been involved in a practical craft programme, for example, a programme using Access 1 curriculum descriptors.

CREDIT VALUE

1 credit at Access 1

Administrative Information

Superclass: XA
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National Unit Specification: statement of standards

UNIT Working With Craft Tools – Identifying Tools (Access 1)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Identify the tools associated with practical craft skills.

Performance criteria

- (a) Tools used in the workshop are identified accurately.
- (b) The purpose for which the identified tools are used is stated correctly.

Evidence requirements

Written and/or oral evidence is required of the candidate's ability to identify and state the purpose of at least five tools associated with practical craft skills. Tools may include items of equipment.

National Unit Specification: support notes

UNIT Working With Craft Tools – Identifying Tools (Access 1)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is one of three units derived from the Enterprise Through Craft unit *D534 08 Working with Craft Tools: An Introduction (Access 2)*. Candidates may find this an appropriate unit to undertake on its own, or as a prelude to the other Access 1 units:

D3NC 07 Working with Craft Tools – Using Tools (Access 1)

D3ND 07 Working with Craft Tools – Valuing Tools (Access 1).

Candidates will learn to identify a range of tools, and the purpose for which particular tools are used. This unit is predominantly practical in nature and will focus on the range of tools which can be used in the workshop environment, or for particular types of employment. Tools in this context could refer to hand tools or items of equipment.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This unit should be presented in an activity-based environment, using a programme of exercises related to the candidate's main interests. The unit should not be delivered in isolation but should be integrated within the programme of exercises.

Candidates should be introduced to the uses of particular tools/equipment and should consider what jobs might be done with different tools.

Posters describing tools and equipment, information charts and tables should be on display to assist the candidate with the correct identification and selection of tools.

Visits could be arranged to different trade or retail outlets where specific tools and equipment are sold, for example, ironmongers, garden centres, DIY stores, builders' merchants and office suppliers.

It is recommended that the candidate assembles a personal information folder or log, which could contain photographs/drawings of tools in different sections of a work area, together with notes on their use and photographs of people at work using appropriate tools.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment strategies may be used for assessment of this unit:

- practical exercises (a checklist could be used to record the evidence gathered by observation)
- assessment of candidate information folder or log
- written and/or oral short answer questions covering knowledge and understanding.

National Unit Specification: support notes (cont)

UNIT Working With Craft Tools – Identifying Tools (Access 1)

Please refer to Guidance on Certification and Moderation given in the Introductory Information of these Arrangements for further details about certification and moderation when Access 1 units are being used to contribute to an Access 2 unit.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).

National Unit Specification: general information

UNIT Working With Craft Tools – Using Tools (Access 1)

NUMBER D3NC 07

SUMMARY

The aim of this unit is to familiarise the candidate with the safe use and storage of a range of different tools.

OUTCOME

Use a range of tools safely.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. However, it would be beneficial if a candidate has already been involved in a practical craft programme, for example, a programme using Access 1 curriculum descriptors.

CREDIT VALUE

1 credit at Access 1.

Administrative Information

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National Unit Specification: statement of standards

UNIT Working With Craft Tools – Using Tools (Access 1)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Use a range of tools safely.

Performance criteria

- (a) The tools to perform given tasks are selected correctly from a limited range.
- (b) The selected tools are used in a correct and effective manner appropriate to the task.
- (c) The selected tools are properly cared for and stored correctly after use.
- (d) The use of selected tools complies with safe working practices specified for the learning environment and activity.

Evidence requirements

Evidence of actual performance is required of the candidate's ability to:

- select three tools, which may include items of equipment
- use selected tools safely and correctly, with teacher/lecturer support if necessary
- demonstrate proper care and storage of at least three tools, which may include items of equipment.

National Unit Specification: support notes

UNIT Working With Craft Tools – Using Tools (Access 1)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is one of three units derived from the Enterprise Through Craft unit *D534 08 Working with Craft Tools – An Introduction (Access 2)*. Candidates may find this an appropriate unit to undertake on its own, or as a prelude to the other Access 1 units:

D3NB 07 Working with Craft Tools – Identifying Tools (Access 1)

D3ND 07 Working with Craft Tools – Valuing Tools (Access 1).

Candidates will learn to select and use a range of tools safely. This unit is predominantly practical in nature and will focus on tools which can be used in the workshop environment. Tools in this context could refer to hand tools or items of equipment. The use of at least three tools and the care of those tools will be learned.

In addition to being introduced to tools and tool skills, candidates should, if possible, have the opportunity to develop personal and interpersonal skills and to form working relationships with other candidates.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This unit should be presented in an activity-based environment, using a programme of exercises related to the candidate's main interests. The unit should not be delivered in isolation but should be integrated within the programme of exercises.

Candidates should be introduced to the uses of particular tools/equipment and should consider how a job might have to be done, or if a job could be done at all without the tool. The candidate should be made aware of the need to use the correct tool for a specific job. Appropriate and inappropriate uses of tools should be considered when thinking about safe working practices.

The teacher/lecturer should fully explain and demonstrate the use of each tool prior to use by the candidate. This should be reinforced throughout the unit and support should be given to enable candidates to access tools which they would not be able to use independently. This could involve the use of jigs, fixtures, templates and alignment aids.

Health and safety regulations should be introduced. With reference to tools, this could include correct care and storage requirements, or renewal and repair procedures, including some reference to costs.

The dangers of incorrect use of tools and equipment should be highlighted, including circumstances where incorrect use can lead to accidents. Candidates should be aware of the necessity for tidy working practices and for safe handling and storage of tools.

National Unit Specification: support notes (cont)

UNIT Working With Craft Tools – Using Tools (Access 1)

A log book could be kept by the candidate, containing a record of work undertaken (possibly including written or transcribed notes by the candidate), photographs of the candidate engaged in practical tasks, diagrams or sketches, and pictures of finished artefacts.

Opportunities should be available, depending upon the activity, for the candidates to work individually, in pairs or in small groups.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment strategies may be used for assessment of this unit:

- observation of practical exercises (a checklist could be used to record the evidence gathered by observation)
- assessment of candidate log book
- written and/or oral short answer questions covering knowledge and understanding.

Please refer to Guidance on Certification and Moderation given in the Introductory Information of these Arrangements for further details about certification and moderation when Access 1 units are being used to contribute to an Access 2 unit.

SPECIAL NEEDS

The unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).

National Unit Specification: general information

UNIT Working With Craft Tools – Valuing Tools (Access 1)

NUMBER D3ND 07

SUMMARY

The aim of this unit is to develop the candidate's appreciation of the value of tools and equipment in the practical environment so that a responsible attitude to the use of tools is developed.

OUTCOME

Demonstrate that the value of tools in the practical environment is understood.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. However, it would be beneficial if a candidate has already been involved in a practical craft programme, for example, a programme using Access 1 curriculum descriptors.

CREDIT VALUE

1 credit at Access 1.

Administrative Information

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National Unit Specification: statement of standards

UNIT Working With Craft Tools – Valuing Tools (Access 1)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Demonstrate that the value of tools in the practical environment is understood.

Performance criteria

- (a) Awareness of the need to use the correct tool for a job is demonstrated.
- (b) Awareness of the need for renewal, replacement and repair of tools is demonstrated.

Evidence requirements

PC (a) Performance evidence of the use of correct tools for a particular task is demonstrated; practical exercises may be used.

PC (b) Awareness of the need for renewal, replacement and repair of tools is demonstrated; practical exercises may be used.

PCs (a) and (b) Supplementary evidence of knowledge and understanding at an ‘awareness’ level may be provided by responses to short answer questions.

Tools may include items of equipment.

National Unit Specification: support notes

UNIT Working With Craft Tools – Valuing Tools (Access 1)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is one of three units derived from the Enterprise Through Craft unit *D534 08 Working with Craft Tools – An Introduction (Access 2)*. Candidates may find this an appropriate unit to undertake after, or in conjunction with the other Access 1 units:

D3NB 07 Working with Craft Tools – Identifying Tools (Access 1)

D3NC 07 Working with Craft Tools – Using Tools (Access 1).

Candidates will learn about the need to use the correct tool for a job and about valuing and caring for tools. This unit is predominantly practical in nature and will focus on the range of tools which can be used in the workshop environment. This will relate to the workshop in the presenting centre. The unit will include awareness of the need for renewal, replacement and repair of tools as and when appropriate.

In addition to being introduced to tools and tool skills, candidates should, if possible, have the opportunity to develop personal and interpersonal skills and to form working relationships with other candidates.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This unit should be presented in an activity-based environment, using a programme of exercises related to the candidate's main interests. The unit should not be delivered in isolation but should be integrated within the programme of exercises.

Opportunities should be available, depending upon the activity, for the candidates to work individually, in pairs or in small groups.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment strategies may be used for assessment of this unit:

- practical exercises (a checklist could be used to record the evidence gathered by observation)
- assessment of candidate log book
- written and/or oral short answer questions covering knowledge and understanding.

Please refer to Guidance on Certification and Moderation given in the Introductory Information of these Arrangements for further details about certification and moderation when Access 1 units are being used to contribute to an Access 2 unit.

National Unit Specification: support notes (cont)

UNIT Working With Craft Tools – Valuing Tools (Access 1)

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).

National Unit Specification: general information

UNIT Practical Craft Skills – Identifying Materials
(Access 1)

NUMBER D3NE 07

SUMMARY

This unit develops the candidate's competence in a number of activities relating to craft skills, using different materials. Candidates will learn to identify the materials suitable for artefacts which will be manufactured and will demonstrate the preparation of materials.

OUTCOME

Identify and prepare the materials suitable for two artefacts which will be manufactured.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. However, it would be beneficial if a candidate has already been involved in a practical craft programme, for example, a programme using Access 1 curriculum descriptors.

CREDIT VALUE

1 credit at Access 1.

Administrative Information

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National Unit Specification: statement of standards

UNIT Practical Craft Skills – Identifying Materials (Access 1)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Identify and prepare the materials suitable for two artefacts which will be manufactured.

Performance criteria

- (a) Materials essential to the activity are identified correctly.
- (b) The preparation of essential materials is demonstrated correctly.

Evidence requirements

PC (a) Performance evidence to determine the correct identification and the purpose of essential materials. The evidence could be generated in response to short answer questions.

PC (b) Performance evidence in the form of two practical activities.

National Unit Specification: support notes

UNIT Practical Craft Skills – Identifying Materials (Access 1)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is one of three units derived from the Enterprise Through Craft unit *D535 08 Practical Craft Skills (Access 2)*. Candidates may find this an appropriate unit to undertake on its own, or as a prelude to the other Access 1 units:

D3NF 07 Practical Craft Skills – Producing Artefacts (Access 1)

D3NG 07 Practical Craft Skills – Health and Safety (Access 1).

Candidates will learn how to identify suitable materials for the production of artefacts in the learning environment. Candidates will also have the opportunity to learn about the preparation of these materials.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates will learn how to identify materials appropriate to tasks in manufacturing two artefacts. In particular this will be related to the work carried out by candidates in the learning environment. However, it is desirable that candidates are introduced to other materials which they may come across in the workplace. The provision of samples of materials and discussion of their properties and/or the use of videos to demonstrate the practical uses of materials in the workplace is to be encouraged.

Having identified materials essential for the manufacture of two artefacts, candidates are expected to demonstrate the correct preparation of these essential materials.

It is recommended that the use of materials in producing artefacts be integrated, if possible, with work on Access 1 units derived from the unit *D534 08: Working with Craft Tools: An Introduction (Access 2)*. In this way candidates will be able to learn about materials in relation to the tools used to work with those materials, and about the types of artefacts most appropriate to particular materials.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment strategies may be used for assessment of this unit:

- practical exercises, written and/or oral short answer questions relating to the recognition of suitable materials
- practical exercises demonstrating the preparation of essential materials.

It is also advisable to use a checklist to record safe working practice.

National Unit Specification: support notes (cont)

UNIT Practical Craft Skills – Identifying Materials (Access 1)

Please refer to Guidance on Certification and Moderation given in the Introductory Information of these Arrangements for further details about certification and moderation when Access 1 units are being used to contribute to an Access 2 unit.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).

National Unit Specification: general information

UNIT	Practical Craft Skills – Producing Artefacts (Access 1)
NUMBER	D3NF 07

SUMMARY

This unit develops the candidate's competence through the completion of a number of activities relating to craft skills, using different materials. Candidates will learn to use a range of common hand tools and equipment while constructing at least two artefacts.

OUTCOME

Produce a range of artefacts in a learning situation.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. However, it would be beneficial if a candidate has already been involved in a practical craft programme, for example, a programme using Access 1 curriculum descriptors.

CREDIT VALUE

1 credit at Access 1.

Administrative Information

Superclass:	XA
Publication date:	December 2000
Source:	Scottish Qualifications Authority
Version:	02

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National Unit Specification: statement of standards

UNIT Practical Craft Skills – Producing Artefacts (Access 1)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Produce a range of artefacts in a learning situation.

Performance criteria

- (a) Tools are used correctly in three stages of manufacture.
- (b) The sequence of product manufacture is carried out correctly.
- (c) Two artefacts are constructed and assembled to a prescribed standard.

Evidence requirements

Performance evidence should be demonstrated for all performance criteria. Evidence may be recorded in a log.

National Unit Specification: support notes

UNIT Practical Craft Skills – Producing Artefacts (Access 1)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is one of three units derived from the Enterprise Through Craft unit *D535 08 Practical Craft Skills (Access 2)*. Candidates may find this an appropriate unit to undertake on its own, or in conjunction with the other Access 1 units:

D3NE 07 Practical Craft Skills – Identifying Materials (Access 1)

D3NG 07 Practical Craft Skills – Health and Safety (Access 1).

Candidates will learn to use a variety of common hand tools and equipment and to produce artefacts using a range of appropriate materials. Health and safety procedures should be followed in a practical workshop environment.

Candidates will prepare and assemble, with teacher/lecturer support, a number of artefacts from wood, metal or plastic. The choice of artefacts should take account of the setting and the prior experience of the candidates. The scale of work should be appropriate to function and as large as material provision will permit. At least two artefacts must be constructed and assembled to a set standard.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

The teacher/lecturer should fully explain and demonstrate the use of each tool prior to use by the candidate. This should be reinforced throughout the stages of manufacture, and support should be given to enable the candidates to access tools which they may not be able to use independently. The use of discussion and videos to demonstrate the practical use of tools and the sequence of manufacture are to be encouraged.

It is important that candidates follow safe working practices when engaged in practical work.

This work should be presented in an activity-based environment, using a programme of exercises which will draw on the candidate's main interests. Opportunities should be available, depending on the activity, for the candidates to work individually, in pairs or in small groups.

National Unit Specification: support notes (cont)

UNIT Practical Craft Skills – Producing Artefacts (Access 1)

It is recommended that work on producing artefacts be integrated, if possible, with work on Access 1 units derived from the unit *D534 08 Working with Craft Tools: An Introduction (Access 2)*. In this way candidates will learn about materials in relation to the tools used to work with those materials, and about the types of artefacts most appropriate to particular materials.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment strategies may be used for assessment of this unit:

- assessment of the candidate's log book for a record of processes carried out
- practical exercises demonstrating the processes carried out in the manufacture of a product

It is also advisable to use a checklist to record safe working practice.

Please refer to Guidance on Certification and Moderation given in the Introductory Information of these Arrangements for further details about certification and moderation when Access 1 units are being used to contribute to an Access 2 unit.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).

National Unit Specification: general information

UNIT	Practical Craft Skills – Health and Safety (Access 1)
NUMBER	D3NG 07

SUMMARY

This unit develops the competence necessary for the candidate to complete a number of activities relating to craft skills, using a range of tools and materials. It is important that candidates are able to carry out health and safety instructions as they relate to workshop activities.

OUTCOME

Carry out health and safety instructions.

RECOMMENDED ENTRY

Entry is at the discretion of the centre. However, it would be beneficial if a candidate has already been involved in a practical craft programme, for example, a programme using Access 1 curriculum descriptors.

CREDIT VALUE

1 credit at Access 1.

Administrative Information

Superclass:	XA
Publication date:	December 2000
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National Unit Specification: statement of standards

UNIT Practical Craft Skills – Health and Safety (Access 1)

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME

Carry out health and safety instructions.

Performance criteria

- (a) Health and safety instructions appropriate to the learning environment are carried out correctly.
- (b) Health and safety instructions appropriate to allocated activities are carried out correctly.

Evidence requirements

Performance evidence should be demonstrated for both performance criteria. This may be recorded using a checklist of the health and safety standards required during the practical activities.

National Unit Specification: support notes

UNIT Practical Craft Skills – Health and Safety (Access 1)

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is one of three units derived from the Enterprise Through Craft unit *D535 08 Practical Craft Skills (Access 2)*. Candidates may find this an appropriate unit to undertake on its own, or in conjunction with the other Access 1 units:

D3NE 07 Practical Craft Skills – Identifying Materials (Access 1)

D3NF 07 Practical Craft Skills – Producing Artefacts (Access 1).

Health and safety procedures will be learned and applied in a practical workshop environment. Candidates should also have the opportunity to learn about materials and the associated safety procedures which might be encountered in a workplace.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Understanding safe working practices is a key element of all practical craft skills activities and it is important that students follow safe working practices when engaged in practical work.

Health and safety regulations and safe working practices should form an integral part of all *Practical Craft Skills* units. Candidates should be aware of the necessity for tidy working practices and for safe handling and storage of tools. Emergency procedures, behaviour, protective clothing, safe use of tools and maintaining a clean and tidy work environment are all essential features of health and safety.

This unit requires candidates to follow health and safety instructions when carrying out activities related to the other two Access 1 *Practical Craft Skills* units.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment strategies may be used for assessment of this unit.

- assessment of the candidate log book for a record of processes carried out
- practical exercises demonstrating health and safety procedures during the processes carried out in the manufacture of a product
- use of a checklist to record safe working practice.

Please refer to Guidance on Certification and Moderation given in the Introductory Information of these Arrangements for further details about certification and moderation when Access 1 units are being used to contribute to an Access 2 unit.

National Unit Specification: support notes (cont)

UNIT Practical Craft Skills – Health and Safety (Acc 1)

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for: Candidates with Special Needs/Candidates for whom English is an additional language* (SQA, 2000).