



## Higher National Graded Unit specification

### General information for centres

This Graded Unit has been validated as part of the HNC Art Glass Production. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

**Graded Unit title:** Art Glass Production: Graded Unit 1

**Graded Unit code:** F2G6 34

**Type of Graded Unit:** Project

**Assessment Instrument:** Practical Assignment

**Credit points and level:** 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7\*)

*\*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from National 1 to Doctorates.*

**Purpose:** This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC Art Glass Production:

- ◆ to develop candidates' knowledge and skills such as planning, analysing and synthesizing
- ◆ to develop transferable skills including Core Skills to the levels demanded by employers and for progression to HND
- ◆ to prepare candidates to conduct project work involving the planning, integration and application of a variety of skills within a determined time scale
- ◆ to provide the art glass industry with well-trained competent operatives with the ability to respond to current and future needs

**Recommended prior knowledge and skills:** It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

F1X8 34	<i>Glass Fusing Techniques</i>
F1RP 34	<i>Painting and Firing Stained Glass Panels</i>
F1WV 34	<i>Glass Slumping: An Introduction</i>

**Core Skills:** The achievement of this Unit gives automatic certification of the following: Problem Solving at SCQF level 5. There are also further opportunities to develop the Core Skills of Communication, IT and Numeracy at SCQF level 5 in this Unit.

## General information for centres (cont)

**Assessment:** This Graded Unit will be assessed by the use of a practical assignment. The developed practical assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

## Administrative Information

**Graded Unit code:** F2G6 34

**Graded Unit title:** Art Glass Production: Graded Unit 1

**Original date of publication:** November 2007

**Version:** 02

### History of changes:

Version	Description of change	Date
02	Update to Conditions of Assessment.	27/07/18

**Source:** SQA

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## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates**

**Graded Unit title:** Art Glass Production: Graded Unit 1

### **Conditions of assessment**

The candidate should be given a date for completion of the practical assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any reassessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for reassessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a reassessment opportunity, or in exceptional circumstances, two reassessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any reassessment, remediation, and/or reasonable assistance provided.

## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)**

**Graded Unit title:** Art Glass Production: Graded Unit 1

### **Instructions for designing the assessment task**

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

The project must involve a practical assignment culminating in a finished glass item and candidates must demonstrate the application of the skills and knowledge acquired during the study of the HNC Art Glass Production or first year of the HND Art Glass Production. Additionally candidates must provide documented evidence of the development of the glass item including rough sketches, an action plan and a narrative in the form of a log book. This assessment instrument is not concerned exclusively with practical activity — candidates are provided with a brief that allows them to prepare, plan and demonstrate creative skills and evaluate the outcome.

The candidate will be asked to:

- ◆ interpret a brief
- ◆ gather information in response to the brief including rough sketches
- ◆ integrate research into the solution

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Art Glass Production: Graded Unit 1

- ◆ prepare an action plan
- ◆ carry out the manufacture of a glass artefact
- ◆ maintain a log book throughout the process
- ◆ evaluate the product and the development process

The practical assignment and the way it is planned should reflect opportunities for the candidate to conduct individual research and development within a brief that reflects the diversity and range of the awarding centre. The brief should allow a degree of choice in the way a project is taken forward so that it may reflect a candidate's interests and personal strengths. The project should also fit the centre's available resources. A mentoring system as described in the support notes below would help the candidate to develop the brief, and ensure the candidate was carrying out appropriate preparation and planning for the task.

Each candidate must provide his or her individual responses to each of the stages of the assignment and assessors must be satisfied that the work has been completed by the individual candidate. The work produced should include rough sketches, with colour which could be computer generated, and a narrative which could be in the form of a log book.

### Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Art Glass Production: Graded Unit 1

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>♦ has good quality evidence gathered together in a logical way for each of the three essential phases of the project, showing clear inter-relationships</li> <li>♦ demonstrates a justified interpretation of the brief which shows insight, creativity and a clear understanding of the practical skills required for each process</li> <li>♦ develops an action plan which is clearly related to the tasks associated with the project with accurate timelines and some flexibility to allow for contingencies</li> <li>♦ has identified cohesive tasks which are in a logical order and integrate with researched information</li> <li>♦ uses specialist technical language accurately and appropriately in all written and oral work</li> <li>♦ demonstrates technical skills in a competent way to produce a glass artefact of saleable standard and free from blemishes and imperfections to meet the requirements of the brief</li> <li>♦ presents solutions in a logical way and justifies the preferred solution in a way which explains its advantages</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>♦ has provided evidence for the three phases of the project</li> <li>♦ demonstrates an accurate interpretation of the brief which takes account of existing practical skills required for each process</li> <li>♦ develops an action plan which relates to the tasks which require to be completed for the project. Each task should have a related timeline</li> <li>♦ displays tasks in a logical order with realistic timelines</li> <li>♦ uses language which is accurate in terms of technical content</li> <li>♦ demonstrates technical skills to produce a glass artefact to meet the requirements of the brief</li> <li>♦ presents a chosen solution in a logical manner</li> </ul>

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%  
 B = 60% — 69%  
 C = 50% — 59%

**Note:** the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

### Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Art Glass Production: Graded Unit 1

**Note:** The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 20%	<p>The candidate must produce an action plan for the planning stage for the manufacture of a glass artefact. The evidence produced for planning must contain:</p> <ul style="list-style-type: none"><li>◆ the candidate's interpretation of the brief</li><li>◆ information gathered in response to the brief</li><li>◆ investigation into a variety of solutions</li><li>◆ the selection of one chosen solution and notes to justify this selection</li><li>◆ an action plan which includes:<ul style="list-style-type: none"><li>— identification of materials and resources and their associated costs</li><li>— identification of processes involved</li><li>— identification of the stages involved in the production of the glass artefact including:<ul style="list-style-type: none"><li>— timelines for each process</li><li>— dates for meetings with client/lecturer</li><li>— timescales for the completion of each stage</li></ul></li></ul></li></ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage. The candidate should achieve a minimum of 10 out of the allocated 20 marks.</i></p>



## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Art Glass Production: Graded Unit 1

Project stage	Minimum Evidence Requirements
Stage 2 — Developing  60%	<p>The candidate must produce a glass artefact and a record of the processes undertaken to develop the product in the form of a portfolio and a client presentation to explain the design process.</p> <p>The client presentation must include:</p> <ul style="list-style-type: none"> <li>◆ design techniques showing the development of the design from rough sketches, working drawings, scale and accompanying notes</li> <li>◆ integration of research into the finished product</li> <li>◆ information on materials, costs and colours</li> <li>◆ the main aspects of the design development and choice of solution</li> </ul> <p>Product The candidate must:</p> <ul style="list-style-type: none"> <li>◆ make appropriate use of materials and resources</li> <li>◆ use safe working practices throughout the manufacturing process</li> <li>◆ manufacture a glass artefact which is blemish free and meets the requirements of the brief</li> </ul> <p>The portfolio must include written and visual records of the processes underpinning the activity including:</p> <ul style="list-style-type: none"> <li>◆ the action plan with any amendments and annotations</li> <li>◆ notes of research and development activities</li> <li>◆ documentation of the design process</li> <li>◆ design solution including visuals and costs</li> <li>◆ mentoring feedback</li> <li>◆ samples of materials and colour combinations</li> </ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage. The candidate should achieve a minimum of 30 of the allocated 60 marks.</i></p>

## Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

**Graded Unit title:** Art Glass Production: Graded Unit 1

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating  20%	<p>The Evaluation stage must include an evaluation report which must:</p> <ul style="list-style-type: none"><li>◆ briefly outline the practical assignment</li><li>◆ review and update the action plan</li><li>◆ summarise any unforeseen events and how they were handled</li><li>◆ identify any knowledge and skills which have been gained or developed</li><li>◆ assess the strengths and weaknesses of the practical activity</li><li>◆ determine to what extent the assignment met the original brief</li></ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage. The candidate should achieve 10 out of the allocated 20 marks.</i></p>

### Support notes

It is envisaged that this Graded Unit would be started approximately half way through the candidate's studies with an increasing amount of time available for the Graded Unit being spent towards the end of the Course. It should not be seen as a repeat of previous Unit assessments. The emphasis should be on the integration and application of existing knowledge and skills.

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help candidates manage their time effectively, lecturers should consider setting up individual progress reviews with candidates at the start of the delivery of the Graded Unit. Lecturers may consider developing a centre proforma to record their discussions with candidates. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that candidates keep to timelines. Records of meeting will form part of the candidate's portfolio of evidence. The grade finally achieved by the candidate depends on the work submitted. It is therefore very important that staff do not give undue assistance to students. The level of assistance should be fully discussed at Course Team level and any assistance given should be logged in the candidate's mentoring records.

While it is not essential that all delivery takes place in a workshop, lecturers should try to ensure that a flexible approach towards ensuring workshop facilities are available to candidates. The identification of when workshop facilities are required could form part of the candidate's planning activities. Access to computers is likely to be required for accessing the internet for research activities, word processing, working with visuals and possibly for presentation software.

The Core Skill of Problem Solving at SCQF level 5 is embedded in this Unit and clearly seen in the planning, development and evaluation process.

## **Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)**

**Graded Unit title:** Art Glass Production: Graded Unit 1

The Core Skill of Communication is developed through discussions with their lecturers. Written communication will be available in the form of the candidate portfolio of design and research evidence and notes. Candidates will also have to justify costs, their choice of design, materials and colours. Candidates will have to interpret and extract the information they require and use this research information to determine what materials are best suited to meet the client brief. They will be required to present a summary of their information and the development process as part of a client presentation.

The Core Skill of IT is developed and encouraged through candidate use of digital images as part of their client presentation and records of the manufacturing process. Candidates should be encouraged to word process notes and log book entries to facilitate referencing and searching document and to use the internet as part of their research activities including researching costs, availability and properties of materials. Candidate should also be encouraged to use computer aided design software.

The Core Skill of Numeracy is developed through candidates having to work out costs of labour and materials and firing schedules which involve temperatures and timings.

### **Equality and inclusion**

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Equality and inclusion*, which is available on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

## General information for candidates

Towards the end of your Course you will start your Graded Unit. The purpose of this Unit is to bring together many of the different skills you have learnt throughout your Course. You will already have studied or be in the process of studying the following Units:

F1X8 34	<i>Glass Fusing Techniques</i>
F1RP 34	<i>Painting and Firing Stained Glass Panels</i>
F1WV 34	<i>Glass Slumping: An Introduction</i>

This Graded Unit also reflects the main aims of the award. These are:

- ◆ to develop candidates' knowledge and skills such as planning, analysing and synthesising
- ◆ to develop transferable skills including Core Skills to the levels demanded by employers and for progression to HND
- ◆ to prepare candidates to conduct project work involving the planning, integration and application of a variety of skills within a determined time scale
- ◆ to provide the art glass industry with well-trained competent operatives with the ability to respond to current and future needs

You will be asked to apply some of the skills and knowledge you have learnt in these Units to a practical assignment. As part of this Unit you will be asked to demonstrate your practical skills but you will also have to show how you planned your assignment, how you developed your ideas and how you evaluated what you had produced. You will do this through client presentation. You will also gather together all the other evidence you generate during the production process into a portfolio.

At the start of the Unit you will be given a design brief which you will plan, develop and evaluate to provide a solution — just as you would for a client. The Project will be out of 100 and you have to pass each part of the project to pass the Unit. The marks you get for each part will be added up and you will be given a grade for the Unit. The grade you receive is based on the following

A	=	70%	—	100%
B	=	60%	—	69%
C	=	50%	—	59%

Throughout the Unit you will meet with your lecturer who will advise you and make sure you are on the right track to achieve your Unit within the given timescale. As part of your assessment you will present your ideas and how you developed your solution and you will present your ideas just as you would to a client.

If you achieve the Graded Unit, you will also achieve the Core Skill of Problem Solving at SCQF level 5.