



Higher National Unit specification

General information for centres

Unit title: Work Supervision Practice

Unit code: F409 34

Unit purpose: This Unit is designed to build the candidate's operational knowledge in relation to the planning, execution and subsequent evaluation of supervised tasks.

The Unit is relevant to candidates that wish to develop their operational knowledge and understanding the role of a work supervisor within the broader management of a business.

On completion of the Unit the candidate should be able to:

- 1 Plan a work task.
- 2 Carry out the supervision of a work task.
- 3 Evaluate a work task.

Credit points and level: 1 HN credits 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 Access 1 to Doctorates.*

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. However, prior knowledge of F3YA 34 *Arboriculture Practice* or F3YC 34 *Establishment of Woodland* or F3YD 34 *Forest Harvesting* would be helpful to the candidate.

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving*, *Working with Others* and *Communication* at SCQF level 6, although there is no automatic certification of Core Skills or the Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: This Unit could be assessed by a holistic instrument of assessment, which could take the form of a report covering the planning, execution and evaluation of a work supervision task.

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Plan a work task

Knowledge and/or Skills

- ◆ Organisation structure
- ◆ Organisational objectives
- ◆ Chain of command
- ◆ Operational responsibilities
- ◆ Main requirements for a work task
- ◆ Preparation for a work task

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can plan a given or agreed work task from the point of view of a supervisor.

- ◆ outline the organisational structure of an organisation and the organisation's objectives.
- ◆ identify the chain of command and the role of each level within this chain with regards to operational responsibility within the organisational structure.
- ◆ identify the main requirements to carry out a work task effectively. This must include human and material resource, equipment, and health and safety requirements.
- ◆ plan a work task. This will cover site assessment, creation of task objectives, labour requirements to meet the objectives, identification of a suitable workforce to effectively carry out the work task and any training needs, time needed to complete task and the timing of the task, material and tools requirements, risk assessment for the task and consideration of other legal requirements that may affect the work task and appropriate signage/exclusion/notification.

Assessment Guidelines

It is recommended that Outcomes 1, 2 and 3 be assessed holistically. Details can be found in the Assessment Guidelines after Outcome 3.

Outcome 2

Carry out the supervision of a work task

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Knowledge and/or Skills

- ◆ Supervision of a work task
- ◆ Control of a work task
- ◆ Allocation of task operations within workforce to meet work task objective
- ◆ Monitoring of a work task
- ◆ Decision making

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can carry out the supervision of a given or agreed work task. Candidates must:

- ◆ provide effective on-site supervision. This will include allocating work tasks, controlling the operation and monitoring the progress of the task. Candidates will need to show evidence of the way they have made decisions and why.

Assessment Guidelines

It is recommended that Outcomes 1, 2 and 3 be assessed holistically. Details can be found in the Assessment Guidelines after Outcome 3.

Higher National Unit specification: statement of standards (cont)

Unit title: Work Supervision Practice

Outcome 3

Evaluate a work task

Knowledge and/or Skills

- ◆ Task progress
- ◆ Achievement of task
- ◆ Suitability of workforce
- ◆ Dynamics within the workforce
- ◆ Workforce motivation
- ◆ Self evaluation of leadership skills
- ◆ Task control and monitoring

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can evaluate the progress of a work task operation and recommend appropriate changes to increase the effectiveness of such a task in future. Candidate's evaluation must include:

- ◆ the extent to which the task objectives were achieved and completed to specification.
- ◆ whether the planned timescales were met.
- ◆ whether labour, materials and tools were used effectively.
- ◆ dynamics within the workforce. This must include its cohesion, the effectiveness of communication, and roles and skills of individuals within the team.
- ◆ the effectiveness of the control and monitoring of the work task.
- ◆ candidate's own performance as supervisor.
- ◆ recommendations on:
 - improvements to the work task execution in relation to quality and the use of time and resources.
 - future training needs.
 - what candidate would do differently in terms of own performance as supervisor.

Assessment Guidelines

It is recommended that Outcomes 1, 2 and 3 be assessed holistically.

The assessment could take the form of a report on a practical work task scenario where the candidate is given a small workforce and has to use this resource and other given resources to plan and execute a given work task and then evaluate the findings. Distance learning candidates could use an ongoing work task as agreed in advance with the tutor. Recommended word limit of 1,200 words or equivalent.

Administrative Information

Unit code: F409 34
Unit title: Work Supervision Practice
Superclass category: AF
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History of changes:

Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Work Supervision Practice

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

While the exact 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 included as mandatory in the framework for the following Group Awards:

- ◆ HNC Arboriculture and Urban Forestry
- ◆ HND Arboriculture and Urban Forestry

This Unit is included as an optional Unit in the framework of the:

- ◆ HNC Forestry
- ◆ HND Forestry

These support notes have been written to contextualise the Unit for *Arboriculture and Forestry*.

It is recommended that the delivery of this Unit should be through a combination of lectures and practical exercises where the candidate takes the role of the workforce supervisor and plans and supervises the given work task in question. When not the supervisor the candidate would gain additional consolidation experience as one of the workforce for other candidates in the supervisory role.

The following support notes cover the mandatory requirements of the Unit and recommended aspects that could be covered in teaching and learning.

Outcomes 1 and 2

The purpose of these Outcome is to enable the candidate to become familiar with the objectives and organisation of a business and to plan for and carry out the supervisory role within that business. They will become familiar with the roles of staff within a workforce and gain practical experience of planning for and carrying out work tasks with given resources of labour, time, materials and tools.

The candidates will have to take decisions to ensure effective completion of the task as well as having to assess the labour resources and allocate the labour effectively. The task will require a robust control and monitoring system in place. The task will have to comply with current health and safety regulations in relation to the workforce and the general public as well as other legal requirements such as planning issues, Tree Preservation Orders, Felling Licences, and Conservation Areas.

Outcome 3

This Outcome will develop the candidate's evaluation skills by requiring reflection on the effectiveness of the progress, control and monitoring of a work task. The candidate could evaluate the effectiveness of the way the task was organised, how well it met the organisation's objectives and whether the workforce was trained sufficiently. The candidate could also evaluate the dynamics within the workforce and communication.

Higher National Unit specification: support notes (cont)

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The candidates will be encouraged to self evaluate their performance as the supervisor and that of their colleagues when in the role of supervisor and reflect on the findings in a positive way to identify any leadership quality improvements.

The candidate will assess the quality, efficiency and effectiveness of the task and recommend improvements as appropriate.

Guidance on the delivery and assessment of this Unit

The Unit has been developed and designed to provide candidates with the technical and professional knowledge and skills relating to the supervision, control and monitoring of practical work supervision tasks.

The basis of the Unit can be laid down by a limited number of introductory and information-based lectures. The main delivery of the Unit could be through the work tasks where the candidate will plan and supervise a given work task with detailed resources. The candidate will also evaluate their own performance and the effectiveness of the task.

It is recommended that these tasks could be anything that could be completed in one six-hour session of supervision for the candidate where they would be allocated relevant resources including a workforce of at least one other but preferably two to four others.

The candidate will need time to plan and prepare for the work task and provide the risk assessments plus other control and monitoring material. The candidate will need to ensure that the materials are adequate and suitable for the task in hand.

The candidate will also need time to evaluate their performance and the task and make recommendations for improvement.

When the candidate is not the supervisor they could act as one of the workforce and this will also be a useful environment for learning and preparation for the work place.

The assessment will take the form of a practical exercise that the candidate will complete as a supervisor and then submit as a report with a recommended word limit of 1,200 words or equivalent.

Higher National Unit specification: support notes (cont)

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Opportunities for developing Core Skills

There are opportunities to develop the Core Skills of *Problem Solving*, *Working with Others* and *Communication* at SCQF level 6 in this Unit. *Problem Solving* will be developed through the candidates planning, carrying out and evaluating a supervision task. Candidates will also develop *Working with Others* as the task involves planning for and working with others and then evaluating own and others' role in the task. The Oral Communication component of *Communication* will be developed, as candidates will need to communicate with those being supervised and the Written Communication component may be developed if candidates produce their evaluation in written form.

Open learning

All Outcomes are appropriate for open and distance learning approaches, and it would be good practice to provide candidate packs and tutor input and support at all stages. Centre-devised supervision agreements should detail any conditions to ensure authenticity of evidence.

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Work Supervision Practice

This Unit is designed to provide you with the required skills to carry out the supervision of a practical work task using a small workforce. You will prepare for the task, supervise the operation and evaluate the end result for future recommendations.

The Outcomes that you will acquire on completion of the Unit are as follows:

Outcome 1 will give you knowledge about the structure of organisations and the role and responsibilities of staff within that structure. You will prepare for the supervision of a short practical work task for which you will also have to assess the appropriate labour, material, and tools requirements for a task.

Outcome 2 will require you to carry out the supervision and monitoring of the task, which you prepared for in Outcome 1.

Outcome 3 will give you practice in evaluating your effectiveness as a supervisor through the completion of a supervisory exercise and you will assess the effectiveness of the task carried out and make recommendations for the future.

This Unit is a mandatory Unit in the HNC Arboriculture and Urban Forestry and the HND Arboriculture and Urban Forestry and optional in the HNC Forestry and HND Forestry which are Group Awards. It is, however, a freestanding Unit and may be delivered as such for purposes of Continuing Professional Development.

The knowledge and skills acquired in this Unit will help you achieve competence in and provide you with the skills to plan, execute and evaluate supervisory practice.

For candidates already in employment this Unit provides an opportunity to extend existing knowledge and skills and lays a sound grounding for further study in arboriculture and forestry.

This Unit will give you the opportunity to develop the Core Skills of *Problem Solving*, *Working with Others* and *Communication* at SCQF level 6.

The Unit could be assessed by a practical work supervision exercise with the production of an evaluative report of the supervisory operation.