



## Higher National Unit specification: general information

This Graded Unit has been validated as part of the Higher National Certificate in Trade Union Organising and Representation. 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:** Trade Union Organising and Representation:  
Graded Unit 1

**Graded Unit code:** H322 34

**Type of Graded Unit:** Project

**Assessment Instrument:** Investigation

**Publication date:** January 2013

**Source:** Scottish Qualifications Authority

**Version:** 01

## Unit purpose

This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the Higher National Certificate in Trade Union Organising and Representation:

- ◆ To develop knowledge and understanding of national and international policies and practice in relation to trade union organising
- ◆ To develop skills and knowledge relevant to one or more of the following specialist areas: Lifelong Learning, Health and Safety, Equality and Organising in the Workplace
- ◆ To develop in candidates the appropriate attitudes, skills and knowledge to work effectively as a Trade Union Representative and collaboratively with employers and other organisations

## 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:

Unit title	Code	SCQF credit value	SCQF level	SCQF credit points
TUOR: Practical Skills for Trade Union Representatives	H2X9 34	1.5	7	12
TUOR: Organising and Representing Members	H2XA 34	1.5	7	12
TUOR: Trade Union-Employer Relations	H2XJ 34	1	7	8
TUOR: Trade Union Approach to Workplace Issues	H2XH 34	1	7	8
or TUOR: Trade Union Approach to Health and Safety	H2XC 34	1	7	8
or TUOR: Trade Union Approach to Equality	H2XF 34	1	7	8
or TUOR: Trade Union Approach to Lifelong Learning	H30P 34	1	7	8
TUOR: Legislation and Agreements at Work	H2XG 34	1	7	8
or TUOR: Introduction to Health and Safety Legislation	H2XD 34	1	7	8
or TUOR: Equality Legislation Relating to the Workplace	H2XE 34	1	7	8
or TUOR: Legislation, Policy and Agreements on Lifelong Learning	H314 34	1	7	8

## Credit points and level

1 Higher National Unit 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 Access 1 to Doctorates.*

## **General information (cont)**

### **Core Skills**

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Unit.

### **Assessment**

This Graded Unit will be assessed by the use of an investigation. The developed investigation 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.

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

**Graded Unit title:** Trade Union Organising and Representation:  
Graded Unit 1

### Conditions of assessment

The candidate should be given a date for completion of the investigation. 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. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, i.e. all stages are undertaken using a new project, 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.

### 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

### 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:** Trade Union Organising and Representation:  
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Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence for the three essential phases of the project and is produced to a high standard</li> <li>◆ demonstrates an accurate and insightful interpretation of the project brief</li> <li>◆ is highly focussed and relevant to the tasks associated with the project brief</li> <li>◆ is clear and well-structured throughout</li> <li>◆ effectively consolidates and integrates required knowledge, understanding and skills</li> <li>◆ demonstrates the candidate's ability to work autonomously with minimum support</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ has sufficient evidence of the three essential phases of the project and is produced to an adequate standard</li> <li>◆ demonstrates an acceptable interpretation of the project brief</li> <li>◆ is focussed and relevant to the project brief</li> <li>◆ is satisfactorily structured</li> <li>◆ consolidates and integrates knowledge, understanding and skills but may lack continuity and consistency</li> <li>◆ has required additional support and revision during the project</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.

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

**Graded Unit title:** Trade Union Organising and Representation:  
Graded Unit 1

### Evidence Requirements

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

**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% of total marks	An action plan that includes: <ol style="list-style-type: none"> <li>1 aims of the project and steps required to reach these</li> <li>2 timescales for achieving these aims</li> <li>3 identification of the main issues for research</li> <li>4 sources of information and methods</li> </ol> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

Project stage	Minimum Evidence Requirements
Stage 2 — Developing  35% of total marks	A report of the investigation that demonstrates the candidate: <ol style="list-style-type: none"> <li>1 used the range of skills required by a trade union representative, including communication, interpersonal, data collection and recording skills</li> <li>2 engaged with individuals and groups on employment relations issues</li> <li>3 contributed to development of a workforce collective bargaining agenda</li> <li>4 understood the trade union organising model</li> <li>5 is verified by a course tutor or full-time/ lay official as an authentic record of what actually took place</li> </ol> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>

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

**Graded Unit title:** Trade Union Organising and Representation:  
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Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating  45% of total marks	<p>An evaluation report which should:</p> <ul style="list-style-type: none"><li>◆ briefly outline the investigation</li><li>◆ review and update the action plan in the light of experience</li><li>◆ identify any knowledge and skills that were gained and/ or developed</li><li>◆ assess the effectiveness of the methods used</li><li>◆ assess the strengths and weaknesses of the workplace audit</li><li>◆ determine to what extent the investigation covers the topic</li></ul> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

### Support notes

**Planning stage** — 20% of total marks.

This stage is worth 20 marks. The candidate must achieve all of the minimum evidence specified in the Evidence Requirements section to pass the planning stage. The planning stage is assessed by short planning document and discussion with the tutor.

**Developing stage** — 35% of total marks.

This stage is worth 35 marks. The candidate must achieve all of the minimum evidence specified in the Evidence Requirements section to pass the developing stage. Assessment is based on a report of the activity and observation by the tutor or trade union official.

**Evaluation stage** — 45% of total marks.

This stage is worth 45 marks. The candidate must achieve all of the minimum evidence specified in the Evidence Requirements section to pass the evaluation stage. The evaluation stage is assessed by an evaluation report.

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

## History of changes to Unit

Version	Description of change	Date

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## **General information for candidates**

**Graded Unit title:** Trade Union Organising and Representation:  
Graded Unit 1

### **Project Brief: Practical Assignment**

This assignment relates to planning, developing and evaluating an investigation into areas of strength, weakness and opportunities in terms of trade union organisation at work.

You should demonstrate interpersonal, organisational, evaluative and reflective skills to show your overall insight and understanding of the trade union approach.

The assignment must be carried out in a real workplace as part of the relevant union team.

The project will follow three stages:

- 1 Planning
- 2 Developing
- 3 Evaluating

### **Assessment**

The planning stage should be assessed using a planning report in a format agreed with the course tutor.

The developing stage should be assessed using a report of the activity in a format agreed with the course tutor.

The evaluating stage should be assessed using an evaluation report.

The tutor's role is as a facilitator so to gain high marks you must demonstrate a high degree of autonomy at all stages of the assignment.

### **Stage 1 — Planning**

Develop a plan for an audit of areas of strength, weakness and opportunities in terms of trade union organisation at work. The plan may be for an audit of trade union organisation in general or you may choose to focus on health and safety, equality or lifelong learning.

The plan should include the following:

- ◆ aims
- ◆ timescales
- ◆ main issues for research
- ◆ sources of information and methods to be used

## **General information for candidates (cont)**

**Graded Unit title:** Trade Union Organising and Representation:  
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### **Stage 2 — Developing**

Give an account of your investigation that shows how you applied the knowledge and skills gained from studying the underpinning units, making reference to:

- ◆ Your role in relation to the audit
- ◆ Trade union structures and the trade union team for your workplace
- ◆ Main collective issues

### **Stage 3 — Evaluating**

Provide an evaluation and review of the activity, which includes:

- ◆ Evaluation of the effectiveness of the original plan
- ◆ Reflection of your own practice throughout all stages of the development
- ◆ Evaluation of your use of supervision and support systems