



Higher National Unit specification

General information

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Unit code: HD8R 38

Superclass: GE

Publication date: April 2016

Source: Scottish Qualifications Authority

Version: 01

Unit purpose

Non-Formal Learning: Specialist in Sharing Knowledge and Skills (SCQF level 11) is a mandatory Unit for practice-based learners with specialist knowledge and skills in non-formal or informal learning. This may be any individual who is a specialist in sharing knowledge and skills in the work-place, creative, public or community settings with at least 5 years of practice-based learning in any combination of these settings. This may involve role-modelling, using feedback, mentoring, coaching, just-in-time learning and negotiating the style, content, process and Outcomes of sharing knowledge and skills with others.

This Unit is concerned with *Non-formal Learning: Sharing Knowledge and Skills* and is part of a suite of mandatory Units that make up every Professional Development Award for Practice-based Learning for the Creative and Cultural Industries at SCQF level 11. This Unit is not sector specific and can also be applied to practice-based learners in any other industry sector.

This Unit is always one of three Units that may be undertaken in any order but must be successfully completed before the fourth Unit is undertaken. This can be seen in the four Units for Cultural Learning and the four Units for Creative Business Development and Support, below.

Cultural Learning:

- 1 *Cultural Learning: Specialist in Artistic Practice* (SCQF level 11)
- 2 *Non-formal Learning: Specialist in Sharing Knowledge and Skills* (SCQF level 11)
- 3 *Non-formal Contexts: Specialist in Developing Social Potential* (SCQF level 11)
- 4 *Cultural Learning Leadership* (SCQF level 11)

Higher National Unit specification: General information (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Creative Business Development and Support:

- 1 *Creative Business Development and Support: Specialist in Creative Enterprise* (SCQF level 11)
- 2 *Non-formal Learning: Specialist in Sharing Knowledge and Skills* (SCQF level 11)
- 3 *Non-formal Contexts: Specialist in Developing Social Potential* (SCQF level 11)
- 4 *Leading Creative Business Development and Support* (SCQF level 11)

Non-formal Learning: Specialist in Sharing Knowledge and Skills (SCQF level 11) should be completed by learners in practice-based contexts, eg in the work-place, creative, public or community spaces as an employee, freelancer, trainee, volunteer, apprentice or student.

Outcomes

On successful completion of the Unit learners will be able to:

- 1 Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for different purposes and in different settings with a range of different social groups.
- 2 Critically appraise and synthesise relevant contextual and specialist knowledge of sharing knowledge and skills in non-formal or informal contexts.
- 3 Explain and evaluate methods of identifying and solving unpredictable complex work situations through sharing knowledge and skills in non-formal or informal contexts.
- 4 Critically reflect on and evaluate their practice of sharing knowledge and skills in non-formal or informal contexts using appropriate frameworks, support material and feedback within the last 24 months.

Credit points and level

2 Higher National Unit credits at SCQF level 11: (16 SCQF credit points at SCQF level 11)

Recommended entry to the Unit

This award is for consultants, employees, freelancers, interns, volunteers or students in the creative and cultural industries or in any other sector with at least 5 years practice-based learning in any of these roles or in any combination of these roles. This Unit is not sector specific and can be applied to practice-based learners in any other industry sector.

This Unit at level 11 is for Practice-based learners who are able to meet the requirements through current or prior experiential learning using a range of support material gathered within the last 24 months. This may include:

- ◆ learners already in post as leaders without a qualification at SCQF level 11 that will be able to meet the requirements of the Unit at level 11.
- ◆ learners moving on from the SCQF level 8 practitioner qualification who have gained sufficient further practice-based learning to meet the minimum experience requirement of a level 11 practitioner.

Higher National Unit specification: General information (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

- ◆ learners from other workforces with relevant SCQF levels 9 or 10 qualifications.
- ◆ 'direct entry' learners with existing awards at level 10 or above who have engaged in non-formal or informal practice-based learning or with other equivalent awards.

Learners undertaking this Unit at level 11 should have well developed communication and inter-personal skills and be able to demonstrate the ability to think analytically and systematically. They should be able to use these skills to give an account of their experiences, reflect on them, make valid conclusions and express strengths and development needs. They should be able to demonstrate critical and contextual knowledge of their practice and identify practitioners that have challenged, influenced and inspired them. They should also demonstrate their expertise in the supervision of others, their contribution to innovation and their ability to represent their practice and sector through advocacy to public, professional or policy-making audiences.

The recommended Core Skills entry level for this Unit at SCQF level 11 is at least:

Communication SCQF level 6

Numeracy SCQF level 6

Problem Solving SCQF level 6

Information and Communication Technology (ICT) SCQF level 6

Working with Others SCQF level 6

The recommended Core Skills entry level has been adopted to allow learners from a wide range of backgrounds to access the award.

Core Skills

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

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

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.

This Unit, like each of the Units that form the qualifications in this suite, should be completed by practice-based learners in non-formal and informal environments, eg in the work-place as an employee, freelancer, trainee, volunteer, apprentice or student. Learners require access to practise-based activities. The first three Units may be undertaken in any order but they must be successfully completed before the fourth Unit is undertaken.

Higher National Unit specification: General information (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National Unit specification: Statement of standards

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

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 SQA.

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. Learners 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

Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for different purposes and in different settings with a range of different social groups.

Knowledge and/or Skills

- ◆ Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for a minimum of four different purposes
- ◆ Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for a minimum of four different settings
- ◆ Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts with a range of four different social groups

Outcome 2

Critically appraise and synthesise relevant contextual and specialist knowledge of sharing knowledge and skills in non-formal or informal contexts.

Knowledge and/or Skills

- ◆ Critically appraise principles and practice, models and techniques and compare and contrast rationales, priorities, tensions, opportunities and constraints, including those of their own practice and, as appropriate, those of their employer, contractor or host organisation
- ◆ Synthesise relevant contextual and specialist knowledge of non-formal and informal learning

Higher National Unit specification: Statement of standards (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Outcome 3

Explain and evaluate methods of identifying and solving unpredictable complex work situations through sharing knowledge and skills in non-formal or informal contexts.

Knowledge and/or Skills

- ◆ Explain and evaluate methods of identifying and solving unpredictable and complex work situations in relation to sharing knowledge and skills in non-formal or informal contexts
- ◆ Explain and evaluate examples from their own work of identifying and solving complex work problems through non-formal or informal learning

Outcome 4

Critically reflect on and evaluate their practice of sharing knowledge and skills in non-formal or informal contexts using appropriate frameworks, support material and feedback within the last 24 months.

Knowledge and/or Skills

- ◆ Explain the purpose of evaluating their practice of sharing knowledge and skills in non-formal or informal context
- ◆ Critically evaluate their use of constructive feedback about their practice
- ◆ Use an appropriate framework to critically reflect on support material and feedback within the last 24 months to evaluate, affirm and improve aspects of their practice

Evidence Requirements for this Unit

A portfolio of support material will provide all the evidence produced from practice-based work carried out within the past 24 months. Competencies should be demonstrated through work products and consist of materials that demonstrate that learner has the required competences.

The portfolio should provide all the evidence of meeting the requirements at the appropriate level in the form of:

A SUPPORT MATERIAL:

A series of work products, audio-visual recordings, documents and commentaries, eg short video sequences, sound-bites blogs or specific written or visual documentation.

Higher National Unit specification: Statement of standards (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Outcome 1

- ◆ Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for a minimum of four different purposes.
- ◆ Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for a minimum of four different settings.
- ◆ Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts with a range of four different social groups.

Outcome 3

- ◆ Explain and evaluate methods of identifying and solving unpredictable and complex work situations in relation to sharing knowledge and skills in non-formal or informal contexts.

B REFLECTIVE STATEMENTS:

Three reflective statements: a self-awareness statement, a values statement and a context statement. These statements will refer to the learner's specialism in Non-formal and Informal Learning.

Outcome 2

- ◆ Synthesise relevant contextual and specialist knowledge of non-formal and informal learning.

Outcome 4

- ◆ Critically evaluate their use of constructive feedback about their practice.
- ◆ Use an appropriate framework to critically reflect on support material and feedback within the last 24 months to evaluate, affirm and improve aspects of their practice.

C PROFESSIONAL DIALOGUE:

A 30-minute professional dialogue held between two assessors and the learner, of which a video-recording is made, solely for assessment. (If an interpreter is required by the learner or either assessors then a further 15 minutes is allocated for this purpose). Part of the dialogue will focus on *Non-Formal Learning: Specialist Sharing of Knowledge and Skills*.

Higher National Unit specification: Statement of standards (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Outcome 2

- ◆ Critically appraise principles and practice, models and techniques and compare and contrast rationales, priorities, tensions, opportunities and constraints, including those of their own practice and, as appropriate, those of their employer, contractor or host organisation.

Outcome 3

- ◆ Explain and evaluate examples from their own work of identifying and solving complex work problems through non-formal or informal learning.

Outcome 4

- ◆ Explain the purpose of evaluating their practice of sharing knowledge and skills in non-formal or informal context.



Higher National Unit Support Notes

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Unit Support Notes are offered as guidance and are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

This Unit is part of a suite of qualifications that has been developed in response to the need for recognition and validation of practitioners in Creative and Cultural Industries and to provide relevant, practice-based qualifications. The Professional Development Award in Practice-based Learning for the Creative and Cultural Industries aims to support the continuing professional development of the Creative and Cultural Industries workforce. However, this Unit is not sector specific and can also be applied to practice-based learners in any other industry sector.

This Unit, like each of the Units that form the qualifications in this suite, should be completed by practice-based learners in non-formal and informal environments, eg in the work-place as an employee, freelancer, trainee, volunteer, apprentice or student. Learners require access to practise-based creative business development and support. This mandatory Unit is always one of three Units that may be undertaken in any order but must be successfully completed before the fourth Unit is undertaken. This can be seen in the four Units for Cultural Learning and the four Units for Creative Business Development and Support, below.

Cultural Learning:

- 1 *Cultural Learning: Specialist in Artistic Practice* (SCQF level 11)
- 2 *Non-formal Learning: Specialist in Sharing Knowledge and Skills* (SCQF level 11)
- 3 *Non-formal Contexts: Specialist in Developing Social Potential* (SCQF level 11)
- 4 *Cultural Learning Leadership* (SCQF level 11)

Creative Business Development and Support:

- 1 *Creative Business Development and Support: Specialist in Creative Enterprise* (SCQF level 11)
- 2 *Non-formal Learning: Specialist in Sharing Knowledge and Skills* (SCQF level 11)
- 3 *Non-formal Contexts: Specialist in Developing Social Potential* (SCQF level 11)
- 4 *Leading Creative Business Development and Support* (SCQF level 11)

Higher National Unit Support Notes (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Non-formal Learning: Specialist in Sharing Knowledge and Skills (SCQF level 11) should be completed by learners in practice-based contexts, eg in the work-place, creative, public or community spaces as an employee, freelancer, trainee, volunteer, apprentice or student.

The Euro-Aspire Framework (EAF) may be used as an appropriate Competency Framework relevant to the Professional Development Award in Practice-based Learning for the Creative and Cultural Industries SCQF level 11 (EQF level 7). A summary of the key competencies in the EAF is given below:

- ◆ Deliver specialist self-generated complex aims and objectives
- ◆ Communicate effectively and strategically
- ◆ Select or generate and use appropriate content for diverse contexts
- ◆ Use, adapt or modify resources safely
- ◆ Identify, manage and explain the process of any working session
- ◆ Anticipate or solve problems and analyse what happened and why
- ◆ Know your personal and professional limits, strengths and development needs
- ◆ Be aware of the impact of your values in different contexts and with different participants and locate these alongside your peers
- ◆ Select, generate or blend three strands of activity and explain the rationale for the choices you make
- ◆ Engage in the assessment and development of your own practice underpinned by your development needs
- ◆ Supervise the practice of an individual or group and be able to explain and contrast your supervision and leadership styles
- ◆ Innovate within the practice or synthesise knowledge with that from other sectors;
- ◆ Engage in advocacy for the practice and sector

Guidance on approaches to delivery of this Unit

This Unit, like each of the Units that form the qualifications in this suite, should be completed by practice-based learners in non-formal and informal environments, eg in the work-place as an employee, freelancer, trainee, volunteer, apprentice or student. Learners require access to practise-based cultural learning activities. The first three Units may be undertaken in any order but they must be successfully completed before the fourth Unit is undertaken.

Guidance on approaches to assessment of this Unit

This Unit needs to be assessed in non-formal or informal environments, eg in practice-based roles as an employee, freelancer, trainee volunteer, apprentice or student. This Unit at level 11 is for Practice-based learners who are able to meet the requirements through current or prior experiential learning using a range of support material gathered within the last 24 months.

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Higher National Unit Support Notes (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

Learners undertaking this Unit at level 11 should have well developed communication and inter-personal skills and be able to demonstrate the ability to think analytically and systematically. They should be able to use these skills to give an account of their experiences, reflect on them, make valid conclusions and express strengths and development needs. They should be able to demonstrate critical and contextual knowledge of their practice and identify practitioners that have challenged, influenced and inspired them. They should also demonstrate their expertise in the supervision of others, their contribution to innovation and their ability to represent their practice and sector through advocacy to public, professional or policy-making audiences.

History of changes to Unit

Version	Description of change	Date

© Scottish Qualifications Authority 2016

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

General information for learners

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit is a mandatory Unit within a suite of qualifications that has been developed to provide relevant, practice-based qualifications for the Creative and Cultural Industries and to promote the continuing professional development of the workforce. This Unit is not sector specific and can also be applied to practice-based learners in any other industry sector.

This Unit is for you if you have at least 5 years of practice-based learning in contexts facilitating Non-Formal and Informal Learning, eg operating as a role-model, mentor, coach, providing feedback and just-in-time learning and negotiating the style, content, process and Outcomes of sharing knowledge and skills with others.

This Unit is always one of three Units that may be undertaken in any order but must be successfully completed before the fourth Unit is undertaken. This can be seen in the four Units for Cultural Learning and the four Units for Creative Business Development and Support, below.

Cultural Learning:

- 1 *Cultural Learning: Specialist in Artistic Practice* (SCQF level 11)
- 2 *Non-formal Learning: Specialist in Sharing Knowledge and Skills* (SCQF level 11)
- 3 *Non-formal Contexts: Specialist in Developing Social Potential* (SCQF level 11)
- 4 *Cultural Learning Leadership* (SCQF level 11)

Creative Business Development and Support:

- 1 *Creative Business Development and Support: Specialist in Creative Enterprise* (SCQF level 11)
- 2 *Non-formal Learning: Specialist in Sharing Knowledge and Skills* (SCQF level 11)
- 3 *Non-formal Contexts: Specialist in Developing Social Potential* (SCQF level 11)
- 4 *Leading Creative Business Development and Support* (SCQF level 11)

This Unit will enable you to:

- 1 Source, generate and critically evaluate methods and approaches of sharing knowledge and skills in non-formal or informal contexts for different purposes and in different settings with a range of different social groups.
- 2 Critically appraise and synthesise relevant contextual and specialist knowledge of sharing knowledge and skills in non-formal or informal contexts.
- 3 Explain and evaluate methods of identifying and solving unpredictable complex work situations through sharing knowledge and skills.
- 4 Critically reflect on and evaluate your practice of sharing knowledge and skills in non-formal or informal contexts using appropriate frameworks, support material and feedback within the last 24 months.

General information for learners (cont)

Unit title: Non-formal learning: Specialist in Sharing Knowledge and Skills (SCQF level 11)

You will need to undertake the Unit and assessments in practice-based settings such as in the work-place, in creative, public spaces or community spaces as an employee, freelancer, trainee, volunteer, apprentice or student.

This Unit at level 11 is for Practice-based learners in Non-Formal and Informal Learning who are able to meet the requirements through current or prior experiential learning using a range of support material gathered within the last 24 months.