

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

**Hanover House
24 Douglas Street
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NATIONAL CERTIFICATE MODULE DESCRIPTOR

-Module Number-	6120010	-Session- 1990-91
-Superclass-	EE	

-Title-	THE INDIVIDUAL IN INDUSTRY AND WORK
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-DESCRIPTION-

Purpose	This module is for students in or entering employment who have no previous knowledge of industrial and commercial society. It is applicable across the range of industry , eg. manufacturing, business, services and finance.
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It provides a broad based grounding to cover basic concepts of work, pay and organisational structure.

It may be taken with 6120020 The Individual in the Economy, to provide a basic introduction to industrial and commercial society. Students may progress to the following modules: 6120110 Economic Structure of Industry; 6110210 Industrial Relations in the Workplace; 6110310 Basic Applications of Behavioural Science.

Preferred Entry Level	7010030 Communication 2 or Standard Grade in English at 5.
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Outcomes	The student should: <ol style="list-style-type: none">1. classify types of occupation within industrial society;2. identify the characteristics of various occupations;3. describe methods of payment for work;4. outline the structure and functions within an organisation.
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Assessment Procedures	Acceptable performance in the module will be satisfactory achievement of all the Performance Criteria specified for each Outcome.
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The following abbreviations are used below:

PC Performance Criteria
IA Instrument of Assessment

Note: The Outcomes and PCs are mandatory and cannot be altered. The IA may be altered by arrangement with SQA. (Where a range of performance is indicated, this should be regarded as an extension of the PCs and is therefore mandatory.)

OUTCOME 1 CLASSIFY TYPES OF OCCUPATION WITHIN INDUSTRIAL SOCIETY

- PCs
- (a) The identification of the industrial classifications is in terms of sector and skill.
 - (b) The classification of occupations is in terms of sector, manual/non-manual and skill.

IA(1) Restricted Response Question

- (a). This assessment relates to Performance Criterion

The student will be given a question which seeks to test his/her knowledge of the sectors of industry.

Satisfactory performance will be a response of a few lines in which two valid points relating to each of the primary, secondary, tertiary, public and private sectors and two points relating to both skilled and unskilled labour are made.

IA(2) Assignment

- (b). This assessment relates to Performance Criterion

The student will be given a proforma grid with four columns headed "occupation", "sector", "manual/non-manual" and "skill". The grid will also contain 15 rows. The student will also be given a list of 25 occupations.

From this information the student will select 15 occupations and insert information into the grid for each column and each row.

Satisfactory performance will be completion of the grid with no errors.

OUTCOME 2 IDENTIFY THE CHARACTERISTICS OF VARIOUS OCCUPATIONS

- PCs
- (a) Identification of characteristics of work is appropriate to particular occupations.
 - (b) Identification of characteristics of work is appropriate in terms of personal demands on the individual.

IA Multiple Response Questions

The student will be given three lists; one containing five occupations; one containing eight characteristics of work and one containing eight personal demands.

From this information the student will be required to match characteristics to each occupation and to match personal demands to characteristics.

Satisfactory performance will be matching of the three most appropriate characteristics to each occupation and the most appropriate personal demand to each characteristic.

OUTCOME 3 DESCRIBE METHODS OF PAYMENT FOR WORK

- PCs
- (a) The descriptions of basic wages and basic salary are correct.
 - (b) Description of earnings other than basic rates is correct in terms of fringe benefits, payment by results, piecework, commission, and overtime.

IA Restricted Response Questions

The student will be presented with two questions, one relating to each Performance Criterion which will test knowledge of methods of payment for work.

Satisfactory performance will be a response of a few lines to each question in which:

- (i) two valid points relating to each of basic wages and basic salary are made;
- (ii) one valid point describing each of fringe benefits, payment by results, piecework, commission and overtime is made.

OUTCOME 4 OUTLINE THE STRUCTURE AND FUNCTIONS WITHIN AN ORGANISATION

- PCs
- (a) The outline of the structure of an organisation is accurate in terms of the chain of command and operations.
 - (b) The functions within an organisation are correctly related to its operations.

IA Structured Question

The student will be presented with an organisational structure chart and a brief description of its operations. Attached will be two questions which direct the student to:

- (i) describe the chain of command;
- (ii) relate functions to operations.

Satisfactory performance will be a response of a few lines to each question in which:

- (i) the chain of command both up and down from a given position is correctly described;
 - (ii) each functional area depicted on the chart is correctly described and related accurately to the organisation's operations.
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**The following sections of the descriptor are offered as guidance.
They are not mandatory.**

Corresponding to Outcomes 1-4:

1. Classification into primary (agricultural and extractive), secondary (manufacturing) and tertiary (services). Public and private sectors. Examples of each. Examples of type of occupation within each sector.

Manual and non-manual labour. Skilled, semi-skilled and unskilled labour. Examples of each.

2. Reasons for work: personal, social and economic, eg. sense of purpose; social contact; money. Contribution towards job satisfaction.

Types of work in various occupations. Suitability of various persons to jobs, ie. personal characteristics of the individual.

3. Definition of wages, salary, fringe benefits (perks), payment by results, overtime, commission, piecework. Relevance of each in various situations.

4. Research and development - design, prototype, testing, redesign, final design.

Manufacturing - production, quality control, maintenance of plant.

Marketing - market research and product development, advertising, distribution and sales, public relations.

Management services - organisation and methods, production planning, data processing.

Personnel - selection and recruitment, training, industrial relations, staff welfare, wages.

Finance - book-keeping, cost control, financial planning.

Relationship of functions, activities and personnel. Chains of command within organisational structure. Student's individual place within structure where appropriate.

SUGGESTED LEARNING AND TEACHING APPROACHES

This module is directed towards the individual student and his/her position within the world of work.

Throughout the module emphasis should be placed on an approach which draws on and illuminates everyday experience and where possible, the student's own work experience. This approach may involve some tutor exposition but it should not be the main teaching method employed.