



National Unit Specification: general information

UNIT Work Experience (SCQF level 4)

CODE D36H 10

SUMMARY

Developing planning, organisational, investigative, interpersonal skills and self awareness through work experience with limited tutor/trainer support.

OUTCOMES

- 1 Plan and arrange a work experience placement with limited tutor/trainer support.
- 2 Carry out allocated tasks during work experience under limited supervision.
- 3 Work co-operatively with others in the analysis, planning and undertaking work experience.
- 4 Review the contribution of the knowledge and skills gained through work experience to own personal, social and vocational development.

RECOMMENDED ENTRY

Access to this Unit is at the discretion of the centre. However, it would be beneficial if the candidate had achieved Work Experience (Access 3) or equivalent.

CREDIT VALUE

1 credit at Intermediate 1 (6 SCQF credit points at SCQF level 4*).

**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.*

Administrative Information

Superclass: HB

Publication date: March 2009

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2009

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 Customer Contact Centre, telephone 0845 279 1000.

National Unit Specification: general information (cont)

UNIT Work Experience (SCQF level 4)

CORE SKILLS

Achievement of this Unit gives automatic certification of the following:

- ◆ Complete Core Skills Problem Solving at SCQF level 4
 Working with Others at SCQF level 4
- ◆ Core Skill components None

National Unit Specification: statement of standards

UNIT Work Experience (SCQF level 4)

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.

OUTCOME 1

Plan and arrange a work experience placement with limited tutor/trainer support.

Performance Criteria

- (a) An initial self-assessment clearly identifies qualities and skills and realistic personal goals are set.
- (b) A limited range of sources of information is used effectively to aid planning of a work placement.
- (c) A work placement is chosen which matches own qualities, skills and goals.
- (d) Taking account of own and others' strengths, a step-by-step application process for the work experience placement is devised and implemented.
- (e) Required preparations for the work experience are accurate in terms of gathering essential information.
- (f) Resources required to plan and implement the work experience are obtained.
- (g) Arrangements are confirmed clearly and accurately.

OUTCOME 2

Carry out allocated tasks during work experience under limited supervision.

Performance Criteria

- (a) Opportunities to practise vocational skills under supervision are negotiated effectively and in accordance with results of initial self assessment.
- (b) Allocated tasks are planned and carried out under limited supervision and to a standard agreed with the tutor/trainer.
- (c) Placement requirements are complied with at all times.
- (d) Health, safety and hygiene requirements are observed at all times.
- (e) The ability to deal with unexpected situations is demonstrated effectively.

National Unit Specification: statement of standards (cont)

UNIT Work Experience (SCQF level 4)

OUTCOME 3

Work co-operatively with others in the analysis, planning and undertaking work experience.

Performance Criteria

- (a) Work practices are observed attentively and questions asked are relevant.
- (b) Instructions are listened to attentively and accepted in a positive manner.
- (c) Advice, assistance and opinions of others are sought when required.
- (d) Ideas, information and judgements volunteered are relevant, accurate and sensible.
- (e) Working relationships formed are cooperative in nature.
- (f) Behaviour is modified appropriately to meet the needs of different situations.

OUTCOME 4

Review the contribution of the knowledge and skills gained through work experience to own personal, social and vocational development.

Performance Criteria

- (a) The initial self-assessment is re-examined in terms of strengths and weaknesses and progress towards defined goals is reviewed effectively.
- (b) The placement supervisor's report is reviewed and commented upon critically and is justified.
- (c) Feelings and reactions to the work experience are expressed clearly.
- (d) Strengths and weaknesses within the original application process are clearly identified and suggestions for improvement of the process made.
- (e) The value of the learning gained is reviewed in relation to future personal, social and vocational goals.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

The candidate will receive support throughout the Unit whilst generating the evidence required to achieve the national standard through each of the Outcomes for this Unit. This means that the teacher/lecturer should issue advice to candidates to enable progress.

Outcome 1

- ◆ an initial self assessment
- ◆ written and/or oral evidence for one work experience placement

Outcome 2

- ◆ performance evidence for one work experience placement
- ◆ written and/or oral evidence which supports the performance evidence

National Unit Specification: statement of standards (cont)

UNIT Work Experience (SCQF level 4)

Outcome 3

- ◆ performance evidence which meets all the Performance Criteria for one work experience placement

Outcome 4

- ◆ an updated self assessment
- ◆ written and/or oral evidence for one work experience placement

National Unit Specification: support notes

UNIT Work Experience (SCQF level 4)

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

Candidates should be encouraged to appreciate that the Unit is not primarily concerned with factual knowledge or specific work skills, but rather with the development of more general skills and qualities. This involves candidates in:

- ◆ identifying their interests and capabilities
- ◆ finding out about work routines and conventions
- ◆ exploring working with others
- ◆ planning and organising
- ◆ finding out about organisational structure, processes and equipment of placements

Outcome 1

In this Unit candidates take most of the responsibility for planning and organising the work placement although tutor/trainer support is still important. Tutors/trainers should ensure that candidates are not unduly influenced, for example, by prejudices about employment eg 'male' or 'female' jobs. Tutors/trainers should encourage candidates to identify general vocational interests such as indoor/outdoor, manual/office, production/service etc. Although tutor/trainer support is limited, tutors/trainers must ensure that adequate provision is made for the candidate's health, safety and welfare.

Planning may involve contact with potential placements (by visit, letter or telephone). An extensive range of resources will be provided including more specific vocational information. Placement will be selected and planned on the basis of particular vocational interests and the candidate's qualifications and aptitudes.

Outcome 2

The contexts for work experience are wide ranging. The tutor/trainer should be clear about the nature of the experience which the placement will offer the candidate. Placement supervisors will often be able to increase the education or skill content of the work experience if approached tactfully. Placement supervisors must be fully briefed about the purposes of the placement activity.

Candidates must take responsibility for initiating requests for help and advice and for information which ensures that they understand clearly the tasks which are to be performed, the times and conditions of attendance, the appropriate dress and safe operation of equipment, health, safety and hygiene requirements. Appropriate guidelines on safety, insurance and other constraints must be observed. Placement experience should be a minimum of 24 hours duration taking place in one or more locations.

National Unit Specification: support notes (cont)

UNIT Work Experience (SCQF level 4)

Outcome 3

Candidates are required to actively form co-operative working relationships and not just to respond to the initiative of others, to seek help and advice when necessary but not to rely on the tutor/trainer or the workplace supervisor extensively in matters which are routine and already known to the candidate. The candidate should listen and observe attentively, asking relevant questions for clarification when required. Tutors/trainers should provide opportunities for candidates to volunteer ideas, information and judgements.

Outcome 4

During and after the work placement each candidate should review the experience in order to reassess personal strengths and weaknesses and to express personal feelings and reactions towards both the work experience itself and to the knowledge and skills gained during it. The interview provides an opportunity for the candidate to respond to the report of the workplace supervisor. Candidates should review the value of the learning experience to their own personal, social and vocational development, in particular to future plans for work, education or training.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

A placement register with a wide range of work and skills contexts is necessary. Supervisors are often willing to adapt placements to the needs of candidates. Although setting up the placement register initially is time consuming, less time is required to maintain the network once established.

It is expected that in the course of the Unit each candidate will compile a folder of assessment evidence containing self-assessment sheets, a planning sheet for the work experience, log sheets which record the activities undertaken by the candidates during the work placement and a final review sheet with reflections on the work experience and its relevance to personal, social and vocational development.

Outcome 1

Induction to the Unit including explanation of its key features and establishing working relationships.

Involving candidates in decision making is valuable for personal development as well as being a powerful motivating factor. In this Unit candidates should be given a high degree of tutor/trainer support but this should not preclude negotiation on selection of placement and methods of making arrangements. Individual and group exercises to enable candidates to assess their own capabilities, skills and interests in relation to work should be carried out. Instruction on current health and safety at work legislation, appropriateness of dress, behaviour etc. should all be considered prior to the commencement of the work placement.

Choice of work placement should be made after consideration of print materials, videos, experiences of group members, visits to work places, speakers etc.

National Unit Specification: support notes (cont)

UNIT Work Experience (SCQF level 4)

Communication skills can be integrated into this phase of the Unit through letter writing, telephoning, interviewing, composition of curriculum vitae etc. Thus the candidate may learn how to operate effectively in formal situations. Equally as important are informal networks — making and using contacts, having the courage to ask, learning the work culture, tapping possible sources of information such as friends and family. Tutors/trainers may exploit such aspects by allowing candidates to brief and debrief one another in small groups.

Role play, case studies and videos may be used to prepare candidates for the type of activities in which they may be involved and to help them decide on appropriate use of skills and behaviours in a variety of situations.

Outcome 2

Candidates should record experiences as they occur in log sheets/work diary and should be encouraged to monitor their own progress. The work supervisor should produce a short report to agreed specifications to record the candidate's performance and progress in the workplace. This report should cover not only vocational skills but also interpersonal skills and growth. Tutors/trainers should be careful to highlight the requirements of Outcome 3 and to emphasise the need for candidates to record their experiences in these areas. The tutor/trainer should visit the candidate during the work placement and assess the situation. In many areas of work experience the tutor's/trainer's knowledge may not exceed that of the candidate. It is important to recognise this limitation and for the tutor/trainer to play a supportive role.

Outcome 3

All learning activities should be designed to develop personal and social development skills. Initially the role of the tutor/trainer is to offer support and guidance to the candidates. However candidates must have the opportunity to do things for themselves, to make choices and decisions, to ask for assistance from the tutor/trainer and others when this is felt to be necessary, to interact with others and to try out new activities and new roles in a climate which feels safe. The work placement will be a new environment for many candidates and preparation for the placement should recognise this so that candidates are thoroughly prepared before commencing the placement.

Outcome 4

In a short interview with each individual the tutor/trainer will discuss the activities undertaken throughout the Unit and the feelings of the candidates towards these. Tutors/trainers should not prompt performance but should create an atmosphere and framework within which candidates are encouraged to speak openly about their progress towards the defined goals, their feelings and reactions in relation to the tasks undertaken and the contribution which the learning activities have made towards their personal and social development.

National Unit Specification: support notes (cont)

UNIT Work Experience (SCQF level 4)

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

Achievement of this Unit gives automatic certification of the following:

- ◆ Complete Core Skills Problem Solving at SCQF level 4
Working with Others at SCQF level 4
- ◆ Core Skill components None

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Opportunities for the use of 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 communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

During the Unit the candidate is required to contribute to the planning and to complete a work experience placement during which he or she should assemble a folder of assessment evidence in relation to Outcomes. Personal interviews are central to the assessment and will be used to explore the candidate's experiences in the work placement in relation to the stated Performance Criteria.

The tutor/trainer may conduct personal interviews with individual candidates or with groups, as appropriate. The interviews will take place on an ongoing basis throughout the Unit and should draw on relevant evidence from the candidate's assessment folder.

Centres may use the Instruments of Assessment which are considered by tutors/trainers to be the most appropriate. Examples of Instruments of Assessment which could be used are as follows:

- ◆ personal interview drawing on evidence from planning and self-assessment sheets
- ◆ personal interview drawing on evidence from planning sheet, log sheets and reports from the workplace supervisor and from the tutor/trainer
- ◆ personal interview drawing on evidence from log sheets and report from the workplace supervisor and the tutor/trainer
- ◆ personal interview using review sheet

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)*.