

National Unit Specification: general information

UNIT Working with Craft Tools: An Introduction (Access 3)

NUMBER D534 09

CLUSTER Design, Engineering and Technology:
Enterprise Through Craft (Access 3)

SUMMARY

The aim of this unit is to develop the candidate's appreciation of the value of tools and equipment generally, so that he/she will have a responsible attitude towards the use of tools.

OUTCOMES

- 1 Identify the tools associated with particular activities.
- 2 Use a range of tools appropriately and safely.
- 3 Outline the value of tools in a practical environment.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would benefit from some experience in Practical Craft Skills. This might include:

- work in design and technology in the 5 – 14 programme
- participation in a Standard Grade course provided within Departments of Technology or Technical Education
- attainment in Access 2 in Practical Craft Skills units or equivalent

Administrative Information

Superclass: XA

Publication date: April 2000

Source: Scottish Qualifications Authority

Version: 02

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National Unit Specification: general information (cont)

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CREDIT VALUE

1 credit at Access 3.

CORE SKILLS

There is no automatic certification of core skills or core skills components in this unit.

Additional information about core skills is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, 1999).

National Unit Specification: statement of standards

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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 the Scottish Qualifications Authority.

OUTCOME 1

Identify the tools associated with particular practical activities.

Performance criteria

- (a) The identification of tools used in particular practical activities is correct.
- (b) The purpose for which particular tools are used is stated accurately.

Evidence requirements

Observational techniques and oral questions using checklists.

Written and/or oral evidence to show that the candidate can identify tools and give their purpose as in PCs (a) and (b).

OUTCOME 2

Use a range of tools appropriately and safely.

Performance criteria

- (a) The tools and equipment to perform given tasks are selected correctly.
- (b) The tools and equipment are used in a correct and effective manner appropriate to the task.
- (c) The tools and equipment are cared for properly and stored correctly after use.
- (d) The use of tools and equipment in carrying out tasks complies with regulations and procedures for safe working practices specified for the learning environment and the activity undertaken.

Evidence requirements

Evidence of actual performance is required of the candidates:

- the selection of tools
- safe and correct use of tools and equipment and
- care and storage of a minimum three or more tools or items of equipment, one from each of three practical activities, as specified in PCs (a) to (d)

National Unit Specification: statement of standards (cont)

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OUTCOME 3

Outline the value of tools in a practical environment.

Performance criteria

- (a) The value of tools in a practical environment is stated accurately.
- (b) Awareness of the need to use the correct tool for the job is evident.
- (c) Awareness of the need for replacement and repair of tools is clear.
- (d) The financial cost involved in repair and replacement of tools is correctly identified.

Evidence requirements

Observation of practical exercises covering all performance criteria, with a checklist for recording evidence.

Written objective questions covering all performance criteria.

Written and/or oral evidence to show that the candidate meets requirements of PCs (a) to (d).

National Unit Specification: support notes

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

While the time allocated to this unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON CONTENT AND CONTEXT FOR THIS UNIT

Candidates will learn to identify and use tools safely within a workshop environment. Predominantly practical in nature, this unit will focus on the range of tools which can be used in practical activities. Where the unit is being delivered as part of a programme of study with Enterprise Through Craft, the tools used in this unit will reflect those to be used in the Enterprise activities. The identification of a range of tools, the use of a number of those tools, and the care of tools, will be learned. In particular, candidates will learn how to identify, use and care for a range of tools in woodworking and metalworking (engineering).

In addition to introducing tools and tool skills, candidates will have the opportunity to develop personal and interpersonal skills and to form working relationships with other candidates.

Further details of the content can be found in the details of the cluster.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This unit should be presented in an activity-based environment, using a programme of exercises which will interest the candidate with regard to his/her main vocational interests. The outcomes and the unit should not be delivered in isolation, but should be integrated within the programme.

Opportunities should be available, depending upon the activity, for the candidate to work individually, in pairs or in small groups.

Further details of learning and teaching approaches are to be found in the details in the cluster.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The following assessment instruments could be used for an internal assessment of the unit:

- observation of practical exercises covering all performance criteria (a checklist could be used to record the evidence gathered by observation)
- assessment of candidate log-book
- written/oral objective questions covering the performance criteria

The assessment should cover:

- identification of six – nine tools relating to practical activities undertaken and their purposes
- 10 questions relating to the proper care and storage of three or more tools or items of equipment

National Unit Specification: support notes (cont)

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SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment and Certification Arrangements for Candidates with Special Needs/Candidates whose First Language is not English* (SQA, 1998).