

National Unit Specification: general information

UNIT	Developing Employability Skills in Construction and Engineering (Access 3)
CODE	DX17 09
COURSE	Practical Experiences: Construction and Engineering (Access 3)

SUMMARY

This Unit is a mandatory Unit of the *Access 3 Practical Experiences: Construction and Engineering Course*, and is designed to be taken as part of that Course. The Unit is suitable for candidates with no previous employment experience in construction or engineering.

Candidates will explore the range of employment opportunities, career paths and job roles in the construction and engineering industries. They will develop work practices and attitudes that will enhance their employability skills, and will also regularly review and evaluate these skills. Candidates who achieve this Unit will build confidence in their ability to operate in a working environment and could progress to further Units at Access or Intermediate 1.

The primary target group for this Unit is school candidates in S3 and above. This Unit may also be suitable for adult returners.

OUTCOMES

- 1 Identify job roles and career options within the Construction sector.
- 2 Identify job roles and career options within the Engineering sector.
- 3 Demonstrate specified employability skills related to construction and engineering work practices.
- 4 Review and evaluate own employability skills related to construction and engineering work practices.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

Administrative Information

Superclass:	HC
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National Unit Specification: general information (cont)

CREDIT VALUE

1 credit at SQA level 3 (6 SCQF credit points at SCQF level 3*).

**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.*

CORE SKILLS

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

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit*.

National Unit Specification: statement of standards

UNIT Developing Employability Skills in Construction and Engineering (Access 3)

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 job roles and career options within the Construction sector.

Performance Criteria

- (a) Identify a range of construction industry job roles.
- (b) Identify potential career options in construction.

OUTCOME 2

Identify job roles and career options within the Engineering sector.

Performance Criteria

- (a) Identify a range of engineering job roles.
- (b) Identify potential career options in engineering.

OUTCOME 3

Demonstrate specified employability skills related to construction and engineering work practices.

Performance Criteria

- (a) Undertake necessary preparation prior to practical work.
- (b) Follow instructions from the person responsible, seeking advice when necessary.
- (c) Maintain tidy work areas in accordance with health and safety requirements.
- (d) Check own practical work with the support of the person responsible.

OUTCOME 4

Review and evaluate own employability skills related to construction and engineering work practices.

Performance Criteria

- (a) Identify strengths and weaknesses in specified employability skills.
- (b) Identify learning points in specified employability skills.
- (c) Identify action points for improvement in specified employability skills.
- (d) Demonstrate positive attitudes to learning.

National Unit Specification: statement of standards

UNIT Developing Employability Skills in Construction and Engineering (Access 3)

EVIDENCE REQUIREMENTS FOR THIS UNIT

Written and/or oral recorded evidence, supported by an assessor checklist, together with candidate review sheets are required to show that all Outcomes and Performance Criteria have been achieved.

Outcomes 1 and 2

Evidence need not be gathered on one single assessment occasion, but could be gathered throughout the Unit. The evidence will be generated from a series of short answer or objective questions which will allow the candidate to:

- ◆ identify in both construction and engineering the roles of:
 - labourers
 - operatives
 - trades people
 - technicians
- ◆ identify different trades in construction and engineering
- ◆ identify own potential career options within construction and engineering

An assessor checklist will record the candidate's achievement. The use of a cut-off score may be appropriate. The NAB item for this Unit provides exemplification.

Outcomes 3 and 4

Evidence of the candidate's progress in specified employability skills will be demonstrated through the completion of candidate review sheets. Each review sheet will have a section to be completed by the candidate and a section to be completed by the assessor. The review sheet will focus on the following employability skills:

- ◆ maintaining good timekeeping
- ◆ maintaining good attendance
- ◆ maintaining a tidy workplace
- ◆ following instructions
- ◆ seeking advice
- ◆ showing health and safety awareness
- ◆ wearing appropriate personal protective clothing
- ◆ preparing appropriately to carry out tasks
- ◆ checking own work, with support

Two candidate review sheets will be completed in relation to practical experiences in construction and **two** in relation to practical experiences in engineering. The first review sheet should be completed after several learning and teaching sessions; the second review sheet should be completed towards the end of a block of learning and teaching to allow the candidate to demonstrate some evidence of development. The assessor will discuss the review sheets with the candidate and complete the assessor section.

National Unit Specification: statement of standards

UNIT Developing Employability Skills in Construction and Engineering (Access 3)

The NAB item for this Unit provides sample short answer questions for Outcomes 1 and 2, candidate review sheets and an assessor checklist which exemplify the national standard. Centres wishing to devise their own assessments should refer to the NAB to ensure a comparable standard.

National Unit Specification: support notes

UNIT Developing Employability Skills in Construction and Engineering (Access 3)

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

The content and context of this Unit is at a basic, introductory level. The main purpose of the Unit is to help candidates develop work practices and attitudes that will enhance their opportunities for further training, or for employment at a semi-skilled level in the construction or engineering industries.

This Unit has been designed to complement the practical content of the other two Units of the *Access 3 Practical Experiences: Construction and Engineering Course*, and should be integrated with these other Units. By completing this Unit, candidates will:

- ◆ develop their awareness of the range of jobs and careers in the broad areas of construction and engineering
- ◆ develop a range of generic employability skills which will improve their employment prospects
- ◆ develop self-evaluation skills and the confidence to seek feedback and to learn from them

Opportunities will arise in various practical contexts to discuss job roles, career paths, and the value of, for example: time-keeping; working co-operatively; taking advice; maintaining a clean, tidy and organised workplace and thorough preparation. The context for learning should include the requirement to be clean, presentable and appropriately dressed for the workshop, wearing PPE including protective clothing when required.

Candidates will be provided with an opportunity to review how well they have progressed in developing the relevant work practices and attitudes by comparing their own evaluation with that of their assessors. Candidates should be encouraged to actively participate in discussions of their own strengths and weaknesses and assist in identifying learning/action points for similar work in the future.

Relevant aspects of current health and safety legislation, current COSHH Regulations and any systems of work relevant to the candidates' workshop/workplace should be explained and adhered to as part of the work of this Unit.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Where this Unit is taken as part of the *Access 3 Practical Experiences: Construction and Engineering Course*, delivery should be integrated with the delivery of the other Units in the Course. This involves candidates in:

- ◆ gaining the knowledge about job roles, general skills and qualifications while experiencing workshop conditions
- ◆ practising and developing the general skills and attitudes that employers value
- ◆ reviewing and evaluating their progress in these general skills

National Unit Specification: support notes (cont)

UNIT Developing Employability Skills in Construction and Engineering (Access 3)

The exploration of career paths and job roles will be integrated with the various practical activities as the opportunity arises. Visiting speakers from local construction and engineering firms should be encouraged. Visits to local industry could help to raise the candidate's awareness of the various job roles in construction and engineering. Useful material can also be resourced from the Internet.

Two candidate review sheets will be completed in relation to practical experiences in construction and **two** in relation to practical experiences in engineering. The first review sheet should be completed after several learning and teaching sessions; the second review sheet should be completed towards the end of a block of learning and teaching to allow the candidate to demonstrate some evidence of development. The assessor will discuss the review sheets with the candidate and complete the assessor section. It is important to encourage candidates throughout the Course to evaluate their own work and progress. They should be encouraged to seek advice and set themselves realistic goals to build confidence and competence in undertaking the practical assignments.

Core Skills

In this Unit candidates will be involved in a process of review, evaluation and action planning, which in turn will require active discussion with the assessor. These discussion sessions are good opportunities for developing aspects of the Core Skill of Communication (oral).

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

The assessment activities in this Unit make an important contribution to learning, particularly the involvement of the candidate in the review, evaluation and action-planning process.

This Unit, the *Access 3 Developing Employability Skills in Construction and Engineering Unit*, is delivered in an integrated approach within the practical skills Units and candidates can readily gather evidence for assessment during their work in practical activities. Reviewing progress with generic employability skills and attitudes will take place in the practical context of work in the different practical activities. Candidates will complete a minimum of two review sheets in the different practical activities. The process of review and evaluation using the checklists provided should take place at regular intervals to show progression and development. Assessment of interpreting drawings and specifications and materials should also take place during the work in practical activities.

In the short answer responses for Outcomes 1 and 2, where a re-assessment is needed, a different sample of questions should be used.

A NAB pack is available to support assessment of this Unit. If centres wish to develop their own assessment instruments these should be of a comparable standard.

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).