



National Unit specification: general information

Unit title: Employability Skills for Activity Tourism (SCQF level 4)

Unit code: FN8M 10

Superclass: HC

Publication date: July 2011

Source: Scottish Qualifications Authority

Version: 01

Summary

This Unit is suitable for candidates without previous activity tourism or employment experience. In this Unit candidates will have the opportunity to develop the employability skills that are valued in the activity tourism. Candidates will have the opportunity to evaluate personal skills, in terms of potential employment in activity tourism. Candidates will also consider safe working practices in activity tourism. This Unit is a mandatory Unit in the National Progression Award in Activity Tourism (SCQF level 4) but can also be taken as a free-standing Unit

Outcomes

- 1 Evaluate own skills required for activity tourism
- 2 Demonstrate practices which enhance employability in activity tourism
- 3 Describe the requirements for operating safely in an activity tourism environment

Recommended entry

There is no recommended entry statement for this module. Entry is at the discretion of the centre.

Credit points and level

0.5 credit(s) at SCQF level 4 (3 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.*

National Unit specification: general information (cont)

Unit title: Employability Skills for Activity Tourism (SCQF level 4)

Core Skills

Achievement of this Unit gives automatic certification of the following:

Complete Core Skills: None

Core Skills Component(s):

- Critical Thinking at SCQF level 4

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit Specification

National Unit specification: statement of standards

Unit title: Employability Skills for Activity Tourism (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

Evaluate own skills required for activity tourism.

Performance Criteria

- (a) Identify own strengths and weaknesses
- (b) Identify areas for improvement.
- (c) Describe action points for improvement.
- (d) Respond positively to advice and feedback on performance.

Outcome 2

Demonstrate practices which enhance employability in activity tourism.

Performance Criteria

- (a) Maintain time-keeping and attendance to meet demand.
- (b) Personal presentation meets expectations.
- (c) Work co-operatively with others.
- (d) Undertake planning and preparation prior to set tasks.
- (e) Follow instructions from responsible person
- (f) Carry out all tasks in a safe manner.

Outcome 3

Describe the requirements for operating safely in an activity tourism environment.

Performance Criteria

- (a) Describe common risks and hazards which could arise in a specific activity tourism experience.
- (b) State measures that can be taken to minimise the risks and hazards identified
- (c) Identify any personal protective equipment required for the activity

National Unit specification: statement of standards (cont)

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Evidence Requirements for this Unit

Performance evidence supported by candidate review sheets and tutor observation checklists, together with written and/or recorded oral evidence is required to show that all Outcomes and Performance Criteria have been achieved.

Candidates will demonstrate the appropriate working practices and attitudes in practical contexts. They will then review and evaluate their own performance on candidate review sheets and, following a discussion with the assessor after each review, produce a plan for improvement.

Employability skills: attendance, acceptable timekeeping, appropriate personal presentation, planning and preparation for work, listening and following instructions, working safely, ability to take advice.

In relation to Outcomes 1 and 2, the evidence required will be:

- ◆ an initial candidate review sheet of their employability skills
- ◆ a second candidate review sheet after some practical experience that identifies at least **three** areas for improvement
- ◆ an assessor observation checklist containing employability skills completed in a practical setting and feedback given to candidate
- ◆ an action plan taking into account assessor feedback outlining how at least **three** action points can be implemented
- ◆ a final candidate review sheet reflecting on the candidate's progress in employability skills

In relation to Outcome 3 written and/or recorded oral evidence should include:

- ◆ a description of three common hazards associated with a given activity tourism experience
- ◆ a description of the likely level of risk for each of the identified hazards
- ◆ a description of measures that can be taken to minimise the risk of the identified hazards
- ◆ a list of protective clothing and equipment that would be needed in the given activity tourism experience

The Assessment Support Pack (ASP) for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard.

National Unit specification: support notes

Unit title: Employability Skills for Activity Tourism (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 20 hours.

Guidance on the content and context for this Unit

Practical contexts: any situation in which the candidate might be working from project work with peers to participation in an activity tourism pursuit.

The main purpose of this Unit is to improve candidates' skills in preparation for working in Activity Tourism. To this end Outcomes 1 and 2 focus on encouraging candidates to develop the correct work practices for employment such as good time keeping and team working. Candidates will be provided with an opportunity to review how well they have progressed in developing these work practices and attitudes by comparing their own evaluation with that of their assessor.

Candidates will be asked to demonstrate appropriate working practices and attitudes needed for working in activity tourism through participation in practical activities. Prior to undertaking activities candidates will identify the skills required for working in activity tourism and assess them against their current skills. While undertaking practical activities candidates will need to show that they are capable of maintaining good time-keeping and attendance, that personal presentation is appropriate to the activity, that candidates can work co-operatively with others and follow instructions. Prior to undertaking tasks associated with an activity candidates will take account of common risks and hazards and state measures that can be taken to minimise risks including any personal protective equipment required. Activities must be carried out in a safe manner. On completion of an activity, candidates will seek feedback from others on performance. Taking account of feedback, candidates will review and evaluate own skills development against their initial evaluation, by completing a review sheet. Candidates' evaluation should identify own strengths and areas for improvement, enabling them to produce a plan of action points on how these areas could be improved.

Achievement of the employability skills listed below will be clearly identified as a result of evidence generated through the assessment activities for this Unit:

- ◆ acceptable time keeping and attendance
- ◆ appropriate personal presentation
- ◆ planning and preparing for work
- ◆ working co-operatively with others
- ◆ following instructions and responding positively to advice
- ◆ working safely
- ◆ self-review and evaluation

National Unit specification: support notes (cont)

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For Outcome 3, the candidate is expected to develop an awareness of the basic risks and hazards of working in one particular area of activity tourism. This may be done through discussion with somebody employed in the sector. This should be at a basic level and help candidates to develop an awareness of the dangers of working in activity tourism and how to avoid them and minimise risk. It is not expected that the candidate will be able to do a complete risk assessment for a given task, but he or she should be encouraged to consider the possible risks of particular situations.

Guidance on learning and teaching approaches for this Unit

Where this unit is taken as part of the NPA in Activity Tourism, it is recommended that delivery is integrated with other Units in the Course. Those responsible for the delivery of this Unit as part of the Course would need to identify and specify where opportunities arise to develop and assess employability skills.

Employability Skills

Achievement of the employability skills listed below will be clearly identified as a result of evidence generated through the assessment activities for this Unit:

- ◆ acceptable time keeping and attendance
- ◆ appropriate personal presentation
- ◆ planning and preparing for work
- ◆ working co-operatively with others
- ◆ following instructions
- ◆ working safely
- ◆ self-review and evaluation

Guidance on approaches to assessment for this Unit

Outcomes 1 and 2

As candidates may not have direct experience of employment, it is important that they are provided with practical opportunities in which to assess their own current levels of employability skills and review how these develop throughout the Unit. Where this Unit is taken as part of the NPA in Activity Tourism, practical settings and opportunities for candidates to demonstrate their employability skills could be through integration with Units Assist with an Event and Activity Tourism: An Introduction. Tasks required by these units will allow opportunities for the completion of candidate review sheets and a pro forma in relation to risks and hazards.

It is anticipated that candidates will show progression between their completion of their review sheets and it is therefore useful to plan the use of review sheets at progressive stages throughout delivery.

National Unit specification: support notes (cont)

Unit title: Employability Skills for Activity Tourism (SCQF level 4)

Outcome 3

As well as discussions considering the safety requirements of a range of Activity Tourism pursuits, it would be beneficial for candidates to have opportunity to gain some experience of Activity Tourism pursuits. This could be through visiting sites used by providers or taking part in a pursuit themselves. A proforma could be used to support the generation of evidence for this outcome.

The Assessment Support Pack (ASP) for this Unit provides sample assessment material. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard.

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 Communication 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)*.

Opportunities for developing Core Skills

In this Unit, candidates will develop an awareness of employability skills that are valued in the activity tourism. Candidates will evaluate personal skills, in terms of potential job opportunities in activity tourism. Candidates will also develop an awareness of safe working practices in activity tourism.

Candidates will identify own strengths and weaknesses and describe any areas for improvement. They will describe action points for improvement and be able to respond positively to advice and feedback on performance. Candidates will also develop the skills and attitudes required for employment in activity tourism such as time-keeping and attendance to meet situation demand, personal presentation and working co-operatively with others. They will undertake planning and preparation prior to set tasks, follow instructions from a responsible person and carry out all tasks in a safe manner. Finally candidates will describe common risks and hazards which could arise in a specific activity tourism experience, state measures that can be taken to minimise the risks and hazards identified and describe any personal protective equipment required for the activity.

By doing this Unit, candidates will be developing aspects of the Core Skills of *Communication, Problem Solving, Numeracy and Working with Others*.

National Unit specification: support notes (cont)

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This Unit has the Problem Solving component of Critical Thinking embedded in it, so when the candidate achieves this Unit their Core Skills profile will be updated to show they have achieved Critical Thinking at SCQF level 4.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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