



National Unit specification: general information

Unit title: Family History and Genealogy (SCQF level 6)

Unit code: H1SB 12

Superclass: DB

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Summary

The purpose of this Unit is to develop the study of genealogy by encouraging candidates to research a branch or branches of the history of a particular family. Candidates will be given guidelines on how to conduct family history research, on record-keeping and on the local and national organisations that exist to help them in their research. The Unit is suitable for candidates with no previous experience of genealogy but who have an interest in family history and/or social history.

This is an optional Unit in the National certificate in Celtic Studies at SCQF level 6 but may also be offered as a free standing Unit.

Outcomes

On completion of this Unit, candidates should be able to:

- 1 Identify a range of information sources which can assist in the study of family history.
- 2 Investigate the history of a chosen family.
- 3 Present the findings of the completed investigation.

Recommended entry

While entry is at the discretion of the centre, it would be beneficial for candidates to have successfully undertaken any social subject at SCQF level 4.

General information (cont)

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Credit points and level

1 National Unit credit at SCQF level 6: (6 SCQF credits at level 6*).

**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

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

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

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 SQA.

Outcome 1

Identify a range of information sources which can assist in the study of family history.

Performance Criteria

- (a) Describe the main organisations and records used in family history.
- (b) Describe online facilities that can be accessed for family research.
- (c) Identify software available for research into family history.

Outcome 2

Investigate the history of a chosen family.

Performance Criteria

- (a) Identify information known about a chosen family and the geographical area the family was based in.
- (b) Trace the chosen family back and complete a genealogical tree.
- (c) Add information to place the family tree in the social context including dates, photographs, documents and life histories.

Outcome 3

Present the findings of the completed investigation.

Performance Criteria

- (a) Describe the investigation process.
- (b) Describe the strengths and weaknesses of the information sources used.
- (c) Produce examples of the findings.
- (d) Identify areas within the project which could provide opportunities for further research.

National Unit specification: statement of standards (cont)

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Evidence Requirements for this Unit

Written and/or oral evidence and performance evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. Evidence for all Outcomes will be generated holistically under open-book conditions. The assessor must be satisfied that evidence submitted is the individual candidate's own work. This must include:

For Outcome 1:

- ◆ a description of one national and one local organisation which can provide information on family history
- ◆ a description of current online subscription facilities which can be accessed for family research
- ◆ two examples of software available for research into family history

For Outcomes 2 and 3:

- ◆ a presentation of the findings of an investigation of the history of four generations of a chosen family including:
 - a description of the investigation process
 - a description of the strengths and weaknesses of the information sources used
 - examples of the findings including:
 - geographical background of the family
 - dates
 - photographs
 - supporting documents
 - life histories
 - a completed genealogical tree for the chosen family
 - information which places the family tree in the social context
 - identification of areas within the project which could provide for further research

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 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 Unit is intended to be a general introduction to genealogy and family research for candidates with no previous knowledge or experience of the subject and could provide a basic background for further study. The Unit has been written in the context of Celtic Studies and the support notes are written in the context of Scottish Genealogy, but it is applicable to a wide range of programmes and various forms of delivery (including online study).

Candidates should learn of the role of organisations such as the ScotlandsPeople Centre at General Register House in Edinburgh and local register offices throughout Scotland. Additionally candidates should be aware of records providing information on family history held at various centres throughout Scotland such as local history societies.

Candidates should develop an awareness of current online subscription facilities which can be accessed for family research as well as local history centres which provide help and guidance on local families. Examples of current software available for research into family history should also be covered.

Candidates will be encouraged to find out as much as possible about the family they have chosen to study using informal information, photographs and other memorabilia, official certificates, census records and parish registers, military and employment records and online resources.

Candidates can choose to use genealogical software or word processed family trees for the final project. The Outcomes listed above can be delivered in the order they are presented or in an integrated mode.

Through undertaking this Unit, candidates can develop valuable skills in personal development for future learning and in terms of employability. In particular, these could include self-confidence, belief in their own ability and a positive ethos.

Guidance on learning and teaching approaches for this Unit

It is recommended that candidates should be encouraged, within a clear framework of tasks, to take responsibility for their own learning.

Candidates can experience class or computer-based introduction to the areas of research and depending on their mode of study and location, a site visit to a relevant resource and/ or a guest speaker, though this is not mandatory. They will be introduced to genealogical software products.

National Unit specification: support notes (cont)

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The methodology used by teachers/lecturers will be built on existing good practice. The knowledge and understanding of the themes and content delivered in this Unit should be linked to the development of skills of interpretation, evaluation and performance.

While undertaking this Unit, candidates should be provided with the opportunity to:

- ◆ engage in wide-ranging, independent reading relevant to the content of the Unit
- ◆ interpret and evaluate source material and set it in context
- ◆ make use of information derived from a variety of sources, such as books, notes, lectures, electronic media, audio-visual materials and community resources
- ◆ take part in formal and informal discussion based on source material and informed by historical resources

Candidates will be given guidance on how to research family history beginning with well-known facts and researching from the present day to the past, documenting evidence and checking the information against official records.

Initially candidates will be encouraged to:

- ◆ set out what they already know
- ◆ talk to the family in order to find out details of the lives of the individuals that will appear on their chosen family tree
- ◆ collect photographs and other memorabilia, naming and dating these
- ◆ access official certificates and information on the decoding of documents
- ◆ access census records and parish registers
- ◆ access employment and military records, where appropriate
- ◆ access online resources and sites
- ◆ research at least four generations and include dates, photographs, documents and life histories. Candidates may use genealogical software for the final project

Candidates should be encouraged to add any information about the lives of the individuals that they are able to access, to a genealogical tree. This could be in relation to their family settings including siblings, working lives, way of life, type of houses they lived in, war service, etc. The information about the chosen family and the relevant geographical area should be checked against official records.

Select three organisations that are based in Scotland which have records for family research and prepare an overview of their facilities. These may be organisations such as Register House in Edinburgh (ScotlandsPeople Centre), Seallam in the Isle of Harris or one or more of the local history societies that exist throughout Scotland. This would also include an understanding of the content of official certificates such as birth, marriage and death certificates. It is possible to deliver this Unit entirely online, due to the availability of many relevant online information sources. However, it is important to explore personal family information.

Candidates should be able to talk about the main aspects of genealogical research and be able to identify the main local, regional, national and international organisations that can assist them in their research.

National Unit specification: support notes (cont)

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Candidates will be asked to give a presentation detailing the research experience and demonstrating the information gathered about the family researched using illustrations etc. to enhance the finished product.

The tutors should ensure that the content covers all Outcomes and Performance Criteria and that the candidates are aware of the assessment requirements before they start preparing for the final assessment

Candidates can use genealogical software for the final project.

Guidance on approaches to assessment for this Unit

The Unit may be assessed holistically by a detailed project of a chosen family charting at least four generations and including dates, photographs, documents and life histories. Candidates may use genealogical software as part of the presentation.

Candidates will be asked to give a presentation of about 15 minutes duration detailing the research experience and demonstrating the information gathered about the family researched using illustrations, posters (family tree) or a descendant's book to enhance the finished product.

Tutors should ensure that the content covers all Outcomes and Performance Criteria and that the candidates are aware of the assessment requirements before they start preparing for the presentation.

Supporting documents for Outcomes 2 and 3 could include, for example, census records, birth, marriage and death certificates, parish records, etc.

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)*.

National Unit specification: support notes (cont)

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Opportunities for developing Core Skills

In this Unit candidates will develop skills in researching family history.

Candidates will

- ◆ describe the main organisations, records and online facilities used in family history
- ◆ identify soft-ware available for research into family history
- ◆ carry out an investigation of a chosen family and present the findings to include the history of the family, the geographical context, dates, photographs, documents, life histories
- ◆ complete genealogical tree which will including information on the social context
- ◆ explain the investigation process including the strengths and weaknesses of information sources used
- ◆ Present the findings of the completed investigation including an identification of areas which could provide opportunities for further research

As candidates are doing this they will be developing aspects of Core Skills in *Communication, Information and Communication Technology (ICT)* and *Problem Solving*.

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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