# National Unit specification

## General information

**Unit title:** Gaining and Sustaining a Tenancy (SCQF level 4)

**Unit code:** H95P 44

**Superclass:** HE

**Publication date:** June 2015

**Source:** Scottish Qualifications Authority

**Version:** 01

## Unit purpose

The purpose of this Unit is to provide learners with the knowledge and skills needed to identify the most common tenancy types in Scotland, and to prepare to move in and sustain each of these main types. Learners will gain an understanding of the tenancy options available, how they can be accessed and the main rights and responsibilities of landlord and tenant. Learners will also be supported to develop practical skills in reading, understanding and completing relevant documents required to gain and sustain a tenancy.

The Unit is a mandatory Unit in the National Progression Award in Tenancy and Citizenship at SCQF level 4.

## Outcomes

On successful completion of the Unit the learner will be able to:

1 Find out about gaining a tenancy in Scotland.
2 Demonstrate a knowledge and understanding of the preparation required to move to a new tenancy.
3 Demonstrate knowledge in relation to sustaining a tenancy.

## Credit points and level

1 National Unit credit at SCQF level 4: (6 SCQF credit points at SCQF level 4

## National Unit specification: General information (cont)

**Unit title:** Gaining and Sustaining a Tenancy (SCQF level 4)

## Recommended entry to the Unit

No qualifications or prior learning required for this Unit.

## Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

| | |
|---|---|
| Complete Core Skill | None |
| Core Skill component | 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.

## Context for delivery

If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

## Equality and inclusion

This Unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

## National Unit specification: Statement of standards

## Unit title: Gaining and Sustaining a Tenancy (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

Find out about gaining a tenancy in Scotland.

### Performance Criteria

(a) Gather information from appropriate sources about the tenancy options available.
(b) Identify one public sector and one private sector Scottish tenancy type.
(c) Describe each tenancy type identified.
(d) Describe the stages involved in making an application for each tenancy type identified.

## Outcome 2

Demonstrate a knowledge and understanding of the preparation required to move to a new tenancy.

### Performance Criteria

(a) Identify which documents need to be prepared and signed before moving in.
(b) Identify which checks the landlord should carry out before the tenancy begins.
(c) Explain the importance of an inventory.
(d) Complete an inventory.

## Outcome 3

Demonstrate knowledge in relation to sustaining a tenancy.

### Performance Criteria

(a) Describe the main rights and responsibilities of being a tenant.
(b) Describe the main rights and responsibilities of being a landlord.
(c) Identify the stages a landlord must follow before seeking to end a tenancy.
(d) Identify sources to obtain advice and assistance in the event of disputes or difficulties.

## National Unit specification: Statement of standards (cont)

## Unit title: Gaining and Sustaining a Tenancy (SCQF level 4)

### Evidence Requirements for this Unit

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

Learners 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 tutor/lecturer should issue advice to learners to enable progress. Learners can be assessed at appropriate points throughout the Unit and should have access to their notes whilst generating assessment evidence.

For this Unit written or oral evidence should be recorded Outcome by Outcome. Evidence may be recorded in a workbook, personal log or recorded conversation.

**Outcome 1**

Written and/or oral evidence.

Product evidence in relation to the information gathered.

Learners must gather information about tenancy options from a minimum of two sources, confirmed as appropriate by the assessor. The information gathered must be retained.

Learners must identify one public and one private tenancy available in Scotland.

For the types of tenancy identified, learners must provide a brief, straightforward description covering:

- the main features of each tenancy type
- the main stages of the application process for each tenancy type

**Outcome 2**

Written and/or oral evidence.

Learners must identify the relevant documents which need to be prepared and signed prior to moving in to a new tenancy. This can be evidenced by any of the following:

- list of relevant documents
- paper copies of the actual documents which could be used, identified by the learner
- documents which have been completed by the learner in relation to their own tenancy

In relation to the last bullet point, it is irrelevant whether the documents are incomplete or incorrectly completed.

## National Unit specification: Statement of standards (cont)

## Unit title: Gaining and Sustaining a Tenancy (SCQF level 4)

The learner must provide a:

- list of the checks that a landlord should carry out
- brief, straightforward explanation of the importance of an inventory in relation to a tenancy
- completed inventory

In relation to the last bullet point, the completed inventory can be based on a real or simulated situation.

**Outcome 3**

Written and/or oral evidence.

The learner must provide brief, straightforward descriptions covering:

- two rights and two responsibilities of being a tenant
- two rights and two responsibilities of being landlord

For any one tenancy type, the learner must identify the main stages of the process a landlord has to follow to end the tenancy.

The learner must identify two sources of advice and/or assistance for a tenant experiencing a dispute or difficulties with their tenancy.

## National Unit Support Notes

## Unit title: Gaining and Sustaining a Tenancy (SCQF level 4)

Unit Support Notes are offered as guidance and 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 was designed for inclusion in the National Progression Award in Tenancy and Citizenship at SCQF level 4.

This Unit provides important tools for prospective tenants, enabling them to make informed choices about their tenancy type. Successful completion of this Unit will prepare tenants and increase their chances of sustaining a tenancy successfully by understanding their rights and responsibilities.

## Guidance on approaches to delivery of this Unit

Centres must ensure they have access to up to date Scottish-specific resources. Prior verification of centre-devised assessments are recommended to ensure that marking criteria and guidance to learners meet national standards.

Delivery of this Unit will comprise an element of research by the learner which can then be tested by a range of different assessment methods as outlined below. There is scope for classroom delivery or blended learning approaches, the critical factor being that quality up-to-date resources are made available to the learner and the centre supports them to make best use of these resources and assesses each learner individually.

**Outcome 1**

The first Outcome of this Unit will take the form of guided research. The learner will be supported to research public and private sector tenancies from a range of resources signposted and made available where necessary by the centre. These resources may be accessible online but the centre can consider making hard copies available as long as processes are in place for verifying the materials are up to date. It is also possible to present a range of hard copies and online resources for learners in a classroom or seminar setting.

Recommended resources include information available on these tenancy types on the Scottish Government website, Citizen's Advice Bureaux website and charity and voluntary organisation websites. Learners must be advised of the importance of checking that the content is relevant for Scotland as English law is significantly different. Learners should be able to refer to the sources of information they have used and the centre may need to provide support to facilitate this.

## National Unit Support Notes (cont)

## Unit title: Gaining and Sustaining a Tenancy (SCQF level 4)

**Outcome 2**

Using the resources referred to in Outcome 1, plus the Tenant Information Pack which may be useful and is available online, learners should be supported to identify the relevant documents for the tenancy types identified.

These might include documents such as an AT5 where the Short Assured tenancy is identified as an example, and in other cases an example of, or information about, tenancy agreements and an inventory. The centre should provide examples of these documents if the learner has difficulty locating them through their own research as it is important for them to have experience of reading and analysing them.

**Outcome 3**

This Outcome could use the same resources as for Outcomes 1 and 2 but require a more extensive research exercise by the learner.

Assessment centres should support learners to identify reliable sources of advice and assistance, such as agencies that are accredited against the Scottish National Standards for Information and Advice Providers.

## Guidance on approaches to assessment of this Unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

There is scope for assessment of all these Outcomes together. A suggested model for assessment is provided for Outcome 1 with supplementary comments for the other Outcomes where there is a need for a different approach.

**Outcome 1**

The tenancy types identified must include one of the following for the public sector, **- Scottish Secure, Short Scottish Secure** and one of the following for the private sector- **Assured, Short Assured, Common Law Tenancy.**

## National Unit Support Notes (cont)

## Unit title: Gaining and Sustaining a Tenancy (SCQF level 4)

The learner's understanding could be assessed using one or more of the following methods:

1 The learner is given a set of questions to answer to verify understanding. These questions could be submitted online as part of an e-learning or blended learning programme.
2 Questions and answer session led by a tutor in which the assessment questions are answered.
3 Preparation of a learning log by the learner in which the key features are summarised and explained in their own words.
4 Facilitated group discussion either online or in a classroom setting in which a tutor notes participation and answers of each learner.

**Outcome 2**

The assessment methods used for Outcome 1 can also be used for this Outcome, but should be supplemented by an exercise in which the learner completes an inventory and is able to discuss its importance.

**Outcome 3**

The assessment methods suggested for Outcome 1 will also be appropriate for this Outcome. Assessment exercises must allow learners to demonstrate their understanding that all stages of ending the tenancy type selected are identified in the correct order.

## Opportunities for 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 social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at **www.sqa.org.uk/e-assessment**.

## Opportunities for developing Core and other essential skills

In relation to providing explanations and descriptions, learners may be able to make progress towards developing the *Communication* Core Skill.

Learners will be involved in finding out information which may give them opportunities to develop the *ICT* Core Skill if they choose to use technology to do this.

There are opportunities to be involved in group work throughout this Unit which may allow learners to make progress towards *Working with Others*.

This Unit will help learners to develop essential skills related to citizenship as they become aware of their rights and responsibilities as a tenant.

This Unit has the Critical Thinking component embedded in it. This means that when candidates achieve the Unit, their Core Skills profile will also be updated to show they have achieved Critical Thinking at SCQF level 4

## History of changes to Unit

| Version | Description of change | Date |
|---|---|---|
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## General information for learners

## **Unit title:** Gaining and Sustaining a Tenancy (SCQF level 4)

This section will help you decide whether this is the Unit for you by explaining what the Unit is about, what you should know or be able to do before you start, what you will need to do during the Unit and opportunities for further learning and employment.

This Unit will help you to develop knowledge about the most common tenancy types in Scotland. You will also learn about how to get a tenancy as well as what you need to do to prepare to move into a new tenancy. You will find out about your rights and responsibilities as well as where to get support if there are problems with your tenancy.

This Unit might be useful if you are looking to secure a tenancy for the first time or are aiming to move to independent living. It may also be useful if you are already have a tenancy.

You will be involved in a range of assessment activities which might include written work, discussion, group work and practical activities. You will work with support from your tutor. This means your tutor will be able to give you advice and explain anything in this Unit which you do not understand.

**Core Skills**

This Unit may provide you with the opportunity to develop Core Skills in:

- *Communication*
- *Working with Others*
- *ICT*

The Unit is part of the National Progression Award in Tenancy and Citizenship at SCQF level 4. On successful completion of this Unit you may wish to go on and compete the other Units in the National Progression Award.