



**Arrangements for:**  
**Higher National Certificate in Painting  
and Decorating Supervision**  
**at SCQF level 7**

**Group Award Code: G9P5 15**

**Validation date: February 2010**

**Date of original publication: October 2010**

**Version: 01**

## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.



## Contents

1	Introduction .....	1
2	Rationale for the revision of the Group Award .....	1
3	Aims of the Group Award .....	2
3.1	General aims of the Group Award.....	2
3.2	Specific aims of the Group Award.....	3
3.3	Target groups .....	3
3.4	Employment opportunities .....	3
4	Access to Group Award.....	3
5	Group Award structure .....	4
5.1	Framework.....	4
5.1.1	Delivery of HNC Framework.....	4
5.2	Core Skills .....	5
5.3	Mapping information .....	6
5.4	Articulation, professional recognition and credit transfer .....	6
6	Approaches to delivery and assessment .....	7
6.1	Delivery .....	7
6.2	Assessment.....	7
7	General information for centres .....	8
8	General information for candidates.....	8
9	Glossary of terms .....	10

# 1 Introduction

This is the Arrangements Document for the revised Group Award in Painting and Decorating Supervision at SCQF level 7, which was validated in February 2010. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The HNC in Painting and Decorating Supervision has been delivered in centres since 2002. It has been designed to develop the candidates' advanced craft skills, build on the foundations of craft development gained as part of the Modern Apprenticeship or through industry experience and to provide guidance and learning for supervisors and managers in the decorating industry.

This revised HNC has been designed as a direct articulation route for candidates who have gained the Professional Development Award (PDA) in Painting and Decorating at SCQF level 7. It is also suitable for the more experienced worker who wishes to further their education and gain a more advanced qualification in the decorating industry.

The HNC will provide a national structure for vocational learning, designed to equip candidates with the skills, knowledge and understanding required to advance their craft skills and also offer opportunities for the development of supervisory and/or management skills and possible progression to further academic and/or professional qualifications.

## 2 Rationale for the revision of the Group Award

The HNC has been specifically designed for experienced candidates and learners working within the decorating craft area. It will provide opportunities for candidates to experience advanced training while working with their employer.

The HNC will provide:

- ◆ a qualification with detailed common standards and outcomes which are recognisable to centres, candidates, employers and professional bodies
- ◆ common mandatory elements of study for the decorating craft
- ◆ a national framework
- ◆ the opportunity to preserve and build upon existing good practice
- ◆ compatibility with feeder qualifications, in particular the Professional Development Award in Painting and Decorating at SCQF level 7, which would provide candidates with the underpinning knowledge and skills required to meet industry standards related to the Scottish Vocational Award at level 3
- ◆ a response to changing industry training and educational needs
- ◆ a focus on the development of candidates practical skills, knowledge and understanding which underpins performance in the workplace

The framework of this award has been closely linked to that of the PDA at Level 7 and includes all Units gained in the PDA to allow clear articulation into the HNC.

The HNC has been developed for candidates to advance their craft skills and give increased flexibility and options for candidates who wish to progress into supervision, management or technician areas.

### **3 Aims of the Group Award**

The aims of the HNC are to develop the knowledge, understanding and skills of candidates working in the decorating craft industry as well as to develop their supervision skills.

#### **3.1 General aims of the Group Award**

General aims of the HNC include:

- ◆ personal development
- ◆ professional development
- ◆ career progression
- ◆ job mobility
- ◆ practical skills
- ◆ ability to solve problems
- ◆ transferable skills
- ◆ ability to be flexible and work cooperatively with others
- ◆ responsibility for own learning
- ◆ planning, organisational and evaluation skills
- ◆ technical skills
- ◆ oral, written and communication skills
- ◆ numerical and graphical skills
- ◆ resource management ability

There are a large number of people employed in the decorating sector and each year brings a new number of registrations. Despite the current economic climate, available research and projections indicate that a considerable number of candidates and employers will be seeking training over the coming years.

The HNC will provide invaluable practical experience and knowledge to candidates who aspire to further themselves in the decorating industry in areas such as Supervision and Management.

### **3.2 Specific aims of the Group Award**

The specific aims of the HNC are important as they define the vocationally specific competences that the successful candidate will achieve. Specific aims of all the HNC include:

- ◆ developing advanced craft specific knowledge and skills
- ◆ developing professional effectiveness in a specific area
- ◆ applying knowledge to new technology
- ◆ providing specialised studies which are directly relevant to the individual vocations in which candidates are aspiring towards
- ◆ enabling candidates to make an immediate contribution in employment in the building sector
- ◆ underpinning knowledge of practical workplace experience
- ◆ Health and Safety

### **3.3 Target groups**

It is expected that candidates who are working through their Modern Apprenticeship will be the main candidate group and that the HNC at SCQF level 7 will be completed in the fourth year of their apprenticeship.

It is also recognised that this award may be used for experienced workers out-with the Modern Apprenticeship. This could allow employers and candidates to take advantage of increased hand skills and/or progression skills when the correct level of experience, maturity or responsibility within the company has been reached.

### **3.4 Employment opportunities**

The HNC will enhanced and further developed candidate's practical skills and also raised their awareness of the industry they work in and associated aspects. This in turn may allow them to take on a role which may include increased responsibility or supervisory duties with their present, or any future, employers.

The HNC will also provide invaluable practical experience and knowledge to candidates who aspire to progress on to higher level qualifications and other professions in Construction outside the role of a developed craftsman, such as Supervision and Management.

## **4 Access to Group Award**

Access to the HNC will be at the discretion of the centre. The HNC is an advanced training programme and is not suitable for new entrants. Candidates undertaking the HNC should generally be employed in the decorating industry and have access to appropriate industrial experience. It is recommended that candidates should either be working towards their Modern Apprenticeship and have completed the PDA in Painting and Decorating at SCQF level 7 or have the equivalent level of industrial experience and prior learning.

## 5 Group Award structure

### 5.1 Framework

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Mandatory Units (five credits needed)</b>				
Painting and Decorating: Health and Safety Management	F8RH 34	8	7	1
Painting and Decorating: Paint Systems for Building Substrates	F8RJ 34	8	7	1
Painting and Decorating: Technical Problem Solving	F8RK 34	8	7	1
Supervision and Management	F5CP 34	8	7	1
HNC Painting and Decorating Supervision Graded Unit	F8WC 34	8	7	1
<b>Optional Units (seven credits needed)</b>				
Painting and Decorating: Applying Specialised Wallcoverings	F8PD 34	8	7	1
Painting and Decorating: Producing Faux Finishes	F8PH 34	8	7	1
Painting and Decorating: Specialist Decorative Applications	F8PA 33	8	6	1
Painting and Decorating: Applying Metal Leaf and Powder	F8PC 34	8	7	1
Painting and Decorating: Papering Complex Surfaces	F8PG 34	16	7	2
Painting and Decorating: Colour and Design	F8PE 34	8	7	1
Quality Assurance in Construction	F8RG 34	8	7	1
Management: Developing Self Management Skills	DV86 34	8	7	1

#### 5.1.1 Delivery of HNC Framework

##### **PDA Painting and Decorating at SCQF level 7 – Articulation Candidates**

Candidates who have gained the PDA in Painting and Decorating at SCQF level 7 will already hold seven of the required 12 credits for the HNC. Therefore the delivery of the HNC for a PDA candidate will include the five mandatory Units.

##### **Non Articulation Candidates**

Candidates who are accessing the HNC without already holding the PDA will require all 12 credits in the HNC. That is the five mandatory Units and seven credits from the optional section.

The delivery of the optional Units may therefore depend on whether the delivering centre also offers the PDA at level 7. If this is the case then

centres may decide to deliver the PDA to these candidates also. Alternatively centre can deliver any of the eight optional Units.

## 5.2 Core Skills

It is recommended that candidates should have achieved or have the equivalent of the following Core Skills:

*Communication* at SCQF level 4

*Information and Communication Technology (ICT)* at SCQF level 3

*Numeracy* at SCQF level 4

*Problem Solving* at SCQF level 4

*Working with Others* at SCQF level 4.

The HNC will provide opportunities for the development of candidate's core skills as below. Opportunities for developing core skills have been signposted in the Unit specifications. A mapping of Core Skills in the award can be found in Appendix 3

**Communication at SCQF level 5:** Reading drawings and checklists; interpreting candidate's instructions during practical activities and writing and verbal communication to deal with practical problems. Candidates will learn how to express their point of view in an appropriate manner.

**Numeracy at SCQF level 5:** Candidates will develop the ability to calculate the amount of materials required for a job and measure out sizes for the practical tasks to be undertaken.

**Problem Solving at SCQF level 5:** All of the practical activities will require the candidate to solve practical problems as they arise. After these activities have been completed, candidates will review and evaluate how well their problem solving worked and this will enable them to improve their performances during future practical activities.

**Working with Others at SCQF level 5:** Decorating is an industry which requires cooperative working with colleagues, other trades and clients. It is the very nature of the practical work that requires candidates to operate effectively as part of a team. Candidate will be required to work and interact with others in group activities/ projects/practical tasks.

**Information and Communication Technology at SCQF level 4:** Research for projects such as current Building Regulations, Health and Safety information, material costs etc, will require the candidate to make use of computers and IT equipment.

### 5.3 Mapping information

National Occupational Standards (NOS) form the basis of the industry standards as set by ConstructionSkills. As no specific standards exist for the advanced level of the HNC they have been linked to the SVQ level 3 standards where possible and where applicable.

### 5.4 Articulation, professional recognition and credit transfer

This chart show the progression through available Painting and Decorating qualifications



ConstructionSkills are the Sector Skills Council and Standard Setting Body with strategic responsibilities for education and training in the construction industry. They have been strong supporters of the development of recognised construction vocational qualifications and have endorsed the review of the HNC.

## **6 Approaches to delivery and assessment**

### **6.1 Delivery**

The structure of the qualification allows for a high degree of flexibility in its delivery. Owing to the very practical nature of the awards, it is recommended that each teaching/training session should be of a reasonable duration. This would vary depending on the development of skills appropriate to the candidates needs in relation to their skills and employment.

It is anticipated that a higher level of self directed learning will take place than have previously been the case. This will focus on project and investigative work that candidates can carry out in their own time. Not only will this help develop the candidates underpinning knowledge, but will also help develop progression skills.

It is anticipated that the majority of candidates will have previously gained the PDA at level 7 and will attend the centre to gain the five credits required to gain the HNC. Candidates accessing the award without previously gaining the PDA level 7 will have the opportunity to include in their optional choice, any of the optional Unit contained in the framework to make up the 12 HNC credits required.

The mode of delivery is at the discretion of the centre and could be offered on block-release or day release basis.

The HNC is an award which focus on the development of the candidates hand skills and use of tools as well as developing their supervisors and management skills. Nevertheless there may be opportunities to introduce e-learning during the teaching and delivery of the awards. The learning and assessments of the knowledge based outcomes can be conducted either using e-learning methods, or by traditional teaching techniques. For example formal assessments may make the use of IT systems and facilities when available or, alternatively, can also use the standard mode of supervising candidates during classroom paper based assessments. It is further recognised that through delivery of the HNC, centres should take the opportunity to integrate new innovations in the sector and important aspects of sustainability and recycling, such as waste management and separation.

### **6.2 Assessment**

The assessment will ensure an appropriate level of rigour whilst not imposing excessive demands on centres or candidates. The design principles for the awards encourage a holistic approach to assessment and this has been adopted in each Unit specification. This is reflected in the evidence requirement statement contained in each Unit.

Each Unit Specification includes guidance on delivery and assessment and, where appropriate, any relationship with delivery and assessment of other Units. Assessment guidance includes a variety of conditions including open/closed book assessment and practical tasks/tests.

Instruments of Assessment will be developed by delivering centres. They will provide guidance on content, context, evidence required, marking

guidelines, drawings and checklists with clearly stated standards and tolerances.

Centres can decide the order in which the Units are delivered, based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content.

Throughout all Units emphasis should be placed where appropriate on the application of Health and Safety and sustainability. Safe working practices should be looked at in accordance with current safety codes of practice and regulations. Sustainability should include reference to criteria affecting sustainability and the impact of not implementing sustainability on the environment.

## **7 General information for centres**

### **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](http://www.sqa.org.uk/assessmentarrangements).

### **Internal and external verification**

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## **8 General information for candidates**

You are about to begin an interesting and exciting advanced award which will build on either the experience from your Modern Apprenticeship and PDA in Painting and Decorating at SCQF level 7 or the experience you have gained working in industry.

There is a bright future for well-qualified and skilled decorators and you now have the opportunity to be part of this. There is a huge demand for reliable and conscientious supervisors who are able to operate at an advanced level, and successful completion of this award will help to ensure that you will meet the necessary requirements.

There are two main entry routes for this award, candidates who have the Professional Development Award in Painting and Decorating at SCQF level 7 and those who do not.

If you have gained the PDA you will already hold seven of the required 12 credits for the HNC. Therefore the delivery of the HNC will be the five mandatory Units.

- ◆ Painting and Decorating: Health and Safety Management
- ◆ Painting and Decorating: Paint Systems for Building Substrates
- ◆ Painting and Decorating: Technical Problem Solving
- ◆ Supervision and Management
- ◆ HNC Painting and Decorating Supervision Graded Unit

If you do not have the PDA you will require all 12 credits in the HNC. That is the five mandatory Units and seven credits from the optional section.

The delivery of the optional Units may therefore depend on whether your centre also offers the PDA at level 7. If this is the case then the centre may decide to deliver the PDA Units. Alternatively centres can deliver any of the eight optional Units.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Mandatory Units (five credits needed)</b>				
Painting and Decorating: Health and Safety Management	F8RH 34	8	7	1
Painting and Decorating: Paint Systems for Building Substrates	F8RJ 34	8	7	1
Painting and Decorating: Technical Problem Solving	F8RK 34	8	7	1
Supervision and Management	F5CP 34	8	7	1
HNC Painting and Decorating Supervision Graded Unit	F8WC 34	8	7	1
<b>Optional Units (seven credits needed)</b>				
Painting and Decorating: Applying Specialised Wallcoverings	F8PD 34	8	7	1
Painting and Decorating: Producing Faux Finishes	F8PH 34	8	7	1
Painting and Decorating: Specialist Decorative Applications	F8PA 33	8	6	1
Painting and Decorating: Applying Metal Leaf and Powder	F8PC 34	8	7	1
Painting and Decorating: Papering Complex Surfaces	F8PG 34	16	7	2
Painting and Decorating: Colour and Design	F8PE 34	8	7	1
Quality Assurance in Construction	F8RG 34	8	7	1
Management: Developing Self Management Skills	DV86 34	8	7	1

The Higher National Certificate in Painting and Decorating Supervision is a qualification which requires you to spend the majority of your time in a workshop or work environment. The HNC is designed to advance your hand skills and develop more specialised and advanced traditional decorating and supervision skills. It will equip you with the knowledge, understanding and skills to allow you to progress to higher level in the decorating industry. The combination of the HNC and your experience in industry will give you the opportunity and skills required to further your career in the industry.

You will be assessed on your knowledge and skills developed in each Unit. The assessment may take a number of forms, including question papers, case studies, assignments, practical tasks with checklists, and other practical activities when working in teams.

The practical Units will provide you with the skills and knowledge needed to carry out practical work and will then require you to complete these practical tasks in order for you to demonstrate your range of abilities. You will also have to demonstrate that you possess the underpinning knowledge needed to understand how to deal with any problems and variations which may occur during practical work.

The HNC will provide opportunities for you to develop the Core Skills of Communication, Numeracy, Problem Solving and Working with Others all at SCQF level 5 and Information and Communications Skills at SCQF level 4 although there will be no automatic certification of these Core Skills.

You will receive an overall grade for your HNC which will be determined through a Grade Unit. The Graded Unit is a means of ensuring you have achieved the aims of the Group Award by assessing the integration of the knowledge and skills you have developed throughout the award.

## 9 Glossary of terms

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk)

**SCQF credit points:** One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

**SCQF levels:** The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

**Subject Unit:** Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**Graded Unit:** Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

**Dedicated Unit to cover Core Skills:** This is a non-subject Unit that is written to cover one or more particular Core Skills.

**Embedded Core Skills:** This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

**Signposted Core Skills:** This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

**Qualification Design Team:** The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the HNC/HND from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

**Consortium-devised HNCs and HNDs** are those developments or revisions undertaken by a group of centres in partnership with SQA.

**Specialist single centre and specialist collaborative devised HNCs and HNDs** are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.