



Arrangements for:
National Progression Award (NPA) in
Fitted Interiors
at SCQF level 5

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

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1 Introduction

This is the Arrangements Document for the National Progression Award (NPA) at SCQF level 5 in Fitted Interiors, which was originally validated in March 2010, and updated in December 2011 to reflect changes to the National Occupational Standards (NOS). This document includes: background information on the development of the Award, its aims, guidance on access, details of the Award structure, and guidance on delivery.

This NPA at Scottish Credit and Qualifications Framework (SCQF) level 5 is designed, as a stand-alone qualification, to equip candidates with the knowledge, understanding and skills required for employment, or for progression to further academic and/or professional qualifications.

This award is aimed at candidates who are interested in pursuing a career in any occupations related to the above area, but who do not necessarily have any prior experience. The progression diagram in section 2.1 shows how the NPA sits with other qualifications for the sector.

It is also intended that the NPA in Fitted Interiors becomes a component of the level 2 Modern Apprenticeship (MA) in Scotland. As indicated by ConstructionSkills¹, the MA will consist of three elements:

- ◆ a relevant SVQ
- ◆ Core Skills
- ◆ industry specific training

It is intended that the Award will satisfy the industry-specific training requirement of the MA.

The NPA has been designed to fit with the SCQF and, by including it in the MA framework, contribute towards embedding the SCQF into the MA programme.

As part of the MA programme the NPA also supports the goal of providing '*...security of employment for the trainee whilst developing skills that are relevant within the workplace.*'²

¹ Modern Apprenticeship in Construction, Framework Qualifications and Registration Requirements Guidance Document for Training Providers/Modern Apprenticeship Centres in Scotland, January 2009 (update).

² Scottish Government, 'Skills for Scotland, A Lifelong Learning Strategy,' September 2007, p.35.

2 Rationale for the development of the Group Award

Construction is a labour-intensive industry that relies heavily on the skills of its workforce to continually adapt to different projects, teams and changing site conditions, so attracting and retaining a high-quality, qualified workforce is essential.

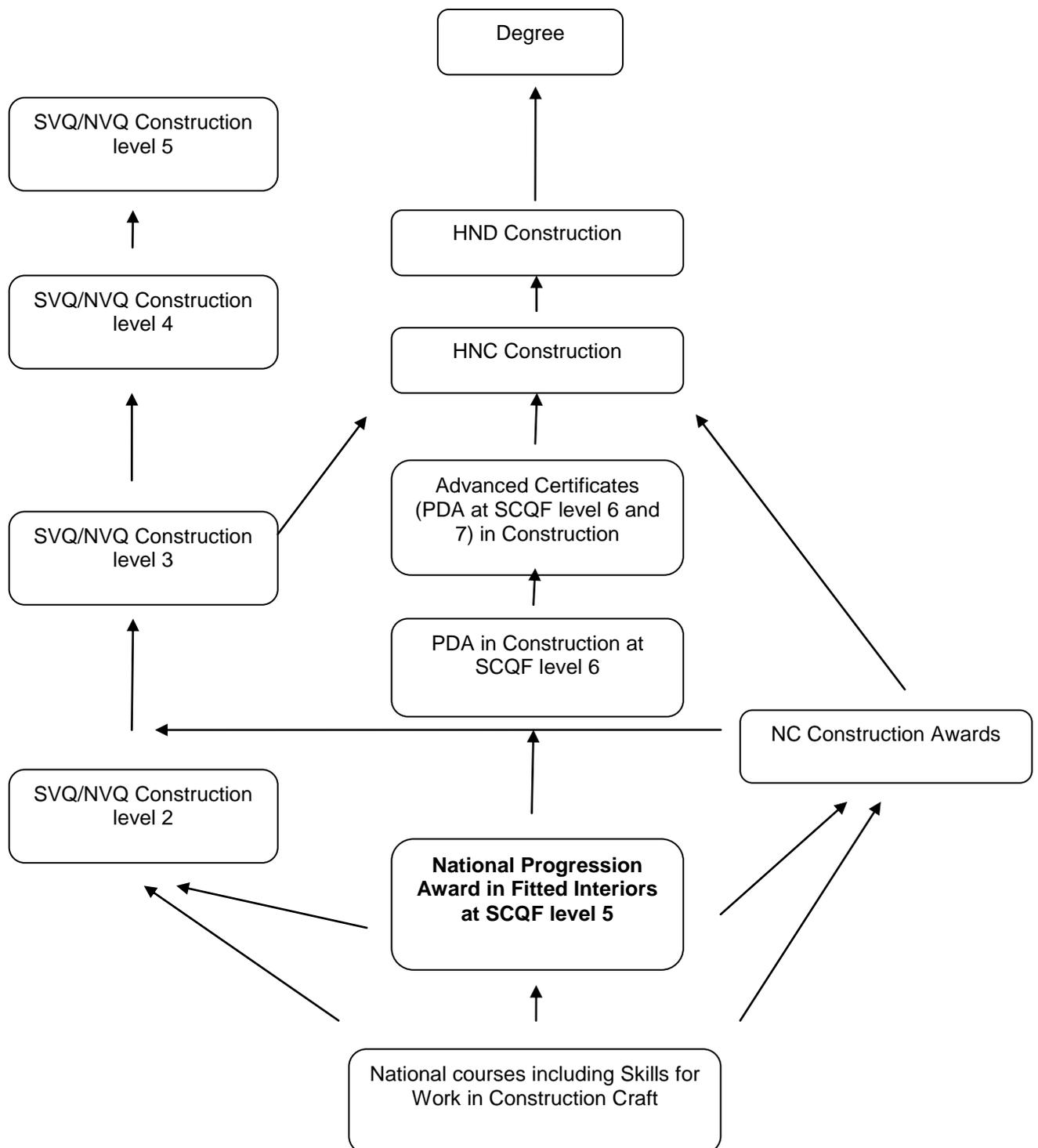
As the majority of workers lack formal qualifications, the introduction of the Modern Apprenticeship, of which this NPA is a component part, will aim to bridge that gap by contributing to the up-skilling of the sector. Gaining an SVQ also enables workers to obtain a card from the Construction Skills Certification Scheme (CSCS) or other affiliated scheme.

The award is not designed to train people to full industrial competence. The NPA is aimed at those who do not necessarily have any prior experience of the construction industry and are therefore classed as 'new entrants'. Candidates can then build on the skills and knowledge gained from achievement of the NPA when working towards an SVQ, should they wish to do so. This approach aligns with the goal of the sector qualification strategy to ensure that there is a clear differentiation between training for experienced workers and new entrants.

It is intended that the NPA will allow candidates to develop a broad appreciation of topics based on accepted and recognised industrial practices. The award will provide a sound basis for working in fitted interiors for a range of potential candidates (please see section 3.3 on target candidate groups).

The diagram on page 3 illustrates how NPA fits with the existing qualifications framework for the Construction industry at a range of levels. Progression routes between qualifications are also identified.

2.1 Progression



Note: The term 'construction' is used here in a general context.

2.2 Objectives

The NPA at SCQF level 5 will provide structured opportunities for candidates to experience work and enterprise activities whilst still enjoying the benefits of close contact with their training/education provider.

The NPA is designed to provide:

- ◆ National Construction Qualifications with detailed common standards and learning Outcomes which are recognisable to centres, candidates, employers and professional bodies
- ◆ Common mandatory elements of study for various vocational pathways
- ◆ Choices of optional Units appropriate to the main career disciplines of each occupation
- ◆ Flexible approaches within a national framework
- ◆ The opportunity to preserve and build upon existing good practice
- ◆ Compatibility with feeder qualifications, in particular Construction Crafts Skills for Work (SfW)
- ◆ Compatibility with progression qualifications, eg Scottish Vocational Qualifications (SVQ) in related disciplines
- ◆ A response to changing training and educational needs
- ◆ Preparation for employment
- ◆ A contribution to the skills, knowledge and understanding required to underpin relevant National Occupational Standards (NOS)
- ◆ A focus on the development of candidates' practical skills, knowledge and understanding which underpins performance in the workplace

2.3 National Progression Award

NPAs are vocational qualifications, which provide practical opportunities for developing real skills that are valid and relevant to the world of work.

This NPA has been developed at SCQF level 5. This means that it is comparable with Credit level Standard Grade and SVQ level 2 in terms of the demand it makes on candidates and the effort required to achieve it. It also means that activity and attainment outwith traditional qualifications can now be recorded and awarded.

The NPA is composed of National Units and stipulates a minimum number of guided learning hours of 400 hours.

The NPA consists of a core of generic, mandatory Units which introduce the candidate to Workplace Health, Safety and Welfare, Productive Working Practices, and Moving, Handling and Storing Resources.

The award has been designed for candidates to gain or develop their skills within the fitted interiors environment by demonstrating their knowledge of the respective principles, legislation and specifications, as well as developing their ability to carry out given practical tasks in specialised construction areas.

2.4 National Occupational Standards

The National Occupational Standards (NOS) for all construction trades are developed and owned by the Sector Skills Council, ConstructionSkills. They detail the standards of knowledge and performance that practitioners are expected to meet in order to be considered competent in their job role. They form the basis of SVQs, which have in turn been used as a foundation for the development of this award.

The NPA has been revised to take into account recent updates to the NOS — most specifically in relation to recent changes to the ‘core mandatory’ Units concerned with Health and Safety; Productive Working Practices, and; Moving, Handling and Storing Resources.

The NOS therefore act as a useful benchmark against which to measure occupational competence and for the assembly of a range of development tools, including qualifications.

The NPA Units have been set at a slightly lower level than the SVQ Units — and by association the NOS - to allow for progression to the full SVQ, and are designed to develop and assess defined sets of skills and knowledge in this subject area.

2.5 Development

The procedures involved in the original development of this Award included the writing, vetting and editing of Unit specifications followed by the validation of the Units and Group Award.

A number of organisations were contacted as part of the development process, some providing training materials, and/or reviewing the NPA Units and qualification structures in their respective specialist subject areas. The organisations included private training providers and Further Education colleges who deliver and assess construction related programmes; employers, trade bodies and the Sector Skills Council.

Following the drafting of the Units and structures the proposed documentation was circulated to the above organisations for review and comment. A brief questionnaire was developed to capture feedback on the drafts. The centres contacted offer a mixture of taught and assessed provision, with respondents drawing on their industry experience and knowledge of delivery.

The findings were overall positive, revealing that the Outcomes, Performance Criteria and Evidence Requirements were clear, achievable and appropriate.

Since this NPA was first developed, the relevant NOS on which it is based have been updated by ConstructionSkills. For the English market SQA has also recently developed QCF qualifications, based on these NOS.

The NPA has therefore been reviewed against these two sources to ensure that they are up to date with the latest NOS and associated revisions to recommended qualification structures. In general very few aspects of the structure, or the detail of the NOS, have changed; the most notable differences however are the replacement of the 'generic core mandatory' Units.

These have been updated in terms of content, to reflect greater detail on productive working practices, welfare, sustainability and low/zero carbon. The Unit titles have also changed as a consequence, as follows:

Old NOS reference	Old NOS title	Old NPA/PDA Title
VR01	Conform to general workplace safety	Construction Safety Practices: An Introduction
VR02	Conform to efficient work practices	Efficient Construction Practices: An Introduction
VR03	Move and Handle Resources	Moving and Handling Materials: An Introduction

New NOS reference	New NOS title	New NPA/PDA Title
VR641	Conform to general workplace health, safety and welfare	Workplace Health, Safety and Welfare
VR642	Conform to productive work practices	Conform to Productive Work Practices
VR643	Move, handle or store resources	Move, Handle and Store Resources

This previous NPA in Fitted Interiors required candidates to achieve 4.5 credits (180 hours) consisting of five mandatory Units. The previous 2010 version of the Award contained a 1.5 credit Unit for installing basic plumbing, which was removed from this new Award due to the technical plumbing skills required which were considered outwith the scope of construction trades.

2.6 Sector Skills Council — ConstructionSkills

ConstructionSkills is the Sector Skills Council with strategic responsibilities for education and training in the construction industry. They have been strong supporters of the development of recognised vocational and pre-vocational qualifications and have endorsed the development of the NPA at SCQF level 5.

ConstructionSkills is an employer-led organisation, which means that it identifies and responds to the needs of the industry, acting as an employer voice. ConstructionSkills is leading the way in the development of the level 2 MAs for the Construction industry in Scotland, having identified a clear requirement and demand from the sector for their introduction.

Industry experts at the Sector Skills Council have contributed to the development of this NPAs, ensuring that it meets the needs of the industry and that it is aligned with the corresponding SVQs.

3 Aims of the Group Award

The NPA in Fitted Interiors at SCQF level 5 is a vocationally-related qualification which will provide practical opportunities for developing real skills that are valid and relevant to the work environment.

This Award has been developed at SCQF level 5 in order to fill identified gaps in the qualifications framework for the sector, to link to the appropriate SVQ and form a component part of the Modern Apprenticeship.

This means it is comparable with other provision on the SCQF at the same level in terms of the demands made on candidates and the effort required to achieve the Award.

3.1 Principal aims of the Group Award

The NPA in Fitted Interiors at SCQF level 5 will develop candidates’:

- ◆ employability
- ◆ practical skills
- ◆ problem-solving ability
- ◆ transferable skills — eg punctuality, appropriate workplace behaviour
- ◆ ability to work with others and be flexible
- ◆ responsibility for own learning
- ◆ planning, organisational and evaluational skills
- ◆ health and safety awareness
- ◆ basic technical skills
- ◆ oral, written and communication skills
- ◆ numerical and graphical skills
- ◆ resource management abilities
- ◆ flexibility, knowledge, skills and motivation as a basis for progression.

3.2 General aims of the Group Award

The NPA in Fitted Interiors at SCQF level 5 will:

- ◆ prepare candidates for career progression in the relevant occupation
- ◆ provide specialised studies which are directly relevant to the respective occupation
- ◆ enable candidates to make an immediate contribution in employment in the relevant occupation
- ◆ provide opportunities for progression within the SCQF (please refer to the diagram in section 2)

3.3 Target groups

The NPA in Fitted Interiors at SCQF Level 5 is suitable for:

- ◆ S5 and S6 candidates
- ◆ school-leavers
- ◆ candidates wishing to progress (eg Skills for Work)
- ◆ adults returning to education
- ◆ candidates in employment who wish to enhance their career prospects
- ◆ candidates not in employment who wish to enhance their job prospects

3.4 Employment opportunities

The NPA at SCQF level 5 can lead to employment within the construction industry, particularly through Modern Apprenticeships. There are a large number of Modern Apprentices in the construction sector and each year brings a significant increase in the number of apprentice registrations. All available research and projections indicate that this trend will continue in the foreseeable future.

As well as the traditional crafts, the NPA at SCQF level 5 will provide invaluable practical experience and knowledge to candidates who aspire to the more technical professions which exist in construction, such as Civil Engineering and Management.

The NPA at SCQF level 5 is also suitable for those returning to work or transferring from other sectors and could be delivered on a full-time, part-time or block-release basis.

This award is based on existing standards and has been developed in order to ensure that UK-wide companies can access suitable and appropriate provision in Scotland.

3.5 Recommended access

Access to the NPA is at the discretion of the centre. There are no specific requirements for prior qualifications, knowledge and skills and/or previous experience. It is assumed that the level of experience of those undertaking the NPA is that of a 'new entrant'.

However, when the NPA is taken as a component of the Modern Apprenticeship the candidate must be in active employment.

The assessments for the NPA at SCQF level 5 will be challenging and meaningful, but nonetheless still achievable for all candidates. They are designed to familiarise candidates with a culture of attainment where assessments will challenge them, but do not put unreasonable obstacles between them and successful completion.

For all Units, assessment is based primarily on practical activities and, where possible, holistic assessment is encouraged — particularly the integration of assessment for the mandatory Units covering Health & Safety and Efficient Working Practices with those covering craft activities.

Core Skills

<i>Numeracy</i>	SCQF 3
<i>Communication</i>	SCQF 3
<i>Working with Others</i>	SCQF 3
<i>Problem Solving</i>	SCQF 3
<i>Information and Communication Technology</i>	SCQF 3

SCQF level 3 is the minimum exit level as stated by ConstructionSkills; however, upon commencement of the NPA, the entry level of candidates may be lower than this.

4 Group Award structure

4.1 Framework

To achieve the full award, learners must gain 10 credits (400 hours) consisting of all mandatory (M) Units.

Unit title	Status	SCQF Level	SCQF credit points	SQA credit value	SQA Unit Code
Mandatory Units — 10 credits required					
Workplace Health Safety and Welfare	M	5	6	1	H0TD 11
Conform to Productive Work Practices	M	5	6	1	H0T4 11
Move, Handle or Store Resources	M	5	6	1	H0T3 11
Install Fitted Furniture	M	5	42	7	H0VT 11

All Units have been subject to the validation process using standard SQA procedures, including review by a representative external to the Steering Group.

4.2 Mapping information

NPA Unit	Status in NPA	SVQ Unit title	Construction Skills NOS reference
Workplace Health Safety and Welfare	M	Conform to general workplace health, safety and welfare	VR 641
Conform to Productive Work practices	M	Conform to productive work practices	VR 642
Move, Handle or Store Resources	M	Move, handle or store resources	VR643
Install Fitted Furniture	M	Install fitted furniture	121

4.3 Articulation, professional recognition and credit transfer

Articulation

The NPA in Fitted Interiors at SCQF level 5 has been designed as a progression route to the full range of Construction SVQs, particularly the SVQ level 2 in Fitted Interiors. It was also designed as an articulation route from the Skills for Work Construction awards. This is the first time there has been a clearly defined pre-vocational/vocational route for candidates to follow, and for centres to deliver within this construction area.

Credit transfer

There are no current National Units against which credit transfer might be considered.

5 Approaches to delivery and assessment

5.1 Content and context

The NPA in Fitted Interiors at SCQF level 5 is designed to equip students with the knowledge, understanding and skills required for success in employment within the construction industry. It is mainly aimed at candidates who are interested in pursuing a career in the Fitted Interiors sub-sector.

This award is not designed to train people to full industrial competence. There is an emphasis on developing the basic skills normally taught to an apprentice at the very early stages of time-serving and these basic skills will be very attractive to employers. Candidates can then build on these skills when working towards achieving an SVQ.

The programme should be delivered in the context of familiarisation with terminology, basic concepts and working practices and disciplines, including Health and Safety and Sustainability. It is intended that the NPA in Fitted Interiors at SCQF level 5 will develop a broad appreciation of topics based on accepted construction practices.

Candidates may go on to work as fitted furniture installers, bathroom fitters, and kitchen fitters. They will require skills and knowledge in general workplace safety, the use of efficient working practices, moving and handling materials, installing fitted furniture.

5.2 Delivery

Owing to the very practical nature of the award, it is recommended that each teaching/training session should be of a reasonable duration — perhaps three hours.

This award could be offered on a full-time, part-time, block-release, day-release or evening basis. Combination of delivery is also a possibility. Such combined study may enable candidates to complete the award within a shorter time period.

There are many opportunities for integrated delivery of Units within the award. Teaching and learning for the 'core' mandatory Units should always be integrated with technical/practical Units as much as possible, and assessment should be encouraged to be within the application of these technical/practical Units. The Unit Specifications will identify specific opportunities for integration with other Units.

It is recognised that the NPA in Fitted Interiors at SCQF level 5 focuses on the development of candidates' practical skills. Nevertheless, there may be opportunities for the introduction of e-learning during the teaching and delivery of the award. The learning and assessments of the knowledge-based Outcomes can be conducted either by using e-learning methods (this could also be used for teaching) or else by traditional teaching techniques. For example, formal assessments may make use of IT systems and facilities when available, or alternatively can also use the standard mode of supervising candidates during classroom paper-based assignments.

It is also recognised that health and safety considerations and the lack of experience of candidates may present a challenge to centres. However, in order that the quality and integrity of assessments are maintained, centres are reminded that all practical assessments should take place in a realistic working or training environment with appropriate use of simulation where health and safety considerations are key.

5.3 Core Skills

There are opportunities to integrate Core Skills into the delivery and assessment processes. These opportunities are identified in each of the Unit specifications.

5.4 Assessment

The assessment strategy for the NPA in Fitted Interiors is designed to ensure an appropriate level of rigour whilst not imposing excessive demands on centres or candidates. The design principles for the award encourage an holistic approach to assessment, and this has been adopted in each Unit specification for the award.

Each Unit Specification includes guidance on delivery and assessment and, where appropriate, any potential opportunities for integrated delivery and assessment with other Units.

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

Throughout all Units, emphasis should be placed where appropriate on the application of Health and Safety. Safe working practices should be looked at in accordance with current safety codes of practice and regulations.

6 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.

Internal and external verification

All instruments of assessment used within this Group Award 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).

7 General information for candidates

The NPA in Fitted Interiors at SCQF level 5 is a practical-based qualification that requires you to undertake training in a controlled working environment.

The qualification is designed to equip you with the knowledge, understanding and skills which are required by employers in the construction industry. It also allows you to progress towards further qualifications.

To gain the qualification you must achieve a minimum of 10 Credits by completing all of the mandatory Units.

You will be assessed on the knowledge and skills that you have developed in each Unit. There are several possible types of assessment, including multiple choice questions, practical tasks with checklists, and other practical activities working in teams. The practical Units will teach you the basic skills and knowledge needed to carry out practical work. You will then be asked to complete these practical tasks yourself in order to demonstrate your range of abilities.

You will learn skills and develop knowledge in general workplace safety, the use of efficient working practices, moving and handling materials and installing fitted furniture.

Occupations are available with a variety of companies in the construction industry. If you wish to investigate career opportunities in the building industry you can contact ConstructionSkills at www.cskills.org.

8 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

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

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 National Certificate/National Progression Award 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.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.