



Making changes to HN Units and Graded Units within Group Awards

Guidance for centres with devolved authority to validate HN Group Awards

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Guidance on making changes to HN Units and Graded Units within Group Awards

Section 1 Introduction

This guidance is designed to assist centres with devolved authority to make changes to HN Units and Graded Units within Group Awards. It contains advice on what constitutes a version change; when re-validation/recoding should be undertaken; and what procedures need to be followed.

It is hoped that by establishing Qualification Support Teams, there will be ongoing scrutiny of Units, Graded Units and Group Awards, and any issues with implementation will be identified and changes made.

Any change to a Unit, Graded Unit and Group Award should only be made once there has been proper consultation and there is evidence to support any change. Many stakeholders have an interest in the content and structure of each Group Award and therefore consultation should include all key players. Part of the consultation must also include looking at the Unit register.

Section 2 Units and Graded Units

Changes in Units and Graded Units can be made:

- ◆ through version number change - this is relatively unproblematic as this does not entail any change of code and does not affect the Group Award (s) code (s) to which it belongs.
- ◆ through revalidation and recoding. Any revalidation and change of code has implications for the Group Awards to which it belongs.

For all HN Units and consortium HNC/Ds and Graded Units, it will be the responsibility of the Qualifications Manager (QM) to make changes, ensure the correct procedure is followed and inform all relevant people/departments of changes.

For HNC/Ds validated through devolved authority, the centre will propose and make the changes to Units but QMs will have to approve any version change and revalidate those requiring a code change. Validation of Graded Units is carried out at Group Award Validation. Therefore, Graded Units that have been validated through devolved authority will remain the responsibility of centres. However, if Graded Units require version change or recoding, centres will have to liaise with QMs to have the changes processed. Arrangements to have revalidated/recoded Units or Graded Units changed in Group Award frameworks will also be the responsibility of centres but, again, liaison with QMs will be required to have the changes processed.

2.1 When do changes require a new version number?

2.1.1 Units

Changes requiring a new version number include:

- ◆ Correction of typographical errors
- ◆ Correction of grammar points
- ◆ Clarification in the mandatory section. This would include:
 - additional text to *clarify* a standard or sufficiency of evidence. However, it would not include text that *alters* the standard or sufficiency of evidence.
 - Minor changes/additions that do not affect the overall thrust of Outcomes, Evidence Requirements and Assessment, e.g. if an item is included in the Evidence Requirements but has been missed from the Knowledge and Skills section.
- ◆ Changes/additions to non-mandatory sections such as the Support Notes. For example, including additional information on Core Skills signposting; updating information on legislation; or giving advice on e-assessment.
- ◆ Changes in the credit points. It may have been found that it has not been possible to deliver and assess the Unit in the notional time allocated. It would be a minor change *if* an increase/decrease to the credit value did not affect the **overall** value of the Group Award. However, a number of factors would have to be considered. These include:
 - The scope and flexibility of the Group Award, ie the number of credits in the mandatory/optional sections
 - the way any change in credit would affect the mandatory/optional sections.
 - The requirements of the Group Award for a specific number of credits at a particular SCQF level.

NB: In light of this, it is essential that *all* Group Award frameworks, to which the Unit given a new SCQF credit value belongs, are checked.

2.1.2 Graded Units

Changes requiring a new version number include:

- ◆ Correction of typographical errors
- ◆ Correction of grammar points
- ◆ Clarification in the mandatory section. This would include additional text to *clarify* a standard or sufficiency of evidence. However, it would not include text that *alters* the standard or sufficiency of evidence.
- ◆ Changes/additions to non-mandatory sections, e.g. Support Notes

2.2 When do changes require revalidation and recoding?

2.2.1 Units

Revalidation must take place when any significant change is made to the mandatory Section of the Unit. This includes any change that:

- ◆ Affects Outcomes, Evidence Requirements or assessment, e.g. changing Outcome verbs and content and/or adding in new Evidence Requirements and/or changing any mandatory assessment arrangements
- ◆ Alters the standards or sufficiency of evidence
- ◆ Alters the SCQF level

2.2.2 Graded Units

Revalidation must take place when any significant change is made to the mandatory section of the Graded Unit. This includes any change that:

- ◆ Affects minimum Evidence Requirements or Grading Criteria
- ◆ Alters the standards or sufficiency of evidence
- ◆ Has been made to the Group Award that has an impact on the content and assessment of the Graded Unit. For example, if new Units, which provide the underpinning knowledge and skills for the Graded Unit, are added/replaced, or if aims/rationale are changed, then this would impact on the aims of the Graded Unit.

Section 3 Group Awards

3.1 Changes requiring revalidation and recoding of Group Award(s)

Changes requiring revalidation and recoding of Group Awards occur:

- ◆ When a full review has been carried out and changes are made to the aims and/or rationale and/or structure of the Group Award (eg changes to the balance of mandatory/optional Units), which alter the Group Award in a fundamental way.
- ◆ Where there are major changes to Units in the mandatory section of the Group Award, eg introduction of new subject areas or Units are altered to such an extent that they impact on the Graded Units and aims of the Group Award.

3.2 Changes not requiring revalidation and recoding of Group Award(s)

Group Awards do not have to be revalidated and recoded if:

- ◆ A Unit is updated but retains the same purpose in the Group Award and does not affect the aims, purpose, rationale or Graded Unit (s). This can replace an existing Unit in the Group Award without requiring a new Group Award validation.
- ◆ A Graded Unit has been updated through version change or has been recoded but retains its main purpose and supports the aims of the Group Award.
- ◆ Adding Units to the optional section of the framework. However, there should be a strong rationale for adding Units to the optional section.

However, replacing Units and Graded Units within the Group Award, whilst retaining the Group Award code, will require the agreement of the Chair of the original Validation Panel or Chair of the Qualification Support Team. The rationale and details of the change must be supported by the centre and signed by the SQA co-coordinator before being submitted to SQA.

If a proposal is received from a centre to change or recode a Unit that belongs to other Group Awards, the QM responsible for that Unit will consult with others before making a decision on whether this change can be made. This is because an updated Unit must be replaced in all Group Awards to which it belongs.

Section 4 Communicating changes

4.1 Centre responsibility

Once a change has been agreed with SQA, and changes have been made, it is the centre's responsibility to communicate these changes to teams and staff within the centre.

4.2 Timing

The timing of a change is important as centres and other agencies need time to change teaching, learning and assessment materials. Time is needed to:

- ◆ inform people
- ◆ change materials - college devised, SQA devised, COLEG, etc.
- ◆ change assessment – college devised, SQA exemplars, etc.

This means the timing of a change must be:

- ◆ feasible
- ◆ agreed
- ◆ indicated in advance
- ◆ adhered to

4.3 Resource and other implications

Changes to Units and Graded Units will have an impact on resources and other implementation matters. Therefore, any change in Units and Graded Units might also require:

- ◆ changes to Assessment Exemplars
- ◆ changes to other support materials
- ◆ additional training of staff
- ◆ changes to delivery in centres
- ◆ updating information on the web (see Section 4.4 below)

4.4 Updating Arrangement Documents

When changes are made to Units, Graded Units or Group Awards then the Arrangements Document must be updated.

If a Group Award is revalidated or recoded then a completely new Arrangements Document must be produced

If changes involve typos, grammar points, additional guidance or replacement of Units or Graded Units, which do not impact on the aims or structure of the award, then this will involve a version change. In these cases, the Arrangements Document must be updated and the changes recorded in the 'History of Changes' table.

Section 5 Procedure/process for centres with devolved authority

5.1 Making changes to Units and Graded Units through version change

- ◆ Centre sends HN Unit to QM via HN Product Team using SQA Form 8 (DAVAL 2b) with proposed alterations. This should give exact details of which part of the Unit is being changed (for example, Outcome 1, Evidence Requirements for Outcome 2, guidance on delivery in the Support Notes) and the new wording.
- ◆ QM will consult on changes
- ◆ QM approves/rejects proposal and HN Coordinator from HN Product Team will inform centre of decision

If accepted then:

- ◆ QM liaises with departments within SQA to make changes
- ◆ QM will inform centre and other relevant internal staff and external stakeholders once changes are complete (see Section 4.1 above)

If rejected then:

- ◆ HN Coordinator will inform centre with comments from QM

Although Graded Units are the responsibility of the centre validating the Group Award, any version change will require the centre to liaise with SQA to process this change. SQA Form 8 (DAVAL 2b) should be used for version changes to Graded Units.

5.2 Making changes to Units and Graded Units through revalidation and recoding

- ◆ Centre sends SQA Form 8 (DAVAL 2b) to HN Product Team with proposed alterations (Appendix 1). This should give exact details of which part of the Unit is being changed (for example, Outcome 1, Evidence Requirements for Outcome 2, guidance on delivery in the Support Notes) and the new wording.
- ◆ QM will consult on changes
- ◆ QM approves/rejects proposal and HN Coordinator from HN Product Team will inform centre of decision

If accepted:

- ◆ Centre will then submit a SQA Form 4 (DAVAL 4) – Request to validate an HN Unit or recode a Graded Unit (see Appendix 2 for example). Centres must remember to complete Section C, which indicates the centre's agreement that the revised Unit/Graded Unit should replace an existing Unit/Graded Unit in the existing Group Award. The signature of the centre's SQA Coordinator indicates the centre's agreement. Also, please note that although centres are responsible for validating Graded Units, they will need to submit the SQA Form 4 to have changes processed.
- ◆ Once recoding has been completed, the old Unit will be lapsed and be replaced in all relevant Group Awards to which it belongs with the revalidated/recoded Unit.
- ◆ QM will inform centre and other relevant internal staff and external stakeholders once changes are complete (see Section 4.1 above)

If rejected

- ◆ HN Coordinator will inform centre with comments from QM

Forms are available from the HN Toolkit Download Section on the HN page of SQA's website.

5.3 Making changes to Arrangements Documents

Any change to a Unit or Graded Unit will have an impact on the Arrangements Document. It is up to the centre to:

- ◆ Check the Arrangements Document on SQA's website and send wording for changes to HN Coordinator. Centre Tool 28 available from the HN Toolkit Download Section on the HN page of SQA's website can be used for this purpose (example given in Appendix 3)
- ◆ SQA will make changes and inform centre when this is complete.

Appendix 1



SQA Form 8 Alterations to an existing Unit or Graded Unit

SQA Ref: DAVAL 2b

Section A Alterations to an existing Unit or Graded Unit						
Nominated centre name		Centre contact				
Telephone Number		E-mail address				
Qualification Manager		Date sent to QM				
Please select which type of alteration is required	Version change only <input type="checkbox"/> Recoding of Unit <input type="checkbox"/>					
Title of existing Unit		Code of existing Unit				
Title(s) of Group Award it belongs to		Code of Group Award(s)				
Please detail proposed alteration - this should give exact details of which part of the Unit is being changed (for example, Outcome 1, Evidence Requirements for Outcome 2, guidance on delivery in the Support Notes) and the new wording.						

Please detail the reasons for alteration (If appropriate attach evidence, eg information from articulating organisations)

Section B SQA Response (to be completed by SQA)				
Proposed alteration agreed	Yes <input type="checkbox"/>			
	No <input type="checkbox"/>			
Comments:				
Qualification Manager Name		Signature		Date

Please return this form to: **hn.product@sqa.org.uk**

If a Unit recoding is agreed, then you must submit a request to validate the Unit using SQA Form 4 (SQA Ref: DAVAL 4). This form will require a signature from the SQA coordinator to indicate the centre's agreement that the Unit/Graded Unit should replace an existing Unit/Graded Unit without alteration to the existing Group Award.

Appendix 2



SQA Form 4

Request to validate an HN Unit or recode a Graded Unit

SQA ref: DAVAL 4

Section A Contact details			
Centre name		Centre contact	
Telephone number		E-mail address	
Section B Validation of a Unit (if requesting the revalidation and recoding of an existing Unit, go to section C)			
Proposed title of Unit			
Title of Group Award			
Suggested SCQF level			
Please detail your claim for embedded Core Skills:			
Section C Revalidation and recoding of an existing Unit Please refer to SQA Form 8 (SQA ref: DAVAL 2b)			
Title of existing Unit		Code of existing Unit	<input type="checkbox"/>
Title of existing Group Award		Code of existing Group Award	<input type="checkbox"/>
*Approval of revised Unit to be added to existing Group Award			

Section D Result of Validation process (SQA use only)				
Qualification Manager		Date Sent to QM		
Suggested SCQF level agreed	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Core Skills agreed (as a result of Core Skills auditing)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Validated	Yes <input type="checkbox"/> No <input type="checkbox"/>			
If answered no, please detail remedial action required:				
Signature of Qualification Manager		Date		New 4+2 Unit Code <input type="text"/> <input type="text"/>

Please return to: hn.product@sqa.org.uk

*** A signature is required from the SQA Coordinator. This will indicate the centre's agreement that the Unit/Graded Unit should replace an existing Unit/Graded Unit without alteration to the existing Group Award.**

Appendix 3

Example

Two Units have been revised – one with a new Unit code and one through a version change. These changes affect several sections of the Arrangements Document*

- ◆ Unit with new code - Outcome and Evidence Requirements have changed. This affects:
 - information on progression to degree study
 - the HNC and HND framework
 - mapping to National Occupational Standards
 - information on delivery and assessment
- ◆ The version change has been made because of additional information in the Support Notes of the Unit specification. This affects:
 - information on delivery and assessment

* This is only an example and any change to a Unit or Graded Unit will affect different Arrangements Documents in different ways.

Centre Tool 28: Update to Arrangement Document

Please ensure you give clear instructions on what has to be changed. If, for example, you update a Unit code in one section, please ensure all sections making reference to this Unit code are also changed.

Centre name					Centre contact	
Date submitted to Qualification Manager					Name of Qualifications Manager	
Title of the Group Award(s)					Group Award Code(s)	
Section Title	Section Number	Sub-heading Title	Sub-heading Number	Paragraph beginning with....and ending	Line Number and/or Sentence beginning	Exact wording for replacement of text
Framework	5	HNC Mandatory Units		First table currently on page 10	Third item in the first table	Replace Unit code 'DDFF34' with 'EEGG34'.
Framework	5	HND Mandatory Units		First table currently on page 11	Ninth item in the first table	Replace Unit code 'DDFF34' with 'EEGG34'.

Framework	5	Articulation, professional recognition and credit transfer	5.3	This award has been developedensure smooth progression pathways.	Line 2, sentence beginning 'The Unit Developing HNs DDFF34	The Unit <i>Developing HNs</i> EEGG34 has been developed to enable candidates to gain specific skills in planning and developing a Group Award. This will enable candidates to articulate with the relevant module in the degree study programme.
Mapping to NOS	Appendix 1			Table currently on page 36, 2 nd column	◆ Last item in table	Replace Unit code 'DDFF34' with 'EEGG34'.
Mapping to NOS	Appendix 1			Table currently on page 38, 2 nd column	◆ Second item in table	Replace Unit code 'DDFF34' with 'EEGG34'.
Approaches to delivery and assessment	6			The Units in this Group Award have been designed knowledge and skills needed for today's working environment.	Line 3, sentence beginning 'The Unit Delivering HNs DDFF34	The Unit <i>Delivering HNs</i> EEGG35 - in particular Outcome 1 on planning - underpins much of the first year of the HND and therefore it is recommended that this be delivered before or in conjunction with the other mandatory Units in the HNC/1 st year of HND.
Approaches to delivery and assessment	6			Additional paragraph to be inserted at end of this section.		The Unit <i>Promoting HNs</i> KKMM34 encourages candidates to explore ways in which HNC/Ds can be promoted to potential students. It would be beneficial if candidates could get hands-on experience in marketing departments either within their own centres or with local businesses. Other delivery approaches could include research into advertising and marketing campaigns preferably within an education related context.

History of changes:

Two Units have been updated in this Group Award

- ◆ DDFF34 *Delivering HNs* has been revalidated/recoded to Delivering HNs EEGG34. This Unit has had changes made to Outcome 1 and the Evidence Requirements for Outcome 1 and amendments have been made to the Sections 5.1, 5.3, 6 and Appendix 1 of the Arrangements Document -

◆ KKMM34 *Promoting HNs* has had information on delivery and assessment added to the Support Notes. There is no change of code for this Unit but amendments have been made to Section 6 of this Arrangements Document.

SQA Coordinators Signature*		Date	
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* The lead centre should approve the amendments to the Arrangements Document, by authorising the form as indicated.

Please return this form to: **hn.product@sqa.org.uk**