



Arrangements for:

**National Progression Award in Legal
Studies at SCQF level 6**

Group Award Code: GF44 46

and

**Human Resources and the Law
at SCQF level 6**

Group Award Code: GF46 46

Validation date: May 2012

Date of original publication: July 2012

Version: 03

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 in Legal Studies at SCQF level 6 and the National Progression Award in Human Resources and the Law at SCQF level 6. This document includes background information on the development of the Group Awards, their aims, guidance on access, details of the Group Award structures, and guidance on delivery. These new Group Awards have been developed under the Design Principles for National Progression Awards.

The **National Progression Award (NPA) in Legal Studies** has been developed with the purpose of providing candidates with the basic legal skills and knowledge required for further study and/or employment where a basic understanding of the law may enhance career prospects. The award consists of two mandatory Units which are nested as part of the NC in Legal Services. This award would be of particular value to candidates in their final year of schooling who are seeking to broaden their understanding of law and society, perhaps with a view to studying Scots Law at University.

The **National Progression Award in Human Resources and the Law** has been developed with the purpose of providing candidates with basic skills in human resources (HR) administration and the fundamental aspects of Scots Law relevant to relevance to working in HR. The skills provided will be an asset in employment in a junior role, for example in an HR department, but will also support further study in either of these two areas. The award consists of three mandatory Units which are nested as part of the NC in Legal Services.

2 Rationale for the development of the qualifications

2.1 Current provision

At present, college provision at non-advanced level in Law consists of a one year programme of study which varies from centre to centre. Centres currently wishing to offer full time courses at this level create their own programmes of study at SCQF levels 4–6. Typically candidates follow a programme comprising 12–20 Units which may consist of a mix of SQA provision and that from other examining and awarding bodies (such as OCR — Oxford, Cambridge and Royal Society of Arts). Candidates choose from a menu of Units which centres often structure into designated frameworks which may be, but are not necessarily, tailored towards progression to HN Legal Services or other associated areas. For school leavers seeking to enter employment in a law related field, the same rationale applies to this NPA as applies to the National Certificate — namely that it can provide a stepping stone qualification for those seeking employment, would be recognised by employers as a discrete qualification demonstrating an aptitude for/interest in law and would provide a broad range of skills which could be turned to account in a law based working environment.

The design of the programme is fully consistent with the published research on legal education in to the essential workplace relevant skills. Core Skills have been identified as including not only knowledge of the substantive law but formal communication skills, the ability to carry out independent research, interpersonal skills and the potential for further learning.

2.2 National Progression Awards

The National Progression Award in Legal Studies at SCQF level 6 has been designed to provide candidates with a fundamental knowledge of Scots Law which will primarily facilitate progression into further academic qualifications, but may be useful for entry level employment in a range of sectors.

The structure of the NPA provides candidates with fundamental knowledge and understanding of Scots Law and its application. It is intended to facilitate progression into other legal related programmes in both the further and higher education sectors, but could be offered as part of full time programmes in a range of business areas. In recognition of the Curriculum for Excellence competencies, the inclusion of the Unit Crime in Society prepares candidates for academic study by emphasising the value of their opinion, the expression of ideas and principles, the development of substantiating a position with reasoned and qualified argument fostering learning processes and personal transferable skills. Candidates at NC level often have limited understanding of their learning processes and how to maximise their potential. By introducing activities allowing candidates to recognise their learning styles and allowing them to deliberately and consciously express their own personal experiences, thoughts and opinions through extended essays, organised class discussion and theoretical formative assessment, they get an opportunity to make the most of their experience and opportunity to develop their learning potential and role as a contributor to the subject, the lesson, the class and their qualification.

The NPA fills what has been until now a gap in the suite of law courses which have previously been available to learners. Prior to the NPA, twilight courses for schools which included Criminology, Medical Law, Forensic Medicine and Science and Scottish Criminal Law were popularly received. Candidates hoping to study Scots Law at university for example have currently no opportunity for preliminary study which would lay the basic groundwork for more advanced study. In addition, a basic understanding of the relevant law can only enhance the career prospects of anyone seeking a career in such diverse areas as marketing, human resource management, banking, property management and, of course, legal administration. This award may be of particular value to candidates in their final year at school and who are seeking to broaden their understanding of law and society.

The National Progression Award in Human Resources and the Law at SCQF level 6 has been designed to provide candidates with the basic knowledge required for success in current and future employment in the HR sector, legal sector and for progression to further academic study.

The structure of the award provides candidates with knowledge and skills relating to the study of HR and the law. It allows for progression into other human resources or legal related programmes in both the further and higher education sector, as well as providing progression within or into employment. Increasingly, employment law and emerging equalities legislation have sought to clarify and protect the rights of individuals both within and out with the workplace. Completion of the Units will provide candidates with a secure comprehension of the basic elements of both labour law and human rights which can be carried forward into a career, or alternatively further study, eg of Human Resource Management. It may also

equip candidates with a basic toolkit for employment within the voluntary sector or in that area of public administration, concerned with equalities.

3 Aims of the NPAs

3.1 Specific aims of the NPAs

Specific aims of the NPA in Legal Studies at SCQF level 6 are to:

- 1 Develop candidates' knowledge and understanding of the role of the law.
- 2 Provide candidates with the opportunity to develop relevant Core Skills for legal related occupations and further study.
- 3 Prepare candidates for entry into related NC or HN programmes.

Specific aims of the NPA in Human Resources and the Law at SCQF level 6 are to:

- 1 To enable candidates to develop knowledge and understanding of fundamental legal aspects relevant working in the context of HR.
- 2 Provide candidates with the opportunity to develop relevant Core Skills for legal related occupations and for further study in law.
- 3 To prepare candidates for entry into related NC or HN programmes.

3.2 General aims of the NPAs

General Aims of the NPA in Legal Studies are to:

- ◆ Provide candidates with a recognised, relevant and up-to-date Group Award in Legal Studies
- ◆ Provide a short course of preliminary study which provides foundations for more advanced study
- ◆ Enhance career prospects of candidates across a wide range of employment sectors

General Aims of the NPA in Human Resources and the Law are to:

- ◆ Provide candidates with a recognised, relevant and up-to-date Group Award
- ◆ Provide a short course of preliminary study which provides foundations for more advanced study
- ◆ Enhance career prospects of candidates across a wide range of employment sectors

3.3 Target groups

The NPAs in Legal Studies and Human Resources and the Law at SCQF level 6 are aimed at meeting the demand from the client groups currently undertaking college provision at this level, including:

- ◆ candidates who have left school in the relatively recent past
- ◆ mature learners who have decided to re-enter the educational system
- ◆ candidates who may fall into the two categories above but whose first language is not English and who may have worked in the legal sector previously.

These client groups have quite different characteristics and as such, present a range of challenges. Some school leavers may, for a variety of reasons, have limited formal attainment. Adult returners to education may possess few formal qualifications. In some cases they have valuable work and life experience, but lack confidence in their ability to learn and adapt to a learning environment.

An additional target group for the NPA in Legal Studies is school candidates in S6 who may wish to access Higher Education courses in law at either NC, HN or degree level.

The target market for the NPA Human Resources and the Law includes junior/trainee employees already in the workplace. Both NPAs are aimed at college candidates completing NC awards in related areas such as business or specific vocational areas where the NPA can be offered as part of a 16–18 credit full time programme in addition to their 12 credit NC award.

3.4 Employment opportunities

The National Progression Award in Human Resources and the Law at SQCF level 6 will provide the skills and knowledge demanded of modern, progressive sector environments. The skills and knowledge acquired will allow for progression to employment of a general support nature within sector and related environments. The mandatory Units provide the range of knowledge and skills required within small to large sized firms and employers, allowing for the development of a range of more particular employability skills demanded by sector organisations and employers generally. Consultation established that employers look for these transferable skills and the demonstrable professional knowledge gained through the award in the recruitment and selection of support staff.

4 Access to the NPAs

4.1 Formal Qualifications

Entry is at the discretion of the centre. Appropriate entry qualifications for **NPA in Legal Studies at SCQF level 6** may include:

- ◆ Three relevant Intermediate 2 or Standard Grade passes including English at Credit level
- ◆ Relevant National Units at appropriate levels (eg achievement of the Core Skills entry profile) Equivalent qualifications from other awarding bodies

Entry is at the discretion of the centre. Appropriate entry qualifications for **NPA in Human Resources and the Law at SCQF level 6** may include:

- ◆ Three relevant Intermediate 2 or Standard Grade passes including English at Credit level
- ◆ Relevant National Units at appropriate levels (eg achievement of the Core Skills entry profile) Equivalent qualifications from other awarding bodies

4.1.1 Work Experience

In relation to the NPA in Human Resources and the Law, work experience that may be considered suitable could include a range of support work within an office environment, particularly an HR environment, with some degree of IT skills.

5 National Progression Award structure

5.1 NPA in Legal Studies at SCQF level 6

Candidates achieving the Legal Studies NPA will complete two mandatory Units (three SQA credits) at SCQF level 6:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Units				
Crime in Society	FN51 12	6	6	1
Scots Law: An Introduction	FN4Y 12	12	6	2

NPA in Human Resources and the Law at SCQF level 6

Candidates achieving the Legal Studies NPA will complete three mandatory Units (three SQA credits) at SCQF level 6:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Units				
Human Resources: Administration	F5AG 12	6	6	1
Law of Contract: An Introduction	FN4X 12	6	6	1
Employment Law: An Introduction or Employment Law: An Introduction – Scotland	FR2C 12 H6T1 46	6 6	6 6	1 1

5.2 Mapping information

The importance of Core Skills is reflected in the inclusion of Communication and ICT within the mandatory section. Some of the common characteristics of the potential client groups will manifest themselves in development needs in Core Skills and an absence of formal attainment in these areas. The value of Communication within a modern and progressive legal sector cannot be understated and will provide learners with specific skills, delivered and assessed within a legal context. The ICT content enables candidates to acquire sector related ICT skills and importantly, presents candidates with the opportunity to gain added value through a recognised and marketable award to validate their achievement in this key skill area.

In this way the new award would provide progression both into employment or further study depending on the candidate's route.

Conditions of Award

NPA in Legal Studies at SCQF level 6

The National Progression Award in Legal Studies at SCQF level 6 will be awarded to candidates who achieve both Units on the framework, comprising 18 SCQF credit points at SCQF level 6.

NPA in Human Resources and the Law at SCQF level 6

The National Progression Award in Human Resources and the Law at level 6 will be awarded to candidates who achieve all three Units on the framework, comprising 18 SCQF credit points at SCQF level 6.

5.3 Articulation, professional recognition and credit transfer

Successful completion of a National Progression Award may assist candidates to access full time National Certificates in a range of related

areas such as Legal Services, Business Management, Business Administration, and Human Resource Management.

6 Approaches to delivery and assessment

6.1 Content and context

The NPA awards are designed around the core competencies and transferrable skills that are contained within the NC award in Legal Services at SCQF level 6. The NC curriculum plays a valuable role in giving candidates a grasp of the complex systems that govern their lives.

Whilst the NPA framework does cover broad issues, its content generally is more technical. It focuses on delivering an understanding of how systems of law and regulation work and about how law applies to everyday lives. The Legal Studies NPA not only facilitates a revised and vibrant non-traditional approach to legal education but also offers an opportunity to study something that interests and engages candidates. Attainment of the NPAs could demonstrate both to employers and educational institutions that those who are successful in the qualification have the ability to commit to learning and have acquired good demonstrable reasoning and analytical skills.

The content of both the NPAs is a mixture of new, existing, and revised Units. Many of these are well-established Units that have the merit of being tried and tested and are known to be suitable for delivery in this context. Where new Units have been produced or existing Units revised, the main aim has been to ensure that valid, up-to-date practical Units could be delivered and assessed which would enable learners to acquire and develop legal and sector specific knowledge, understanding and skills.

The NPAs place a high degree of emphasis upon employability and essential skills. Citizenship underpins the Unit Crime in Society. Law is not a national curriculum subject however schools are required to teach the citizenship curriculum.

6.2 Delivery and assessment

Specific learning and teaching methods will vary between and within Units, but all should be presenting them in a way which will engage the interest of learners. Crucial to this will be their understanding of the relevance of all Units within the NPAs and their motivation in working towards its completion.

Detailed information on delivery and assessment approaches is contained within each Unit specification

A candidate-centred and interactive approach to delivery and learning should be adopted throughout. The range of methods used in delivering the NPAs should ensure that experiential learning opportunities are available to candidates. The combination of relevant content and engaging learning and teaching approaches has the potential to promote critical values such as citizenship, confidence and positive contributions to both personal and employability development. This can be done through the encouraging an awareness of the following:

- ◆ positive attitudes to workplace and learning
- ◆ the importance of time-keeping and attendance
- ◆ the importance of effective verbal communication
- ◆ the importance of effective listening skills
- ◆ how to work co-operatively with others as a member of a team
- ◆ self-respect and showing respect and consideration for others
- ◆ adaptability and flexibility
- ◆ the application of appropriate legislation, eg health and safety
- ◆ planning and preparation
- ◆ confidence to seek feedback
- ◆ confidence to give feedback
- ◆ self-review and evaluation
- ◆ customer care skills
- ◆ The understanding of roles and positions within society

6.2.1 Integration of Units

The NPA is designed to provide centres with a number of opportunities to enhance candidate learning and development through the integration of Units and topic areas.

For example, in the Unit *Scots Law: An Introduction*, there is scope for Communication assessments to be based on law topics such as discrimination or reported cases and there is a clear synergy as between the role of the law in consumer protection. Likewise the Law of Contract is very much part of the law of obligations and so as knowledge is acquired incrementally so assessments can measure incremental learning. The fundamental commonalities that exist between the law of contract, consumer protection and property law should be emphasised. It is anticipated that the Unit *Crime in Society* will in particular provide centres with the opportunity to integrate citizenship, research and analytical skills. It can also provide opportunities for the development of *Communication, Problem Solving, Information and Communication Technology (ICT)* and *Working with Others*.

Integration of assessment within and across the Units should create a constructive and candidate-centred learning experience which is engaging, beneficial and forward thinking towards academic progression and employment. Therefore it would be beneficial for a course leader to be identified prior to delivery to ensure that all of those involved in delivering different areas of the particular award communicate with each other about their intended delivery and timings. This approach will enable a coherent and best value experience for candidates and should foster understanding of the links between Units, which should be reinforced by all staff involved in delivery. There are opportunities for integrated learning and assessment across the Units and where possible, a holistic approach should be taken to the delivery and assessment of the award.

6.2.2 Full time delivery model

It is envisaged that most centres will offer the NPAs as a full-time course, over the full academic year. The delivery sequence of the Units will be at the discretion of each individual centre. The following gives an example of a possible delivery pattern using a three Block Delivery Model. This model shows inclusion of Units in addition to the three SQA credits needed for the award, in order to make up a full time, one year programme.

NPA in Legal Studies at SCQF level 6

Block 1	Block 2	Block 3
Scots Law: An Introduction	Scots Law: An Introduction	Crime in Society

NPA in Human Resources and the Law at SCQF level 6

Block 1	Block 2	Block 3
Human Resource Administration	Law of Contract: An Introduction	Employment Law: An Introduction

6.2.3 Assessment and e-learning

Assessment Support Packs are available for the following mandatory Units:

- ◆ *Scots Law: An Introduction*
- ◆ *Crime in Society*
- ◆ *Employment Law: An Introduction*
- ◆ *Law of Contract: An Introduction*

As these NPAs are designed to develop knowledge and skills aiding candidates' progression to further study in a Human Resources or Legal Services area, the assessment strategy should have a combination of theory and practical assessments, where case studies play an important part. It is suggested that suitable assessment approaches may take the form of a mix of short answer questions along with mini case studies where candidates can correctly apply knowledge of the individual areas of law in given situations. Use should be made of portfolio work which demonstrates that candidates can work independently, to research and to exercise time management and organisational skills.

E-assessment may be appropriate for some assessments in Units. 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).

6.3 Core Skills

The Units within the NPA awards provide opportunities for learners to obtain some Core Skills and opportunities to work toward other Core Skills. This is based upon the principle that Core Skills development is more meaningful for learners and provides more benefit to employers if it is undertaken in the context of a progressive legal services environment. Supporting the development of Core Skills in a vocational context, the Law of Contract allows learners to understand and appreciate the formal necessities of documents and the construction and exchange of such documents in a typical legal services environment. An accompanying Assessment Support Pack has been produced to ensure the Core Skill is contextualised to a business environment.

Other Units in the mandatory section of the NPA provide opportunities to work towards aspects of the remaining three Core Skills. For example:

- ◆ Crime in Society provides opportunities to work towards aspects of citizenship and the role of the learner within their community.
- ◆ the mandatory Units of the NPA provides multiple opportunities for development of the Core Skills of *Communication, Working with Others and Problem Solving*
- ◆ Units in the law of contract and crime in society provide opportunities to develop Critical Thinking, Planning and Organising and Reviewing and Evaluating through research scenarios, role play and feedback sessions.
- ◆ the Units *Scots Law: an Introduction* and *Crime in Society* afford candidates the opportunity to work independently and within groups, and promote both oral and written communication
- ◆ the ability to research independently could be demonstrated in the preparation of a portfolio in *Scots Law: an Introduction*

6.4 Open learning

While it is not anticipated that the majority of centres would choose to deliver this award on a distance, open, blended or e-learning basis, such an approach may be possible with careful planning by the centre.

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.

Internal and external verification

All instruments of assessment used within these Group Awards 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).

8 General information for candidates

8.1 National Progression Awards in Legal Studies and Human Resources and the Law at SCQF Level 6

The National Progression Awards will provide you with a range of knowledge and skills necessary for further study in a Human Resources or Legal Services area.

You must successfully complete a minimum of three Unit credits to gain the NPA. The completion of the mandatory Units will ensure that you have an introductory understanding of Scots law, the law of contract, human resources administration and crime in society. These Units will:

- ◆ Provide you with relevant Core Skills in *Communication, Working with Others, Problem Solving and Information and Communication Technology (ICT)* for law related occupations and for further study in Law or Human Resources
- ◆ Enable you to consider the various options that are open to you and to make informed career choices about your future
- ◆ Prepare you for further study such as HN awards in Legal Services, Business and Administration and Information Technology and Human Resource Management
- ◆ Help you to develop essential skills valued by employers such as:
 - Positive attitudes to workplace and learning
 - Good time-keeping and attendance
 - How to work co-operatively
 - Self-respect and respect and consideration for others
 - Adaptability and flexibility
 - Confidence to seek and give feedback
 - Self-review and evaluation
 - Research and presentation skills

8.1.2 Mandatory Units

NPA in Legal Studies at SCQF level 6

Scots Law: An Introduction

This Unit provides you with a broad knowledge and understanding of Scots law including the sources of law and how new law is made. You will learn about the differences between the criminal law and the civil law and about the structure, jurisdiction and appeals of both the civil and the criminal courts. You'll develop knowledge and understanding of the system of criminal prosecution in Scotland, about the tribunal system, and about the roles, appointments and responsibilities of the legal profession.

Crime in Society

This Unit enables you to explain what constitutes a crime in Scotland and the main principles involved in prosecution of crime and to explore the nature of crime and its effects on the individual and the community. It encourages you to reflect on crime and become more aware of its implications.

NPA in Human Resources and the Law at SCQF level 6

Law of Contract: An Introduction

This Unit enables you to understand and explain how contracts are formed and become legally binding, how their validity and enforceability can be affected, how they can be terminated and the effect of termination as well as the consequences of breach of contract.

Human Resource Administration

This Unit is designed to provide an understanding of the importance of effective Human Resource management in a modern organisation.

Employment Law: An Introduction

This Unit provides you with the knowledge and skills to understand the relationship between employer and employee, and the legislation relating to dismissal, redundancy, discrimination, and equality.

8.1.3 Entry

There are no specific entry requirements for the National Progression Awards at SCQF level 6. However, appropriate entry qualifications may include:

Appropriate entry qualifications may include:

- ◆ Three relevant Intermediate 2 or Standard Grade passes including English at Credit level
- ◆ Relevant National Units at appropriate levels (eg achievement of the Core Skills entry profile) Equivalent qualifications from other awarding bodies

8.1.4 Work Experience

In relation to the NPA in HR and the Law, work experience that may be considered suitable could include a range of support work within an office environment, particularly an HR environment, with some degree of IT skills.

8.2 Progression pathways

The National Progression Award in Legal Studies has been designed to provide you with the basic knowledge required for progression towards current or future employment in the legal or business sectors or for progression onto further academic qualifications.

The NPA will provide you with fundamental knowledge and skills relating to the study of Scots law and the law of contract. It may help you to progress into other business or legal programmes in both the further and higher education sector, as well as providing progression within or into employment.

The National Progression Award in Human Resources and the Law has been designed to provide you with the basic knowledge required for progression to current and future employment in the HR, legal or business sectors or for progression onto further academic qualifications.

The NPA will provide you with knowledge and skills relating to the study of HR Administration, Employment Law and the Law of Contract. It may help you to progress into other business, HRM or legal programmes in both the further and higher education sector, as well as providing progression within or into employment.

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

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.

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