

17 December 2008

Head of centres

Cc: SQA Co-ordinator
Secondary schools and colleges
Education Authorities
HMIE

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

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Dear Colleague

NQ Personal and Social Education/Social and Vocational Skills

This briefing note is intended to offer practical advice and support on the issues being raised by centre staff with SQA, and should be distributed to those staff responsible for both Personal and Social Education (PSE) and Social and Vocational Skills (SVS). It contains information about the following:

1. Internal and External Assessment reports
2. Finishing Units
3. New awards
4. Support materials for Personal Development
5. Support events for Personal Development Course
6. Work Experience

1. Internal and External Assessment reports

The above reports are now available on the PSE and SVS pages of SQA's website (www.sqa.org.uk). It is recommended that those involved in the delivery of these Units and Courses take time to read through these reports as they contain useful feedback on the 2008 diet. This includes information about areas in which candidates performed well, together with advice to centres about areas in which they found difficulties.

2. **Finishing Units**

As centres will probably be aware a number of Units which are currently used as part of the PSE curriculum will not be available from August 2009 as they are being replaced by the new Units created for the Personal Development Course. From Access 3 to Higher levels the Units on *Personal Awareness and Development* (D364), *Social Awareness and Development* (D365), and *Vocational Awareness and Development* (D366) will finish. Centres looking for replacement Units in their programmes are advised to consider the Personal Development Units on *Self Awareness* (F2FV), *Self in Society* (F37W) and *Self and Work* (F37X) as alternatives. Access 2 Units from the same group will finish in July 2010. The Unit on *Personal and Interpersonal Skills for Supervisors* (D926 12) is also finishing in July 2010.

3. **New awards**

SQA is planning to introduce a number of small flexible awards to its catalogue. Two of the areas in which developments are taking place are in 'Employability Skills' and 'Leadership Skills'. Work on these is ongoing. The awards will not be graded and will consist of a series of short Units, possibly of only 10 hours duration. It is hoped that these will be available from August 2009. Further details about these awards will be provided when they have been validated.

4. **Support materials for Personal Development**

The support materials referred below are now available from Learning Teaching Scotland. Further information is on the Learning Teaching Scotland website (www.ltscotland.org.uk).

Support material for Access 3

Personal Development: Self and Work
Personal Development: Self Awareness
Personal Development: Self in Society

Support material for Intermediate 1

Personal Development: Self and Work
Personal Development: Self Awareness
Personal Development: Self in Society

Support material for Intermediate 2

Personal Development: Self and Work
Personal Development: Self in Society

Support material for Higher

Personal Development: Self Evaluation

5. Support events for Personal Development Course

All centres have now received invitations to attend one of two support events for this Course and its component Units which are being held on 16 and 23 January 2009. Priority is being given to delegates who currently have entries for the Course or its Units, but sufficient spaces are available to accommodate others who may be thinking about delivering these Units and the Course in session 2009 /10. Should you wish further information about these support meetings this is available on the NQ Personal Development subject page of SQA's website (www.sqa.org.uk).

6. Work Experience

A number of centres and education authorities are now using the prior verified WorkIT package operated by Continuing Gateway Education as part of their Intermediate 1 Work Experience Unit. Learning Teaching Scotland (LTS) also provides a useful site for candidates in its Virtual Work Experience section (<http://www.ltscotland.org.uk/virtualworkexperience/index.asp>). This is more limited in its extent than the WorkIT resource. As noted, this could provide a good teaching resource but it is not sufficiently wide-ranging or interactive to be prior verified.

I trust that this information is of use to you. Should you wish any further advice about the content of this letter please contact me as indicated above.

Yours faithfully



Keith H Wright
Qualifications Manager Social Subjects