



**Scottish Qualifications Authority (trading as SQA)**

**Qualification Statement of Purpose**

**SQA Level 2 Certificate in Cultural Heritage (QCF) 60149826**

**Type of qualification** QCF (Qualifications and Credit Framework)

**Credit** 30

**Guided Learning Hours** 143-184

**Overview of the Qualification** The Level 2 Certificate in Cultural Heritage is a competence based qualification, the primary purpose of which is to enable you to gain and confirm the knowledge and skills required to enter or progress into a variety of junior/support roles within the Cultural Heritage sector.

The qualification is ideal for:

- anyone with little or no experience who is wanting to enter the industry eg those leaving education or career changers; to gain a general grounding in cultural heritage and to learn more about the different job roles and career progression available
- those of you who may already be volunteering within the Cultural and Heritage sector and who wish to improve your chances of gaining paid employment
- those of you who may already be working in junior front of house roles in the sector but who wish to gain recognition and certification for the skills and knowledge already gained in order to further your career and/or to progress to a higher level qualification

Whilst undertaking the qualification, you will have an opportunity to:

- demonstrate competence in a range of junior/support roles within the cultural heritage sector
- develop knowledge and skills relating to your specified job role
- develop your own personal growth and engagement in learning to assist progression through your chosen career path

The minimum total number of credits you will need to achieve for this qualification is 30. There are three mandatory units worth 6 credits which are:

- *Contribute to the care of a cultural venue premise -*

which will provide you with the required skills and knowledge to assist in the care of premises such as libraries, archives, museums and a wide range of other historic buildings.

- *Assist with incidents and emergency procedures* – which provides you with an understanding of the procedures for dealing with emergency procedures; how to use emergency equipment and systems; and being able to assist in emergency procedures should an incident occur – all within a cultural heritage venue
- *Working with colleagues* – this Unit requires you to learn different, effective communication methods and techniques whilst also looking at how your own and colleagues' behaviours and expectations might impact on good working relationships.

You will then need to achieve a minimum of 24 credits from a wide range of optional units. You will be able to select those units which will best advance your knowledge and skills within your chosen area of work across the cultural and heritage sector. These units include topics such as: providing guided tours or information on a cultural heritage collection; promoting and selling goods; making conservation records; helping to build exhibitions/displays; conservation techniques; cataloguing; supporting learning or marketing activities; and assisting with daily financial issues.

As this is a competency based qualification, your learning will be delivered primarily through on the job training and your achievements can be assessed in a variety of ways such as:

- observation by an assessor, who will watch you carry out your work and check that you can perform the work-based tasks effectively whilst also complying with any relevant health, safety and security requirements
- witness testimonies and supporting evidence from your supervisor in the workplace
- question and answer sessions to back up evidence of your knowledge

### Who is the qualification for?

This qualification is intended to provide the business, entrepreneurial, technical and specialist knowledge and skills that you will need to work in a junior position as:

- an Exhibition guide/demonstrator/explainer, where you might relay information on the exhibition, or demonstrate skills and practices such as ancient crafts and costumes or you might help visitors to understand about a time in history
- a member of the Front of House or Administration support team within the Cultural Heritage industry where you might be involved in ticket sales, exhibition group bookings, dealing with customers or setting up/maintaining systems such as finance,

- staff records or visitor numbers
- a Conservation Assistant , where you are likely to record objects/make slides, draw and write descriptions of objects, assist with the cleaning/ repair/restoration of objects, host tours for groups, assist with talks and/or presentations to amateur and professional audiences, and support curators, developers, planners and private businesses.

**Age range**

There are no formal age restrictions for this qualification.

**Entry requirements**

No prior knowledge, skills or qualifications are required for this qualification.

**Apprenticeships/  
Other qualifications**

Although this qualification can form part of a wider Level 2 Apprenticeship framework in Cultural and Heritage Venue Operations, due to the nature of this industry, which relies heavily on volunteers, many learners will access the qualification outside of an apprenticeship, typically:

- those of you who are perhaps older and/or existing members of staff/volunteers, who are using this qualification to gain recognition and certification for existing practice and a chance to gain paid/full employment
- as the basis for continuing professional development for progression onto a higher level qualification, or to gain a promoted post, in an 'assistant' role

Another qualification specific to the Cultural Heritage environment is:

- the Level 3 Diploma in Cultural Heritage which is based on the day-to-day demands of working in a cultural heritage venue such a museums or galleries – those undertaking this qualification have usually already chosen a specific job role to follow and are also likely to be operating at a higher, often supervisory level, with increased responsibility and autonomy.

**What can the qualification lead to?**

Successful achievement of this qualification provides you with an opportunity to work in a variety of junior/support roles including: conservation assistant; exhibition guide/demonstrator/explainer; or a junior member of the front of house/administration support team in a cultural heritage venue.

Achievement of the Level 2 Certificate in Cultural Heritage can also provide a stepping stone to a higher level qualification such as the Level 3 Diploma in Cultural Heritage.

**Any other relevant information**

This qualification is based on the National Occupational Standards (NOS) for Cultural Heritage which define what employees must be able to do, how well, and in what circumstances, to show they are competent in their workplace and able to carry out activities in relation to their

specific job role. The NOS are developed by the Sector Skills Council (SSC) for the Creative and Cultural industries to ensure they are 'fit for purpose' and meet the demands of employers.

The SSC work with employer representatives from the Cultural Heritage sector as well as educationalists, professional bodies and trade unions to ensure that successful learners meet the industry's specific needs and are 'job ready'.

This qualification is also recognised and supported by a professional body within the Cultural Heritage sector.

**SQA website**

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