

Uniformed and Emergency Services Launch Event — 24 April 2008

Frequently Asked Questions

Q1: Can any centre deliver this Course?

A: Yes, but as with all Skills for Work Courses centres must seek approval from SQA to do this. This needs to be done at an early stage in the planning of the Course and SQA will indicate what conditions need to be met for approval to be granted. Detailed advice can be obtained from SQA's approval section but the key points are that there should be clear evidence of partnership working and that the physical education activity contained within the *Health, Safety, Fitness and Wellbeing* Unit should be delivered by someone with a sport/fitness qualification.

Q2: Who should deliver the Course? School, college, service personnel?

A: The centre which presents candidates is responsible for ensuring that suitably qualified/experienced people deliver the Course/Units and, where necessary, this might be included in a partnership agreement.

Q3: What kind of partnership is envisaged?

A: It is unlikely that centres will be able to deliver the entire Course without some partnership working. A partnership could be between school, college, local authority, training provider, uniformed and/or emergency services. This may be dependent on geographical location and availability of resources and facilities. A centre may establish a partnership directly with a Uniformed or an Emergency Service.

Q4: Who is responsible for funding transport, visits to training providers?

A: It is recommended that this is agreed and recorded within the partnership agreement. The funding/resource implications should be included in any partnership agreement. While SQA recognises funding may be a significant issue for some centres but SQA is not in a position to influence or address this.

Q5: How should the Course be timetabled and resourced?

A: This will be dependent on the partnership agreement established. Many Skills for Work Courses are delivered for 2-3 hours per week for two years but delivery can be modified to suit the needs of the centre and its partners.

Q6: Who is responsible for risk assessment?

A: It is the responsibility of the presenting centre to ensure the health and safety of candidates at all times.

Q7: What is a 'realistic environment' and how do centres provide it?

A: Depending on the centre, areas within a school, college, or training centre can be adapted to produce a simulated uniformed or emergency services environment. Examples of suitable areas may include sports

facilities, kitchen or office spaces, equipment maintenance/engineering spaces. Access to 'real' environments may be arranged locally with uniformed and/or emergency services organisations.

Q8: Is there articulation or progression specific to this Course?

A: This Course or its Units may provide progression to further education or training and employment. However, there is no direct articulation or progression to specific uniformed or emergency services Courses. Work is currently taking place to develop additional provision for HN for some of the services. Centres will be notified about this separately.

Q9: How does this Course prepare candidates for entrance exams to the uniformed and emergency services?

A: While this Course is not intended to prepare candidates to pass specific entrance exams, candidates will be more prepared for the selection process as a result of completing investigations during their study. The Unit *Uniformed and Emergency Services: An Introduction* enables candidates to investigate the training, qualifications and experience needed for entry to a specific service. In the Unit *Uniformed and Emergency Services: Health, Safety, Fitness and Wellbeing*, candidates investigate the physical fitness standards required for entry to a specific service.

Q10: How has SQA promoted this Course to employers?

A: This Course has been part of the wider Skills for Work marketing and promotion activity of SQA. Representatives from the uniformed and emergency services have been consulted and involved in the Course design process.

Q11: Should Units be taught sequentially or can they be taught concurrently?

A: While the Units can be taught independently of each other, centres are advised to consider the benefits to them and the candidates of integrating the Units when they plan the Course. For example, a lot of the evidence for Units is likely to arise naturally from activities being undertaken during other Units. In the *Uniformed and Emergency Services: An Introduction* Unit candidates are expected to review their progress on three occasions and the opportunity to carry out this review is likely to occur within the other Units. The *Working in Teams* Unit might well be evidenced from activities undertaken in the *Health, Safety, Fitness and Wellbeing* Unit.

Q12: Can Units be delivered on their own and not as part of the Course?

A: Yes, but in some cases it is expected that evidence will be more naturally produced within activities linked to other Units. This is particularly true of the *Uniformed and Emergency Services: An Introduction*. In cases like this programmes would have to be carefully designed to ensure all the outcomes could be evidenced. On the other hand, for example, the *Working in Teams* Unit could easily be delivered as freestanding Unit as long as it was contextualised within a uniformed or emergency service.

Q13: What support is available for assessing candidates?

A: SQA is publishing NABs on its secure website (www.sqa.org.uk/sqasecure). There will be one NAB for each Unit. Evidence is a mix of folio work and assessor observation. Centres should use these NABs in conjunction with the evidence requirements section of the Unit specifications when planning assessment. SQA is also expecting to build on the good practice in other Skills for Work Course for which quality support network meetings have been held. Centres will be contacted about these during session 2008/09.

Q14: Who should assess and who should perform internal verification?

A: Internal verification should be carried out by a member of staff who is able to meet the following criteria. They should be:

- ◆ competent in the subject/occupational area to a level appropriate to the qualification
- ◆ competent in assessment (or internal verification) of the type involved in the qualification
- ◆ familiar with the procedures and documentation for the qualification

Q15: What support materials are being produced for the Course and when will these be available?

A: The Scottish Further Education Unit (SFEU) (www.sfeu.ac.uk) will be providing support packs which will be free to download from their website and from the Learning and Teaching Scotland website (www.ltscotland.org.uk/nq) by August 2008. These will be in both pdf and Word format to allow centres to customise them to their individual requirements. Printed copies and class sets can be purchased directly from donna.anderson@elandershindson.co.uk. Costs will depend on the numbers purchased and these will be available on application.

Q16: Can a SfW uniformed and emergency services forum be created to disseminate information?

A: This is one of the ways in which centres which are interested in, or delivering this Course, might be supported. SQA has contact details of centres that have expressed an interest in this qualification and it will explore the possibility of setting up a contact list which can be shared between centres.

Q17: Are there any formal links established with U&ES in each authority and how do I make contact with them?

A: The pattern of links between services and Education Authorities (EAs) varies widely across the country. Many services already have outreach programmes into schools and colleges and these might be a starting point for those centres where such contacts exist. In other areas the EAs have structures in place to develop links with vocational areas and officers such as those leading on vocational training, Skills for Work Courses, enterprise, and wider achievement may be useful points of contact. These people may be able to establish if links exist with the U&ES or to identify suitable training providers in the local area.

Q18: What links with the uniformed and emergency services are in place at a local level? Does SQA have a strategy in place for establishing and maintaining links with U&ES providers?

A: All the services listed in the Course specification for whom it has been devised, have been involved in the Course design and so are aware of its existence. SQA will be investigating how best it can ensure that the wide range of training providers that may be able to assist in the delivery of all or part of the Course continue to be aware of the it and are kept involved in its development.

Q19: How can I find out more about this Course?

A: The Arrangements document for the Course is available to download from the Uniformed and Emergency Services section of the Skills for Work page on SQA's website (www.sqa.org.uk/sqa/32654.html). This contains details of all the Units which form part of the Course. Any other information about this Course published by SQA will also be available on this page. To discuss any issues relating to the Course contact either the Qualifications Manager or Qualifications Officer for this qualification. Details are provided below.

Qualifications Manager: Keith Wright (keith.wright@sqa.org.uk), tel: 0845 213 5501.

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