



Arrangements for:

**National Certificate in
An Introduction to Horticulture**

at SCQF level 4

Group Award Code: GF7Y 44

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Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
06	<p>Addition of unit: J581 44 - Virtual Work Placement Level 4 added as alternative to HF88 44 – Work Placement.</p> <p>Virtual Work Placement Unit (s) added to framework as an optional work experience unit to allow learners to continue with a work experience when attendance in a physical workplace is not possible or preferred.</p>	16/09/2021
05	<p>Revision of Unit: D36H 10 Work Experience <i>has been revised by HF88 44 Work Placement and will finish on 31/07/2017.</i></p>	22/07/2016
04	<p>Revision of Unit: D37M 10 Laying Slabs and Paving: An Introduction <i>has been revised by H1K8 10 Laying Slabs and Paving: An Introduction and finished on 31/07/2014.</i></p>	15/04/2016
03	<p>Revision of Unit: F37Y 10 Personal Development: Practical Abilities <i>has been revised by H18W 44 Personal Development: Practical Abilities and will finish on 31/07/2016.</i> F37V 10 Personal Development: Self Awareness <i>has been revised by H18X 44 Personal Development: Self Awareness and will finish on 31/07/2016.</i> F37W 10 Personal Development: Self in Society <i>has been revised by H18N 44 Personal Development: Self in Community and will finish on 31/07/2016.</i> F37X 10 Personal Development: Self and Work <i>has been revised by H18P 44 Personal Development: Self and Work and will finish on 31/07/2016.</i></p> <p>H23W 74 Literacy <i>has been added as an alternative to F3GB 10 Communication.</i> H23W 75 Literacy <i>has been added as an alternative to F3GB 11 Communication.</i> H225 74 Numeracy <i>has been added as an alternative to F3GF 10 Numeracy.</i> H225 75 Numeracy <i>has been added as an alternative to F3GF 11 Numeracy.</i></p>	09/05/2014
02	<p>Revision of Personal Development: Self in Society (F37W 10),(lapse date 31/07/2013,finish date 31/07/2015)</p> <p>Revision of Personal Development: Self and Work (F37X 10),(lapse date 31/07/2013,finish date 31/07/2015)</p> <p>Revision of Personal Development: Practical Abilities (F37Y 10), (lapse date 31/07/2013,finish</p>	19/02/2013

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1 Introduction

This is the Arrangements Document for the new National Certificate (NC) an Introduction to Horticulture at SCQF level 4. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The award is designed to meet the needs of candidates who wish to develop a foundation for progression to further study and to provide appropriate skills and knowledge for those who wish to enter employment in horticulture.

The Group Award ensures that on completion candidates will have all the necessary hard and soft skills required, at SCQF level 4, for Horticulture. For example, not only will they have gained skills in plant selection, planning and executing planting, etc but they will also have good employability skills and be able to work, independently and as part of a team.

The National Certificate an Introduction to Horticulture at SCQF level 4 is designed to provide candidates with opportunities for progression to further study or employment in a horticulture environment.

2 Rationale for the development of the Group Award

The award is intended to be delivered as a full-time National Certificate programme in colleges and could provide a progression route from DPG 18 courses (these are non-advanced courses in colleges that have started at SCQF Level 1 and moved slowly through to SCQF Level 3 courses over a number of years). This award could also be a route for those who have applied for an SCQF level 5 course, but are not yet ready for this level.

2.1 Nature and purpose of the award

The National Certificate an Introduction to Horticulture at SCQF level 4 is a 12 credit award which is designed to provide a practical, accessible horticulture education programme which will give candidates primary horticulture skills, knowledge and understanding and facilitate the development of successful and confident learners with appropriate transferable skills.

The development of the National Certificate an Introduction to Horticulture at SCQF level 4 will allow centres to offer an introductory course which is designed to enable possible progression onto the existing National Certificate in Horticulture at SCQF level 5 and beyond. It will also help successful candidates progress into the world of work, eg apprentice gardener, retail assistant, nursery assistant, seasonal work in a range of workplaces or local authority trainee gardener.

Representatives from colleges and a local authority, who met initially, discussed their own experiences of recruiting candidates to land based programmes particularly in horticulture at SCQF level 5. The findings indicated that there are increasing numbers of pupils coming from school who do not have the required level of academic ability or experience to undertake SCQF level 5 courses.

2.2 Establishing the need for the qualification

The new National Certificate will allow those candidates who have struggled with school and have few or no recognised educational awards to follow a path that could lead into further study in the horticulture industry but will also give them grounding in the skills required of a worker in the horticultural sector. It should be understood that the tasks they will be undertaking during their time at college would be under close supervision and that at all times they will be assisting a qualified Horticulturalist.

The National Certificate an Introduction to Horticulture SCQF level 4 will allow candidates to experience a return to study without the pressure to achieve at a level that may be too ambitious.

Units in the National Certificate framework are linked to current National Occupational Standards (NOS) and successful candidates may move into the world of work and have the opportunity to undertake the Scottish Vocational Qualification (SVQ) level 2 in Amenity Horticulture. They could also move from the SCQF level 4 course into a similar course at SCQF level 5 in a college setting.

At present there is no provision for a nationally recognised award at SCQF level 4 for Horticulture. This provided the starting point for the work of the Qualifications Design Team (QDT) which was influenced by a number of factors:

- ◆ The lack of nationally recognised provision at SCQF level 4
- ◆ The characteristics of candidates attracted to a NC in Horticulture at SCQF level 5 and other horticultural related areas
- ◆ The new award would allow those candidates who have struggled with school and have few or no recognised educational group awards to follow a path that could lead into further study in the horticultural industry and could also give them grounding in the skills required of a worker in this sector
- ◆ The opportunity to produce an award for validation in 2012

Overall, therefore, there was a need to develop a nationally recognised qualification. Each Unit, where appropriate, refers to current health and safety requirements and the National Occupational Standards and includes Outcomes and Performance Criteria agreed by a panel of experts, including employer representatives. Details of the structure of the new award can be found in section 5.

2.3 Establishing the level of the Group Award

A number of candidates applying to centres had already decided that they want to pursue a career in horticulture, but did not have the relevant experience at school sufficient to allow them to access an SCQF level 5 course. In many cases, they lacked the core and essential skills necessary to achieve at this level or to successfully gain employment. Also, with the emphasis from government on encouraging the unemployed to seek employment, there were many more applications than in previous years from older people wishing to get back into the world of work but without the required qualifications from their time at school but a great interest in horticulture.

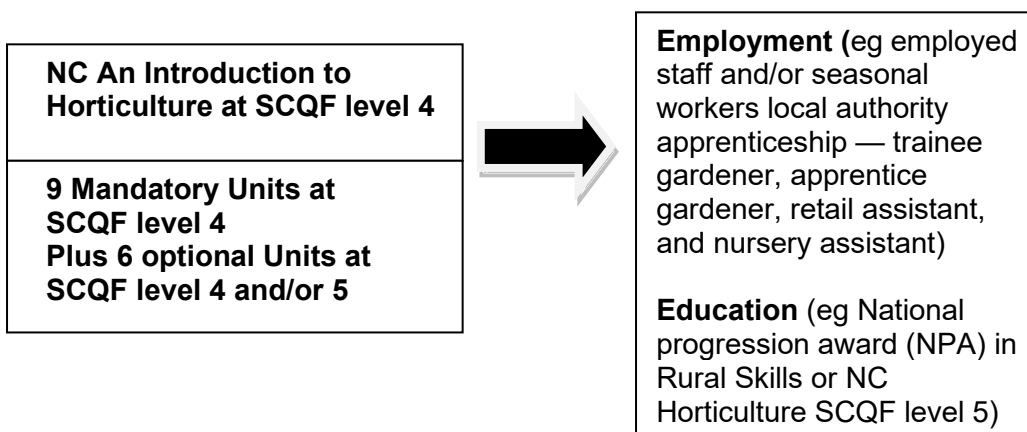
The Units were written with this candidate profile in mind. Skills and knowledge were included in each new Unit for basic entry level into horticulture. The majority of Units in the award are at SCQF level 4.

2.4 Target client groups

This award is aimed at those candidates wishing to develop skills and experience to enhance access to employment, access to education and academic progression in the horticultural sector. These are likely to be school leavers, but it is also envisaged that adult returners or career changers may be interested in this award. The award is intended to be delivered as a full-time National Certificate programme in colleges and could provide a progression route from the DPG 18 courses (these are non-advanced courses in colleges that have started at SCQF level 1 and moved slowly through to SCQF level 3 courses over a number of years). This award could also be a route for those who have applied for an SCQF level 5 course, but are considered not ready for this level of course.

Another group to be considered is the increasing number of adults who are considering a career change or re-entering the world of work and are attracted to the horticulture industry. Many of these candidates do not have a related land based qualification or may have no formal qualifications therefore they need to start their future employment choices at a level below current NC provision.

Progression routes



2.5 Links to National Occupational Standards

Links to the National Occupational Standards (NOS) are shown in the table in section 5

3 Aims of the Group Award

This new National Certificate an Introduction to Horticulture at SCQF level 4 has been designed to offer candidates Core Skills, practical skills and relevant experience that could lead them to further training or employment options in the horticulture industry.

A key component of this new programme will be personal development — including self-confidence, employability, Core Skills and directly linking to the Curriculum for Excellence’s four capacities, to develop:

- ◆ confident individuals
- ◆ successful learners
- ◆ responsible citizens
- ◆ effective contributors

As a result, this new programme offers exit routes aimed towards employment and/or further study depending on the ability and career decisions of the learner. Completing the NC successfully will place learners in a stronger position to move to the next stage of their career either further study at college or into employment with the possibility of undertaking an SVQ in Horticulture at Level 2.

3.1 Principal aims of the Group Award

The principal aims of the qualification are to:

- ◆ create a nationally recognised and standardised qualification at SCQF level 4
- ◆ develop candidates’ practical skills and knowledge and their application in the horticulture sector
- ◆ provide candidates with the skills and knowledge of the horticulture sector as an introduction, so that they can consider the area for employment and/or future training/study
- ◆ prepare candidates for progression to employment or further studies in the horticulture sector by developing a range of employability skills
- ◆ develop candidates’ knowledge of sustainability, and safe working practices relating to working within the horticulture sector

The award will meet these principal aims through a robust, horticultural focused mandatory core which will ensure that all candidates will acquire and develop key knowledge, understanding and skills relevant to further study and to employment in a horticultural environment.

The table below references the above aims into the individual six mandatory Units.

Unit title	Unit code	Reference to principal aims of the award
Horticulture: Prepare an Area for Landscaping SCQF level 4	H1YL 10	1,2,3,4,5
Horticulture: Create a Landscaped Area SCQF Level 4	H1YH 10	1,2,3,4,5,
Horticulture: Landscape Aftercare SCQF level 4	H1YM	1,2,3,4,5,
Personal Development: Self and Work	F37X 10	1,2,4
Soft Landscaping: Plant Groups Selection and Use SCQF level 4	F37X 10	1,2,3,4,5,
Gardening Skills SCQF level 4	H09A 10	1,2,3,4,5

3.2 General aims of the Group Award

General aims of the qualification are to:

- ◆ develop and emphasise Core Skills in the context of horticulture
- ◆ encourage candidates to develop a good work ethic including reliability, flexibility and a positive attitude to work
- ◆ enhance personal motivation and achievement
- ◆ develop self esteem, self awareness and self confidence
- ◆ allow candidates to experience vocationally-related learning
- ◆ allow candidates to experience an outdoor working environment
- ◆ develop the ability to engage in learning
- ◆ develop the skills and attitudes necessary to become successful learners and effective contributors

The table below references the above aims into the individual optional Units:

Unit Title	Unit Code	Reference to other aims of the award
Horticultural Composting SCQF level 4	H1X6 10	1,2,3,4,5,6,7,8
Allotment Gardening SCQF level 4	H1X4 10	1,2,3,4,5,6,7,8
Organic Gardening: Edible Products SCQF level 4	H1X8 10	1,2,3,4,5,6,7,8
Plant Identification SCQF level 4	H1YJ 10	1,2,3,4,5,6,7,8
Plant Health SCQF level 4	H1X9 10	1,2,3,4,5,6,7,8
Commercial Plant Production: SCQF level 4	H1XA 10	1,2,3,4,5,6,7,8
Plant Propagation: SCQF level 4	H1YK 10	1,2,3,4,5,6,7,8
Bedding Plant Production SCQF level 4	H1YF 10	1,2,3,4,5,6,7,8
Soft Landscaping	H1XB 10	1,2,3,4,5,6,7,8
Horticultural Therapy	H1X7 10	1,2,3,4,5,6,7,8
Horticultural Features	H1YG 10	1,2,3,4,5,6,7,8
Build & Repair Drystone Dykes SCQF level 4	H1X5 10	1,2,3,4,5,6,7,8
Horticulture and Greenkeeping Tools and Machinery: An Introduction SCQF level 4	H1TN 10	1,2,3,4,5,6,7,8
Ride on Horticultural Machinery: SCQF level 4	H1YE 10	1,2,3,4,5,6,7,8

Unit Title	Unit code	Reference to other aims of the award
Laying Slabs and Paving: An Introduction	D37M 10	1,2,3,4,5,6,7,8
Half Brick Walling: An Introduction	F1JS 10	1,2,3,4,5,6,7,8
Basic Customer Service Skills	FN 93 10	1,2,3,4,5,6,7,8
Developing Skills for Employment	F5G4 10	1,2,3,4,5,6,7,8
Tractor Operations and Attachments	H28R 11	1,2,3,4,5,6,7,8
Rural Estate Maintenance	H094 10	1,2,3,4,5,6,7,8
Skills for Customer Care	F38W 10	1,2,3,4,5,6,7,8
Core Skills Communication	F3GB 11	1,2,3,4,7,8
Core Skills Numeracy	F3GF 10/11	1,2,3,4,7,8
Core Skills IT	F3GC 10/11	1,2,3,4,5,6
Core Skills Working With Others	F3GE 10/11	1,2,3,4,7,8
Core Skills Problem Solving	F3GD 10/11	1,2,3,4,7,8
Personal Development Personal Development: Self Awareness Personal Development: Self and Society Personal Development: Practical Abilities	C255 10 F2FV 10 F37W 10 F37Y 10	1,2,3,4,7,8
Local Investigations	D36J 10	1,2,3,4,5,6,7,8
Work Experience	D36H 10	1,2,3,4,5,6,7,8
Working as a Volunteer to support a Community Project	DV06 11	1,2,3,4,5,6,7,8

3.3 Target groups

This award is aimed at those candidates wishing to develop skills and experience to enhance access to employment, access to education and academic progression in the horticultural sector. These are likely to be school leavers, but it is also envisaged that adult returners or career changers may be interested in this award. Many of these career changers do not have a related land based qualification or may have no formal qualifications. They need to start their future employment choices at a level below current NC provision.

The award is intended to be delivered as a full-time National Certificate Programme in colleges and could provide a progression route from the DPG 18 courses (these are non-advanced courses in colleges that have started at SCQF Level 1 and moved slowly through to SCQF level 3 courses over a number of years). This award could also be a route for those who have applied for an SCQF level 5 course, but are considered not ready for this level of course.

3.4 Employment opportunities

The award is designed to enable candidates to acquire and develop knowledge, understanding and skills relevant to contemporary horticultural contexts. As such, the award is a stepping stone to both further study and employment. The practical nature of the award is designed to promote candidate confidence and attainment and enhance their employability prospects.

Specific Units such as Personal Development: Self and Work, Gardening Skills, Horticulture: Prepare an Area for Landscaping, Soft Landscaping: Plant Groups Selection and Use as well as the Core Skills content are deliberately intended to help candidates enhance their employability and employment prospects. The practical nature of the award is also designed to promote candidate confidence and attainment and enhance their employability prospects.

The knowledge, understanding and skills gained through studying these Units are consistent with the employment opportunities a successful candidate may encounter in a horticulture position. The award is a stepping stone to both further study and employment.

4 Access to the Group Award

Centres should check whether potential candidates are likely to cope with the award and reference to school attainment or appropriate life or work experience may provide sufficient evidence that a candidate would be able to successfully embark on an award at SCQF level 4. Candidates for whom English is not their first language may however have some previous attainment from another country which can illustrate their ability to cope with the requirements of the award.

There are no specific mandatory recommended entry requirements for this award. Although entry is at the discretion of the centre, an interest in horticulture would be beneficial for candidates as would an interest in the outside environment, sustainability and conservation. Any recommended entry requirements will be defined within the relevant Unit specification. Progression may also be from Skills for Work — Rural Skills C239 10.

Centres may offer interviews with potential candidates to establish suitability for a course. It is recommended that candidates with no formal qualifications are offered an interview where they can gain an insight into the course content and structure.

It is anticipated that candidates have Core Skills at Access 3 in Communication and Numeracy. Mature adults with no formal qualifications will be given entry to the course at the discretion of individual centres. It is expected that centres will carry out Core Skills profiling where a candidate has no formal record of Core Skills achievement.

It may also be possible to transfer from the SCQF level 4 course to the SCQF level 5 course after commencing the award for those who demonstrate appropriate skills for the higher level course.

For candidates who have recently left school, it may be possible for centres to ask for relevant Standard Grades at General level as a condition of entry though no formal entry requirements may be more appropriate for adult returners and candidates for whom English is not a first language. It is not normally expected for the Units delivered within the mandatory section that candidates need to demonstrate some evidence of prior attainment.

5 Group Award structure

This National Certificate an Introduction to Horticulture at SCQF level 4 is made up of a combination of Units at SCQF levels 4 and 5. To achieve this Award 12 credits (72 SCQF credit points) are required.

This will be made up as follows:

- ◆ 6 credits (36 SCQF points) at SCQF level 4 from the mandatory Units in the award
- ◆ 6 credits (36 SCQF points), 1 credit (6 SCQF points) of which must be at SCQF level 4, from the optional Units in the award

5.1 Structure

Unit Title	Code	SQA credit value	SCQF Level	SCQF Credit Points
Mandatory Units: All 6 Unit credits (36 SCQF points) must be achieved in this section				
Horticulture: Prepare an Area for Landscaping SCQF level 4	H1YL 10	1	4	6
Horticulture: Create a Landscaped Area SCQF level 4	H1YH 10	1	4	6
Horticulture: Landscape Aftercare SCQF level 4	H1YM 10	1	4	6
*Personal Development: Self and Work SCQF level 4	H18P 44	1	4	6
Soft Landscaping: Plant Groups Selection and Use SCQF level 4	H09F 10	1	4	6
Gardening Skills SCQF level 4	H09A 10	1	4	6
Options: a further 6 Unit Credits (36 SCQF credits) will be required from the optional section with at least one Unit credit being taken at SCQF level 4				
Horticultural Composting SCQF level 4	H1X6 10	1	4	6
Allotment Gardening SCQF level 4	H1X4 10	1	4	6
Organic Gardening: Edible Crops SCQF Level 4 SCQF level 4	H1X8 10	1	4	6
Plant Identification SCQF level 4	H1YJ 10	1	4	6
Plant Health SCQF level 4	H1X9 10	1	4	6
Plant Production for Commercial Purposes SCQF level 4	H1XA 10	4	4	6
Plant Propagation SCQF level 4	H1YK 10	1	4	6
Bedding Plant Production SCQF level 4	H1YF 10	1	4	6
Soft Landscaping	H1XB 10	1	4	6
Horticultural Therapy	H1X7 10	1	4	6
Horticultural Features	H1YG 10	1	4	6
Build & Repair Drystone Dykes SCQF Level 4	H1X5 10	1	4	6
Horticulture and Greenkeeping Tools and Machinery: An Introduction SCQF level 4	H1TN 10	1	4	6

*Refer to history of changes for revision details

Unit Title	Code	SQA credit value	SCQF Level	SCQF Credit Points
Ride On Horticultural Machinery: SCQF level 4	H1YE 10	1	4	6
*Laying Slabs and Paving: An Introduction	H1K8 10	1	4	6
Half Brick Walling: An Introduction	F1JS 10	0.5	4	3
Basic Customer Service Skills	FN 93 10	0.5	4	3
Developing Skills for Employment	F5G4 10	1	4	6
Tractor Operations and Attachments	H28R 11	1	4	6
Rural Estate Maintenance	H094 10	1	4	6
Skills for Customer Care	F38W 10	1	4	6
*Literacy	H23W 74/75	1	4/5	6
*Numeracy	H225 74/75	1	4/5	6
Core Skills ICT	F3GC 10/11	1	4/5	6
Core Skills Working With Others	F3GE 10/11	1	4/5	6
Core Skills Problem Solving	F3GD 10/11	1	4/5	6
*Personal Development: Self Awareness	H18X 44	1	4	6
*Personal Development: Self in Community	H18N 44	1	4	6
*Personal Development: Practical Abilities	H18W 44	1	4	6
Local Investigations	D36J 10	1	4	6
Work Placement or Virtual Work Placement	HF88 44* J581 44*	1	4	6
Working as a Volunteer to support a Community Project	DV06 11	1	5	6

*Refer to history of changes for revision details

All Units within the mandatory section of this award are required to achieve the National Certificate an Introduction to Horticulture at SCQF level 4. The whole award equates to 12 credits of learning (72 Credit points, at least 42 of which must be at SCQF Level 4).

The Unit content of this award has been carefully considered by the QDT who have drawn on valuable advice from the employer representative of the QDT throughout the development of the award.

The combination of Units within this National Certificate is designed to provide a broad overview of the horticulture industry and allow candidates to develop specific knowledge and skills that are required for preparation for

employment in the industry at apprentice level and for progression to higher level studies.

5.2 Mapping information

The structure of the National Certificate an Introduction to Horticulture at SCQF level 4 meets the aims and requirements of the award in a number of ways which can be summarised as follows:

- ◆ It provides skills, knowledge and capabilities needed for employment.
- ◆ It provides multiple progression routes.
- ◆ It retains the benefits of existing provision at this level but provides the credibility of a nationally accredited named award.
- ◆ It consists of Units which are practical and will engage the interest of learners.
- ◆ It provides the flexibility which learners and centres value.
- ◆ It provides an opportunity for learners to develop Core Skills.

The flexibility of the structure is a particularly important aspect of the award. This flexibility has several dimensions and contributes significantly to the way in which the structure meets the requirements for a new award. The new award is compatible with existing arrangements, especially since the choice of Units, particularly in the optional section, was influenced by those currently provided by centres.

The content of both the mandatory and optional sections within the framework for the National Certificate an Introduction to Horticulture at SCQF level 4 is a mixture of existing, revised and new Units. Well-established Units have been included that have the merit of being tried and tested and are known to be suitable for learners at this level. Where new Units have been produced or existing Units revised, the main aim was to ensure that valid, up-to-date practical Units could be delivered and assessed that would enable learners to acquire and develop horticultural knowledge, understanding and skills.

The content of the mandatory section of the award has been chosen to sample basic skills and functions within a horticultural environment which will enable the award to reflect the needs and demands of learners, employers and centres.

The mandatory section of the framework also includes study of some of the primary functional areas of the horticultural sector. Alongside the inclusion of Horticulture: Prepare an Area for Landscaping, Soft Landscaping: Plant Groups Selection and Use the award emphasises recognised Horticultural subjects which provide the learners with knowledge, understanding and skills within the horticultural sector, but crucially, it provides a foundation for future study or employment within the area of modern sport and fitness. In addition, practical subjects such as Gardening Skills and Personal Development: Self and Work are designed to facilitate the acquisition of horticultural skills which characterise the employment opportunities likely to be accessible to candidates who successfully complete the award.

The mandatory section places a high degree of emphasis upon employability and transferable skills. The practical focus of the award is designed to promote learner development and confidence and enhance the positive contribution that candidates who complete the course can offer to society as a whole. This promotes values such as citizenship, confidence and positive contribution through the following:

- ◆ Positive attitude to workplace and learning
- ◆ The importance of time-keeping and attendance
- ◆ The importance of good verbal communication
- ◆ The importance of good 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
- ◆ Application of appropriate legislation, e.g. health and safety
- ◆ Planning and preparing
- ◆ Confidence to seek feedback
- ◆ Confidence to give feedback
- ◆ Self-review and evaluation

The structure is flexible for learners who wish to pursue a range of routes depending upon their interests, objectives and their development as learners.

Centres who deliver this award have opportunities to provide a flexible programme which they can use to accommodate the needs of a range of different learners.

It will also provide learners with the opportunity to gain knowledge, understanding and skills that would enable them to progress to the National Certificate in Horticulture at SCQF level 5 with a strong grounding of prior knowledge.

Links to the NOS

Unit name	Linked to NOS
Mandatory Units	
Horticulture: Prepare an Area for Landscaping SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources Within the Work Area CS15 Assist with the Preparation of Equipment CS28 Assist with Identifying the Presence of, and Controlling Common Pests and Diseases CS53 Assist with the Preparation of the Growing Media

Unit name	Linked to NOS
Horticulture: Create a Landscaped Area SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces CS15 Assist with the Preparation of Equipment CS48 Assist with Planting and Establishing Plants CS50 Assist with the Vegetative Propagation of Plants CS51 Assist with the Propagation of Plants from Seed
Horticulture: Landscape Aftercare SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS14 – Assist with Maintaining Structures and Surfaces CS15 Assist with the Preparation of Equipment CS49 Assist with Maintaining Plants CS52 Assist with Harvesting, Collecting and Preparing Crops
Personal Development: Self and Work	CS1 Maintain the Safety of Self and Others in the Workplace
Soft Landscaping: Plant Groups Selection and Use SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace
Gardening Skills SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces CS14 – Assist with Maintaining Structures and Surfaces CS15 Assist with the Preparation of Equipment CS48 Assist with Planting and Establishing Plants CS49 Assist with Maintaining Plants CS50 Assist with the Vegetative Propagation of Plants CS51 Assist with the Propagation of Plants from Seed CS53 Assist with the Preparation of the Growing Media

Optional Units	
Unit name	Linked to NOS
Horticultural Composting SCQF level 4	CS6 Transport the Physical Resources within the Work Area CS53 Assist with the Preparation of the Growing Media
Allotment Gardening SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS12 Assist with Constructing Structures and Surfaces CS13 – Assist with the Maintenance of Grass Surfaces CS14 – Assist with Maintaining Structures and Surfaces CS15 Assist with the Preparation of Equipment CS 28 Assist with Identifying the Presence of, and Controlling Common Pests and Diseases CS48 Assist with Planting and Establishing Plants CS49 Assist with Maintaining Plants CS51 Assist with the Propagation of Plants from Seed CS52 Assist with Harvesting, Collecting and Preparing Crops CS53 Assist with the Preparation of the Growing Media
Organic Gardening: Edible Products SCQF Level 4 SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS15 Assist with the Preparation of Equipment CS48 Assist with Planting and Establishing Plants CS49 Assist with Maintaining Plants CS51 Assist with the Propagation of Plants from Seed CS52 Assist with Harvesting, Collecting and Preparing Crops CS28 Assist with Identifying the Presence of, and Controlling Common Pests and Diseases CS53 Assist with the Preparation of the Growing Media
Plant Identification SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace
Plant Health SCQF level 4	CS49 Assist with Maintaining Plants CS28 Assist with Identifying the Presence of, and Controlling Common Pests and Diseases CS28 Assist with Identifying the Presence of, and Controlling Common pests and Diseases

Unit name	Linked to NOS
Commercial Plant Production SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS15 Assist with the Preparation of Equipment CS 28 Assist with Identifying the Presence of, and Controlling Common Pests and Diseases CS48 Assist with Planting and Establishing Plants CS49 Assist with Maintaining Plants CS50 Assist with the Vegetative Propagation of Plants CS51 Assist with the Propagation of Plants from Seed CS52 Assist with Harvesting, Collecting and Preparing Crops CS53 Assist with the Preparation of the Growing Media
Plant Propagation SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS52 Assist with Harvesting, Collecting and Preparing Crops CS53 Assist with the Preparation of the Growing Media
Bedding Plant Production SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS50 Assist with the Vegetative Propagation of Plants CS51 Assist with the Propagation of Plants from Seed CS52 Assist with Harvesting, Collecting and Preparing Crops CS 28 Assist with Identifying the Presence of, and Controlling Common Pests and Diseases CS53 Assist with the Preparation of the Growing Media
Soft Landscaping: Planting SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS13 – Assist with the Maintenance of Grass Surfaces CS14 – Assist with Maintaining Structures and Surfaces CS15 Assist with the Preparation of Equipment CS48 Assist with Planting and Establishing Plants CS49 Assist with Maintaining Plants
Horticultural Therapy SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace

Unit name	Linked to NOS
Garden Features	CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces CS14 Assist with Maintaining Structures and Surfaces CS49 Assist with Maintaining Plants
Build & Repair Drystone Dykes SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces
Horticultural Machinery SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace CS15 Assist with the Preparation of Equipment
Ride On Horticultural Machinery SCQF level 4	CS1 Maintain the Safety of Self and Others in the Workplace
Laying Slabs and Paving: An Introduction	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces
Half Brick Walling: An Introduction	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces
Basic Customer Service Skills	CS1 Maintain the Safety of Self and Others in the Workplace
Developing Skills for Employment	CS1 Maintain the Safety of Self and Others in the Workplace
Turf Grass Maintenance An Introduction	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS13 – Assist with the Maintenance of Grass Surfaces
Tractor Operations 1	CS1 Maintain the Safety of Self and Others in the Workplace
Rural Estate Maintenance	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces

Unit name	Linked to NOS
Personal Development Personal Development: Self Awareness F2FV 10 1 credit Personal Development: Self and Society F37W10 1 credit Personal Development: Practical Abilities F37Y 10 1 credit	CS1 Maintain the Safety of Self and Others in the Workplace
Local Investigations	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area
Work Experience	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces
Working as a Volunteer to support a Community Project	CS1 Maintain the Safety of Self and Others in the Workplace CS6 Transport the Physical Resources within the Work Area CS12 Assist with Constructing Structures and Surfaces

5.3 Articulation, professional recognition and credit transfer

Articulation

Although there is no direct articulation from the National Certificate an Introduction to Horticulture at SCQF level 4 to NC courses at SCQF level 5, candidates who have completed an appropriate programme, will be well prepared to embark upon the NC Horticulture at SCQF level 5 or in an associated area.

Credit transfer

Candidates who have suitable prior qualifications or experience may be eligible for credit transfer for Units in the National Certificate an Introduction to Horticulture at SCQF level 4. Centres should follow appropriate procedures in cases where this arises.

5.4 Core Skills

- ◆ Achievement of the unit Personal Development: Self and Work will give automatic certification of Problem Solving at SCQF level 4.
- ◆ Achievement of the units Communication, Numeracy, ICT and Working with Others, (all in the optional section) will give automatic certification of them at level 4 or 5 depending on the level chosen.
- ◆ Work Experience at SCQF level 4 (optional section) will give automatic certification of Working with Others at SCQF level 4 also
- ◆ Personal Development Self and Society will give automatic certification of Working with Others at SCQF level 4.

There are opportunities to develop these other Core Skills throughout the mandatory and optional sections of the group award.

The opportunities to develop aspects of the Core Skills at SCQF level 4 are identified in the table below. For example, candidates may be asked to use ICT to conduct simple research and perhaps do a presentation on the project they select for the horticulture Units in the mandatory section. More information regarding the development of Core Skills can be found in the support notes of the individual Units that make up this award. Development of Core Skills will take place through learning and teaching activities as well as through assessment of practical activities which candidates have been involved in planning and delivering and their reflections on such activities.

Candidates undertaking the National Certificate an Introduction to Horticulture at SCQF level 4 will not necessarily have achieved formal Core Skills certification for all five Core Skills. They are more likely to have a jagged profile with advanced ICT skills but with lower level Communication, Numeracy, Working with Others and Problem Solving Skills. The table below illustrates the anticipated entry and exit level Core Skills profile.

Where a candidate does not have SCQF level 3 Core Skills, opportunities will be given throughout the qualification in horticulture to develop Core Skills at SCQF level 4.

Entry and Exit Levels for Core Skills

Unit title	Entry SCQF level	Exit SCQF level
Communication	3	4
ICT	3	4
Numeracy	3	4
Problem Solving	3	4
Working with Others	3	4

The table below gives detail of where the Core Skills will be highlighted. The complete Core Skills Unit will not be achieved in the vocational Units, but it is thought that significant parts of the Unit will be attained. It is for individual lecturers during the learning and teaching process, to ensure that this is highlighted. It is part of the rationale for this new National Certificate an Introduction to Horticulture at SCQF level 4 that Core Skills are vital but they have to be taught in a way that will engage learners who have often become disengaged with the idea of Core Skills.

The table below shows where Core Skills are embedded or signposted for each Unit.

Unit Name	Core Skill								
	Communication (Written)	Communication (Oral)	Using ICT	Numeracy — Using Graphical Info	Numeracy — Using Number	Problem Solving — CT	Problem Solving - P & O	Problem Solving — R & E	Working with Others
Horticulture: Prepare an Area for Landscaping SCQF level 4	s	s	s	s	s	s	s	s	s
Horticulture: Create a Landscaped Area SCQF level 4	s	s	s	s	s	s	s	s	s
Horticulture: Landscape Aftercare SCQF level 4	s	s	s	s	s	s	s	s	s
Personal Development: Self and Work	s	s	s	s	s	e	e	e	s
Soft landscaping: Plant Groups Selection and Use SCQF level 4	s	s	s	s	s	e	e	e	s
Gardening Skills: An Introduction	s	s	s			s			s
Horticultural Composting SCQF level 4	s	s				s	s	s	s
Allotment Gardening SCQF level 4	s	s		s	s	s	s	s	s
Organic Gardening: Edible Products SCQF Level 4 SCQF level 4	s	s		s	s	s	s	s	s

Unit Name	Core Skill								
	Communication (Written)	Communication (Oral)	Using ICT	Numeracy — Using Graphical Info	Numeracy — Using Number	Problem Solving — CT	Problem Solving - P & O	Problem Solving — R & E	Working with Others
Plant Identification SCQF level 4	s	s	s			s	s	s	s
Plant Health SCQF level 4	s	s	s			s	s	s	s
Commercial Plant Production: SCQF level 4	s	s	s	s	s	s	s	s	s
Plant Propagation: SCQF level 4	s	s	s	s	s	s	s	s	s
Bedding Plant Production SCQF level 4	s	s	s	s	s	s	s	s	s
Soft landscaping: Planting	s	s		s	s	s	s	s	s
Horticultural Therapy	s	s	s	s	s	s	s	s	s
Horticultural Features	s	s			s		s		s
Build & Repair Drystone Dykes SCQF level 4	s	s		s	s	s	s	s	s
Horticultural Machinery: SCQF level 4	s	s	s	s	s	s	s	s	s
Ride On Horticultural Machinery: SCQF level 4	s	s	s	s	s	s	s	s	s
Laying Slabs and Paving: An Introduction	s	s	s	s	s	s	s	s	s
Half Brick Walling: An Introduction	s	s	s	s	s	s	s	s	s
Basic Customer Service Skills	s	s	s	s	s	s	s	s	s
Developing Skills for Employment	s	s	s	s	s	s	s	s	s
Turf Grass Maintenance SCQF Level 4	s	s	s	s	s	s	s	s	s
Tractor Operations 1	s	s	s	s	s	s	s	s	s
Rural Estate Maintenance	s	s	s	s	s	s	s	s	s
Skills for Customer Care	s	s	s	s	s	s	s	s	s

Unit Name	Core Skill								
	Communication (Written)	Communication (Oral)	Using ICT	Numeracy — Using Graphical Info	Numeracy — Using Number	Problem Solving — CT	Problem Solving - P & O	Problem Solving — R & E	Working with Others
Core Skills Communication	e	e	s						
Core Skills Numeracy				e	e				
Core Skills ICT			e						
Core Skills Working With Others									e
Core Skills Problem Solving						e	e	e	
Personal Development									
Personal Development: Self Awareness	s	s	s	s	s	s	s	s	s
Personal Development: Self and Society	s	s	s	s	s	s	s	s	s
Personal Development: Practical Abilities	s	s	s	s	s	s	s	s	s
Local Investigations	s	s				e	e	e	e
Work Experience	s	s				e	e	e	e
Working as a Volunteer to support a Community Project	s	s	s	s	s	s	s	s	s

Key:

s — Core Skills development is signposted in the Unit;

e — Cores Skills development is embedded in the Unit

6 Approaches to delivery and assessment

6.1 Content and Context

Within this award, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as undertaking preparing the landscape, e-assessment is not appropriate; in these cases, other forms of evidence could be encouraged such as video recording, the use of photographs. The flexibility of the programme would remain if e-learning and assessment were used, although a good level of planning would be necessary to facilitate appropriate generation of evidence and assessment of this in relation to the practical activities required of the awards.

6.2 Delivery and Assessment

This award has been developed to facilitate flexible delivery and assessment, which is intended to be both practical and theoretical in nature although the emphasis in all Units will be on practical delivery. Practical opportunities will be sought wherever possible to reflect the practical nature of the Horticulture Industry. Delivery models will be dependent on the centre and the client group, but it is intended to be delivered as a college based, full-time programme delivered over one academic year.

Delivery of the Units within this award should not be done in isolation, whenever possible. Many of the Units within the award link directly to the knowledge, skills and experiences developed in others. It would, therefore, 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 award communicate with each other about their intended delivery and timings. Careful planning at the timetabling stage will enable the most effective order of delivery for Units, ensuring that knowledge and skills are developed progressively throughout the duration of the programme. This approach will enable a coherent and best value experience for candidates who will be able to understand the links between Units; this should be reinforced by all staff involved in delivering this programme.

A student centred, practical and interactive approach to delivery and learning should be adopted throughout the delivery of this award. The range of methods used in delivering this award will ensure that exploratory, enquiry based, experiential learning opportunities are available to candidates.

Throughout this award, there will be many opportunities to focus on group work and developing skills in *Communication, Working with Others, Planning and Organisation*. All of the activities within the programme will encourage the development of self-confidence and understanding of others.

The collaborative and practical nature of the delivery mode envisaged will determine the blend of delivery approaches. This is likely to include:

- 1 Tutor-led delivery (combinations of college or work-based teaching and mentoring)
- 2 Practical, hands on experience
- 3 Facilitated student enquiry (including the use of the Internet and Virtual Learning Environment (VLE) based resources and learning packs)

- 4 Gaining experience in a realistic work setting
- 5 Visits to local horticultural areas and industry related events eg Gardening Scotland
- 6 Visiting speakers from the horticulture industry

An example of a delivery schedule is shown below:

Mandatory Units

Unit title	Block delivered	Type of delivery
Horticulture: Prepare an Area for Landscaping SCQF level 4	1	1,2,3,4,5,6
Horticulture: Establish a Landscaped Area SCQF level 4	2	1,2,3,4,5,6
Horticulture: Landscape Aftercare SCQF level 4	3	1,2,3,4,5,6
Personal Development: Self and Work	1,2,3	1,2,3,4,5,6
Soft landscaping: Plant Groups Selection and Use SCQF level 4	1	1,2,3,4,5,6
Gardening Skills : An Introduction	1,2,3	1,2,3,4,5,6

Optional Units

Unit title	Block delivered	Type of Delivery
Horticultural Composting SCQF level 4	1 and 3	1,2,3,4,5,6
Allotment Gardening SCQF level 4	2 and 3	1,2,3,4,5,6
Organic Gardening: Edible Products SCQF level 4	2 and 3	1,2,3,4,5,6
Plant Identification SCQF level 4	2	1,2,3,4,5,6
Plant Health SCQF level 4	2	1,2,3,4,5,6
Commercial Plant Production: SCQF level 4	1,2,3	1,2,3,4,5,6
Plant Propagation: SCQF level 4	1,2,3	1,2,3,4,5,6
Bedding Plant Production SCQF level 4	2,3	1,2,3,4,5,6
Soft Landscaping: Planting	1,3	1,2,3,4,5,6
Horticultural Therapy	2	1,2,3,4,5,6
Horticultural Features	2	1,2,3,4,5,6
Build & Repair Drystone Dykes SCQF level 4	3	1,2,3,4,5,6
Horticultural Machinery: SCQF level 4	1 and 3	1,2,3,4,5,6
Ride On Horticultural Machinery: SCQF level 4	1 and 3	1,2,3,4,5,6
Laying Slabs and Paving: An Introduction	2	1,2,3,4,5,6
Half Brick Walling: An Introduction	2	1,2,3,4,5,6

Unit title	Block delivered	Type of Delivery
Basic Customer Service Skills	2	1,2,3,4,5,6
Developing Skills for Employment	2	1,2,3,4,5,6
Turf Grass Maintenance SCQF level 4	1 and 3	1,2,3,4,5,6
Tractor Operations 1	2	1,2,3,4,5,6
Rural Estate Maintenance	2	1,2,3,4,5,6
Skills for Customer Care	1,2,3	1,2,3,4,5,6
Core Skills Communication	1,2,3	1,2,3
Core Skills Numeracy	1,2,3	1,2,3
Core Skills ICT	1,2,3	1,2,3
Core Skills Working with Others	1,2,3	1,2,3
Core Skills Problem Solving	1,2,3	1,2,3
Personal Development Personal Development: Self Awareness Personal Development: Self and Society Personal Development: Practical Abilities	1,2,3	
Local Investigations	2	1,2,3,4,5,6
Work Experience	2 and 3	1,2,3,4,5,6
Working as a Volunteer to support a Community Project	1,2 and 3	1,2,3,4,5,6

The delivery of the qualification is at the discretion of individual centres. At present most centres offer a full-time programme of 16 credits to learners at NC level over an academic year, the National Certificate an Introduction to Horticulture at SCQF level 4 has been designed to be compatible with these arrangements.

The flexibility of the qualification means that centres can tailor the optional unit programmes that they offer to suit local needs and those of the learners. Timetabling of the Units will be at the discretion of individual centres, although a suggested block for delivery is suggested in the table above.

The use of a wide range of assessment methods has been proposed within the Units, including multiple-choice questions, short reports, portfolios, video and photography and the observation of practical tasks.

The teaching team will consider the range of assessment methods available, including the use of e-portfolios. It is envisaged that at this level, candidates may be asked to develop a portfolio of evidence and this may lend itself to the development of an e-portfolio, which could be combined with some of the theoretical assessment components of the candidate's option specialist choices (if developed). It is envisaged that there will be scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as Undertaking Preparing the Landscape or Machinery and Hand Tools, e-assessment is not appropriate; in these cases, other forms of evidence will be encouraged such as video recording or photography.

In addition to the above, the following assessment approaches will also be considered:

- ◆ Visual identification
- ◆ Restricted response
- ◆ Multiple choice
- ◆ Observation checklist
- ◆ Role play
- ◆ Practical skills demonstration

Every opportunity for integration of assessments will be taken.

Possible integration of assessment in the Units:

Unit no.	Unit title	Possible integration with:
		Unit number
1	Horticulture Prepare an Area for Landscaping	2, 3, 7, 31,32,36
2	Horticulture: Create a Landscaped Area	1, 3, 7, 31, 33,37
3	Horticulture Landscape Aftercare	1, 2, 6, 32,33,37
4	Personal Development: Self and Work	1,2,3, 6, 32,33,37
5	Soft landscaping: Introduction to Plant Groups. Selection and Use	1, 2, 16, 34,37
6	Gardening Skills: SCQF Level 4	2, 8, 16,33,37
7	Horticultural Composting SCQF Level 4	1, 25, 29,33,37
8	Allotment Gardening SCQF Level 4	1, 27, 9, 11,33
9	Organic Gardening: Edible Products SCQF Level 4	8, 2, 15, 11,33
10	Plant Identification SCQF Level 4	1,2,3, 6, 14,33,37
11	Plant Health SCQF Level 4	3,8, 9, 12, 14, 33
12	Commercial Plant Production SCQF Level 4	6, 13, 14, 33
13	Plant Propagation SCQF Level 4	6, 12, 14, 33
14	Bedding Plant Production SCQF Level 4	6, 12, 13, 26, 33
15	Soft Landscaping: Planting	1, 2, 6, 7, 10,33,36
16	Horticultural Therapy	1, 6, 13, 15, 29,33
17	Horticultural Features	1, 3, 6, 29, 33, 35
18	Build & Repair Drystone Dykes SCQF Level 4	1, 25, 29, 32,33
19	Horticultural Machinery: SCQF Level 4	2, 6, 20, 26, 31, 35
20	Ride On Horticultural Machinery: SCQF Level 4	6, 19, 26, 29, 33
21	Laying Slabs and Paving: An Introduction	2, 19 22, 25, 29, 30,33
22	Half Brick Walling: An Introduction	19, 21, 25, 29, 30,31
23	Basic Customer Service Skills	4,,24,30,32,33,3 4,35,37

Unit no.	Unit title	Possible integration with:
		Unit number
24	Developing Skills for Employment	All Units
25	Turf Grass Maintenance SCQF Level 4	3, 6, 8, 19, 20, 26, 33
26	Tractor Operations 1	19,20,33
27	Rural Estate Maintenance	18, 21, 29, 33
28	Skills for Customer Care	12, 14, 33,34
29	Core Skills Communication	6,19, 20
30	Core Skills Numeracy	All Units
31	Core Skills ICT	4, 10, 11, 33, 37
32	Core Skills Working With Others	All Units
33	Core Skills Problem Solving	All Units
34	Personal Development Personal Development: Self Awareness Personal Development: Self and Society Personal Development: Practical Abilities	All Units
35	Local Investigations	17, 18, 32,33,37
36	Work Experience	1, 2, 3, 26, 32, 33, 34,37
37	Working as a Volunteer to support a Community Project	1,2,3,4,5,6,8,10, 15

6.3 Delivery of Core Skills

It should be noted that one of the aims of this introductory award is to place an emphasis on Core Skills development. It has been very obvious to colleges that one of the main reasons for students not progressing from DPG 18 courses onto mainstream courses, or not being accepted during the formal interview process, is that candidates' Core Skills are not at an acceptable level. We see this as a key to progression and knowledge transfer.

The design of this award and the writing of the Units within it have been carried out in a way which promotes the development of Core Skills and other transferable skills through the delivery and assessment of the Units. This provides a wide range of opportunities for candidates to continually work towards the development of all five Core Skills. Achievement of the Units Local Investigations (Int 1) and Work Experience (Int 1) will give automatic certification of Problem Solving and Working with Others at SCQF level 4. Also achievement of the units Communication at SCQF levels 4 or 5 will give automatic certification of Communication at SCQF levels 4 or 5 respectively while Personal Development: Self and Work will give automatic certification of Problem Solving at SCQF level 4. Furthermore, achievement of the units ICT at SCQF levels 4 or 5 will give automatic certification of ICT at SCQF levels 4 or 5 respectively and Personal Development: Self and Society will give automatic certification of Working with Others at SCQF level 4.

The delivery of this award will encourage the use of a wide range of delivery methods and styles, and candidates will be required to undertake tasks including research, group work, project work, taking part in practical horticulture, taking responsibility for the health and safety of self (and others); reflecting on work carried out; planning steps to improve project and investigative work; and reviewing own progress and experiences.

6.4 Open Learning

Although not specifically designed as an online or open-learning programme there is scope for e learning and e-assessment of theoretical components. However, in the case of practical activities, such as undertaking horticulture activities, e-assessment is not appropriate; in these cases, other forms of evidence could be encouraged such as video recording or photography.

The majority of outcomes rely, however, on the candidate developing practical performance skills in the presence of centre staff. Practical hands-on activities underpin much of the learning, and so the opportunities for open learning are limited.

Because of the practical nature on many Units, distance/open learning may not be appropriate. However, a blended approach to learning including on-line learning, for example the use of the college VLE and Moodle for course work as well as assessment preparation would encourage part-time study by those within relevant employment.

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 this Group Award 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

This new National Certificate an Introduction to Horticulture at SCQF level 4 has been designed to provide an introduction to the exciting area of horticulture as well as a flexible, practical programme of study. It will allow you to explore a number of practical horticulture pursuits and to understand what is required to allow entry into employment or further study. Through exploring a range of horticulture tasks and many hands on experience in a horticultural setting, you will learn about and develop a number of different skills and experiences that are necessary for employment in the sector.

You will be introduced to plants and the environment and will develop an understanding of how plants impact on everyday life, affect the environment and improve your surroundings. You will also learn how to use simple machinery and hand tools, thus developing the transferable skills across different sectors of the land based industry.

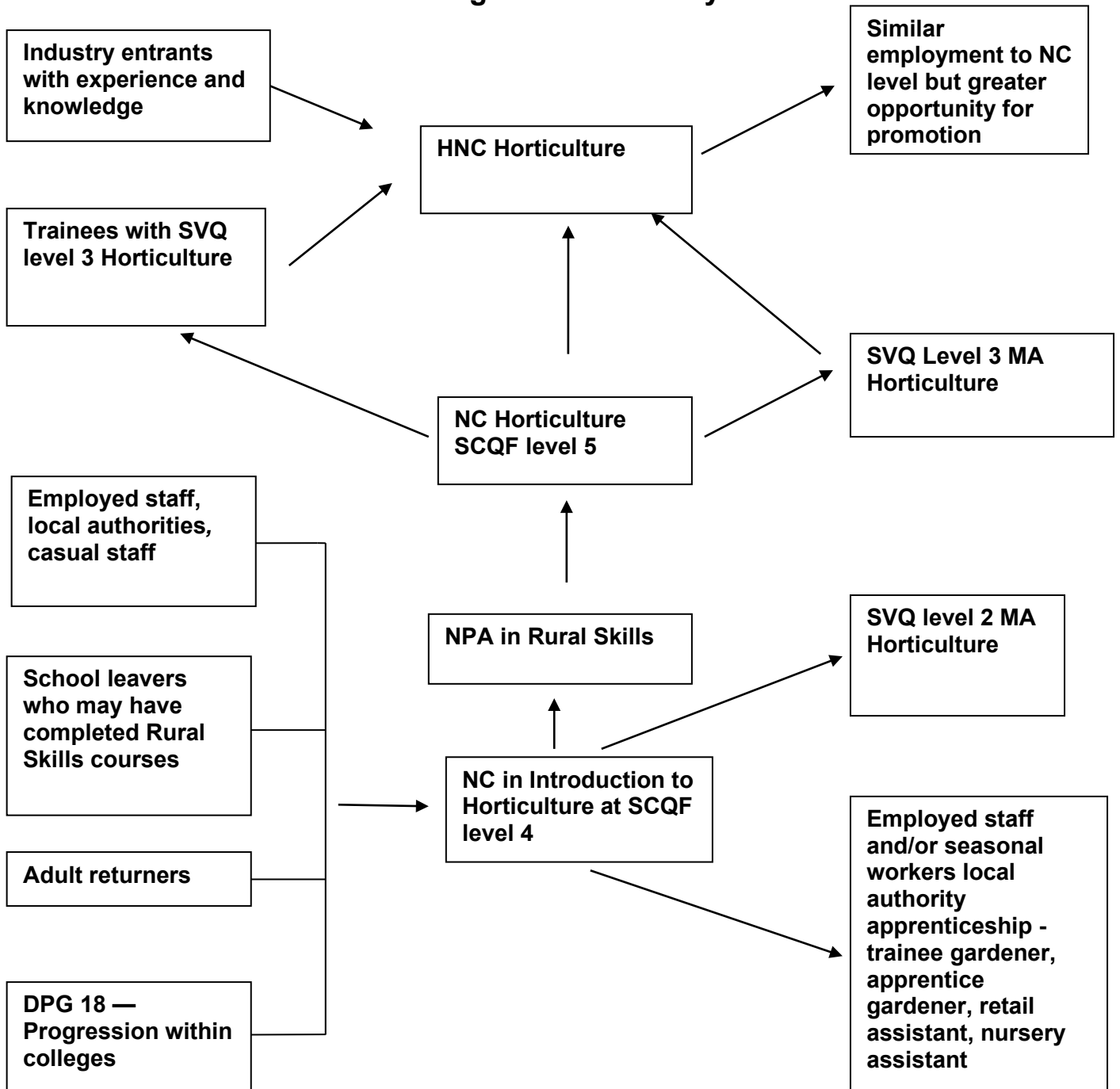
There are many opportunities for you to gain part time or seasonal work in horticulture. You may also wish to progress to higher level qualifications. It has been designed to allow you to experience the many aspects of the horticulture sector. For example, much of the course will be practical in a horticulture setting. This will involve a lot of outside work, in all weathers, so that you experience the world of horticulture as it really is. By doing this you will be prepared for the real world of work in horticulture and give you a chance to decide if this sector is where you want to develop a career. It will also prepare you for the next step that could be an SCQF level 5 course in Horticulture or into the world of work. You may decide to exit to employment and as such find work as apprentice gardener, retail assistant, nursery assistant, local authority trainee gardener. In any of the suggested destinations you may be able to progress onto a work based qualification, eg SVQ level 2 in Amenity Horticulture.

In studying this award, you will have opportunity to develop important Core Skills in *Communication, Problem Solving, Working with Others, Numeracy* and *ICT* that will help you gain employment.

Course materials can be provided in many different formats so that no candidate will be disadvantaged.

There are six mandatory Units that must be completed as well as a minimum choice of six additional Units from a list of options. Depending on your place of study, all of these options may or may not be available to you. Regardless of choice of optional units, you must successfully complete a minimum of 12 credits from the qualification framework to gain the qualification.

Progression Pathways



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.