Arrangements for:

HNC Police Studies

Group Award Code: G96L 15

Validation date: November 2008

Date of original publication: June 2009

Version: 16 (March 2025)

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

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
16	**Revision of Unit:** F0EA 35 Contemporary Policing has been revised by J8RK 34 Contemporary Policing in Scotland. F0EA 35 will finish on 31/07/2025	11/03/25
15	J8R1 34 Criminology: The Accused's Journey Has replaced J00G 34 which finishes on 31/07/2025.	12/02/25
14	**Additional Unit:** F6NE 34 An Investigation in the Social Sciences has been added to the optional section of the framework	20/03/24
13	**Revision of Unit:** F1A7 34 Scottish Legal System has been revised by J6RY 34 Scottish Legal System. F1A7 34 will finish on 31/07/2024	31/08/22
12	**Additional Units:** F0EB35 – Criminal Justice System in Scotland and F0EA35 – Contemporary Policing has been added to the optional section	22/02/21
11	**Additional Units:** J00G 34 The Accused's Journey has been added as an optional unit. FW62 34 Principles of Fitness Testing, H4TE 34 Health Screening and HW63 34 Fitness Testing for Sport has been added as options in the 'mandatory optional' section.	16/11/20

Version number	Description	Date
10	**Revision of Unit:** H1XM 34 Interviewing has been replaced by J2FK 34 Interviewing: Skills and Practice. H1XM 34 will finish 31/07/2021	19/07/19
09	J037 34 Social Science: Research and Methodology has been added as an alternative to FM66 34 Social Science: Research and Methodology	16/01/18
08	**Revision of Unit:** DV0M 34 Work Experience has been replaced in framework by HJ4W 34 Work Placement and will finish on 31/07/2019.	29/03/17
07	**Revision of Unit:** F8L1 34 Community Learning and Development: Group Work has been replaced by HH67 34 and will finish on 31/07/2020	20/12/16
06	**Revision of Unit:** D&&G 34 'Communication: Practical Skills' has been revised by H7MB 34 'Communication: Practical Skills' and will finish on 31/07/2016.	29/05/15
05	**Revision of Unit:** DP8E 34 Exercise Principles and Programming has been revised by Unit H4TC 34 and will finish on 31/07/2015.	11/09/13
04	**Change to Code:** *Social Science: Research and Methodology* from DP59 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to FM66 34.	07/05/13
03	**Changes to codes**: *IT in Business: Word Processing, Spreadsheets and Databases: An Introduction* from DE24 33 *(lapse date 31/07/2011, finish date 31/07/2013)* to FG69 33. *Creating a Culture of Customer Care* from DJ42 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to H1F0 34. *Interviewing* from DN77 34 *(lapse date 31/07/2013, finish date 31/07/2015)* to H1XM 34.	07/02/13

Version number	Description	Date
	Developing the Individual within a Team from DF45 34 *(finished)* to F870 34. **Changes to code and title:** *Community Learning & Development: Preparing to Work with Community Groups* from DK19 34 *(finished)* to *Community Learning and Development: Group Works* F8L1 34.	
02	Adding missing code for Police Studies: Graded Unit 1 F57D 34; Added updated Criminology Unit (FM43 35) to Section 5.1 and information on credit transfer to Appendix 4.	16/02/12

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1 Introduction

This is the Arrangement Document for the new Group Award in Police Studies which was validated in November 2008. 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.

This Group Award was designed to provide candidates with the knowledge, skills and attitudes which will support them in making an application for the role of Police Officer to the Police Force of their choice. The knowledge, skills and attitudes developed through this Group Award can be applied in a range of other occupations should candidates decide not to pursue a career in the Police Service as a Police Officer or are prevented from joining the Police. The Group Award will therefore be suitable for people who:

- have not yet achieved the required level for the standard entrance tests
- do not yet meet the minimum age requirements
- do not yet have the experience of society or the underpinning knowledge/skills required

2 Rationale for the development of the award

The Group Award was developed to support the Police Service in attracting a wide range of people to the Service, including school leavers and those seeking a career change that have potential but currently lack the required skills. The fact that there was not a specific college based course to address the skills that people need to join the Service was one of the drivers for the development of this Group Award.

Additionally, the Scottish Police Service workforce was becoming skewed towards an ageing workforce, rather than being balanced over the full age range of the working population. The need to attract a diverse age range was important in the development of this HNC Group Award as the award would allow younger candidates to develop appropriate skills and would keep them engaged with the Police Service until they were 18, the minimum age for joining a Police Force in Scotland.

This HNC in Police Studies is a response to the recognised need to develop capabilities in candidates prior to them making an application to the Police Service. The level of the Group Award was important as successful applicants to the Police Service are required to complete a 15 week course at the Scottish Police College which is at an HNC level (SCQF level 7). It was felt that demonstrating this level of competence prior to joining the Service would support candidates in achieving the initial 15 week course, therefore building success.

2.1 Target market

Every year between 4,000 and 5,000 people apply to the Scottish Police Service and of these as many as 80% are not accepted into the Service as they lack some of the knowledge, skills or attitudes required by the Scottish Police Service selection criteria. These applicants may have the potential to gain the required knowledge, skills or attitudes but there was no clear, nationally agreed strategy which allowed people to develop as required.

The target client groups for this Group Award are:

- School leavers who plan to join the Police Service
- Mature applicants with experience who plan to join the Police Service
- Other applicants who wish to pursue a career in other emergency or security service occupations

2.2 Market research

To ensure that the Group Award was designed to deliver to the different target groups, market research was conducted and the details are summarised in the following table:

Stakeholder	Method of consultation
The Police Service	The eight Police Forces in Scotland were consulted and communicated with on a regular basis throughout the development via the ACPOS National Recruitment Practitioners Group Meetings. Police staff from various locations were involved in the consultation.
School Pupils	School pupils from three Police Force areas (Northern, Tayside and Strathclyde) were given questionnaires to complete to ascertain their views on a career in the Police Service and a course such as an HNC in Police Studies.
NQ students	NQ students undertaking an NQ in Uniformed Services were asked for their views on continuing in study.
Centers who plan to deliver the course	Meetings held to gain views and opinions on the course design and framework

The market research identified:

- There is a demand and support for this type of provision from the Scottish Police Service, both nationally and locally
- The HNC will have the potential to attract a wider range of applicants than the Police Service itself, allowing for potentially greater diversity in applications to the Police Service following successful completion of the HNC in Police Studies

- Candidates in schools and in further education would like to undertake a course such as the HNC in Police Studies to develop their understanding and skills in this area
- There are a range of options for further study in Higher Education as well as a range of possible career options on the successful completion of the HNC in Police Studies

2.3 Links to other qualifications

The HNC in Police Studies links to other SQA qualifications at NQ level (SCQF level 5/6) such as the NQ in Uniformed Services which is delivered at a number of Further Education Colleges in Scotland. Other qualifications at SCQF level 5/6 could also link to this Group Award, as suitable entry qualifications.

The links between SCQF level 5/6 qualifications and the Group Award of HNC in Police Studies can be seen in Appendix 1.

One course which offers partial progression opportunity is the HNC/HND in Legal Services. The HNC in Legal Services has a number of Units in common with the HNC in Police Studies, see below.

Legal services	**Mandatory or Option**	**Police studies**	**Mandatory or Option**
Scottish Legal System (J6RY 34*)	M	Scottish Legal System (J6RY 34*)	M
Legal Research Techniques (F1B1 35)	M	Legal Research Techniques (F1B1 35)	O
Administration Law (F1A4 34)	O	Administration Law (F1A4 34)	O

Legal services	Mandatory or Option	Police studies	Mandatory or Option
Scottish Criminal Law (F1B4 34)	O	Scottish Criminal Law (F1B4 34)	O
Scottish Criminal Procedure (F1A6 34)	O	Scottish Criminal Procedure (F1A6 34)	O
Work Experience (DV0M 34)	O	Work Experience (DV0M 34)	O
Personal Development Planning (DE3R 34)	O	Personal Development Planning (DE3R 34)	M
IT in Business – Word Processing, Spreadsheets and Databases: An Introduction	O	IT in Business – Word Processing, Spreadsheets and Databases: An Introduction	M
Customer Care (A619 34)	O	Creating a Culture of Customer Care (DJ42 34)	M

3 Aims of the award

The aims of the Group Award are directly linked to the market need identified and the potential target groups who will be supported by this award. The general aims demonstrate the generic skills and competencies which will be developed by this award, allowing candidates to progress into a number of academic and career opportunities.

The specific aims of the award reflect the range of personal and interpersonal skills that are developed by this award. These specific

skills reflect the range of skills required to succeed in the police selection process.

The award has been designed to support candidates in accessing the police selection process but also supports candidates in entering a wide range of occupations and academic opportunities. This range is reflected in the stated aims of the award, detailed below.

3.1 General aims of the Group Award

1 To equip individuals with the knowledge and skills required to enter into a career as a Police Officer.
2 To develop individuals with the skills to enter into a wide variety of service related industries.
3 To prepare individuals for taking standard entrance tests for entry into Scottish Police Services.

3.2 Specific aims of the Group Award

4 To equip individuals with appropriate communication skills to interact with all members of the community.
5 To achieve a fitness standard for a career as a Police Officer and to promote lifelong fitness, health and well being.
6 To equip individuals with the skills required to serve diverse communities.
7 To become an effective team member.
8 To provide an understanding of the criminal justice system in Scotland.

The delivery of these aims is achieved through the completion of the mandatory Units in the Group Award. The Graded Unit which has been developed for this Group Award integrates the different mandatory Units to ensure that the general aims of the award are achieved in a holistic manner.

3.3 Target groups

The award is particularly suited to the following groups:

- School leavers who plan to join the Police Service
- Mature applicants with work and life experience who plan to join the Police Service

- Other applicants who wish to enter a career in other emergency or security service occupations

The main target groups are school leavers in 5th and 6th year who have one or more Highers or those who have successfully achieved the NQ Uniformed Services or any other appropriate NQ qualifications and wish a career in the Police Service. This target group aligns with the significant need identified by the Scottish Police Service in relation to the age profile of their applicants and workforce.

Another target group is mature applicants with experience who wish to join the Police Service. There are a significant number of applicants who apply to the Police Service annually who are over 24 years of age. Although one might expect that with maturity more of these candidates would pass the entrance and selection procedures, approximately the same percentage of candidates fail from this age group as fail from the under 24s[1]. This older group often lacks the confidence to apply and succeed in the selection process for the Police Service and would benefit from the confidence building that the HNC in Police Studies would provide. The development of knowledge and skills related to the Police Service as well as gaining personal development skills will provide a foundation from which this target group can move forward to application to the Police Service or onto further education.

Other applicants may be those who have decided on a career in other emergency and security service occupations. The qualification, although designed with a specific focus on the Police Service, develops generic skills and knowledge which can be applied in a number of other professional areas. The core Units of the award develops skills and understanding of the following areas:

[1] Figures based on information from the Northern and Dumfries and Galloway Constabularies for 2008

- Scottish legal system
- Sociology
- Personal development planning
- Exercise principles and programming
- Communication and IT
- Research

These can be applied to a range of occupations including the Prison Service, voluntary work and leisure, youth or community work.

3.4 Employment opportunities

The HNC in Police Studies is an award that will help to prepare people for a number of different careers, employment and educational opportunities. The breadth of knowledge and skills developed through the successful completion of the mandatory Units are transferable to a number of different environments and roles.

These knowledge and skills areas include:

- Team working
- Communication
- Working within a diverse community
- Understanding the Scottish criminal justice system
- Understanding and promoting health and fitness
- Numeracy, information handling and problem solving

This knowledge and skill can be applied in a number of different environments including: the Armed Forces; Fire Service; Prison Service; Private Custodial Services; Private Security Firms; Social Services; Leisure; Youth or Community Work; and Voluntary Work.

All of these employment options will require candidates to demonstrate that they can work well with others, communicate effectively and use information effectively and efficiently in a variety of different contexts. The achievement of the HNC in Police Studies requires these skills and the underpinning knowledge to be in place, supporting candidates in entering this wide range of employment opportunities.

With the HNC in Police Studies, a probationer in the Police Service can be confident that they have already demonstrated that they can operate at the required level for probationer training (SCQF level 7). The range of skills developed throughout the HNC in Police Studies including research skills, will ensure that candidates can progress into higher levels of education with underpinning learning capabilities in place.

4 Access to awards

As with all SQA qualifications, access to the award will be at the discretion of the centre and is possible by various routes. The following recommendations are for guidance only. All candidates should possess Core Skills of *Communications* and *Numeracy* at SCQF level 5 or their equivalent, prior to entering the HNC.

The award has been designed to ensure that it does not create unnecessary barriers to entry or achievement. The access to the award allows for candidates to be considered with relevant work experience as well as with formal academic qualifications. The use of pre-access guidance further allows candidates who do not yet have the required qualifications to be supported in undertaking access qualifications to gain entry.

4.1 Formal qualifications for entry

Examples of appropriate formal entry qualifications are specified below. They are not exhaustive or mutually exclusive and may be offered in a variety of combinations.

- A relevant Scottish Group Award at SCQF level 5/6.
- One Higher in a relevant subject and 4 National Qualification Units at SCQF level 5/6 or 4 Standard Grades at Credit Level.
- Any SVQ at level 2 or 3 in a relevant area.
- A group of National Qualification Units covering a range of relevant and related topics at SCQF level 5/6.
- Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable.
- For candidates where English is not their first language it is recommended that they possess English for Speakers of Other

Languages (ESOL) at SCQF level 5/6 or a score of 5.5 in International English Language Testing System (IELTS).

There are a number of subject areas which would be considered relevant for entry to the HNC in Police Studies. These would include qualifications in:

- Scottish Legal System/General Legal Studies
- First Aid/Fitness
- Psychology/Sociology
- Modern Studies/ Contemporary social studies
- Communication
- Information handling/information management
- ICT

4.2 Work experience

Mature candidates with suitable relevant work experience may be accepted for entry provided the enrolling centre believes that the candidate is likely to benefit from undertaking the award. Core Skills profiling may be needed to assist centres in this process. Work experience may be identified through the application and interviewing process with references from employers being sought as appropriate.

They type of work experience which would be considered relevant is varied and could include:

- Police Staff (ie those in support roles within the Police Service)
- Special Constable
- Customer Service role
- Social Work Assistant
- Voluntary work in a community or social project
- Role in a hospitality setting
- Security Guard

The work experience should have provided the individual with exposure to life challenges and/ or social issues as well as offering the opportunity to develop appropriate communication skills. The examples given above would meet these requirements. It is essential that when candidates with no formal qualifications are being interviewed that these types of issues are explored.

4.3 Selection procedure

Although the formal academic qualifications for entry identified in Section 4.1 provide an overview of the types of qualifications which will be relevant for entry to this award it is recommended that pre-entry guidance is provided to all candidates, whether they possess the

formal entry requirements or are applying with relevant work experience. The relevance of any qualifications and work experience can be discussed at the pre-entry stage.

This process will assist in ensuring that candidates are aware of the nature and demands of the award which they wish to pursue. It is therefore recommended that all applicants undergo a pre-entry guidance interview. This pre-entry guidance can take place in many forms including group interview, one-to-one interview, telephone interview, depending on the centre selection policy.

Where candidates applying for the award do not have the relevant qualifications or experience they should be directed to a relevant access programme and encouraged to apply for the HNC in Police Studies following the successful completion of the access course.

5 Group Award structure

To attain the award of HNC in Police Studies a candidate must achieve all the mandatory Units totalling 10 credits and additional optional Units totalling 2 credits. The tables below identify the structure.

5.1 Framework

Higher National Certificate in Police Studies (G96L 15)

For a candidate to achieve the HNC in Police Studies, they must attain **all** of the mandatory Units (80 SCQF credit points/10 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit). Candidates must **also** attain a further 16 SCQF credit points/2 SQA credits from the list of optional Units.

Mandatory Units

Candidates must achieve **all** of the following mandatory Units (80 SCQF credit points/10 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Scottish Legal System	J6RY 34*	8	7	1
Sociology for Social Care Practice	DH3N 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Police Studies: Graded Unit 1	F57D 34	8	7	1
Exercise Principles and Programming **Or**	H4TC 34*	16	7	2

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
	FW62 34*	4	7	0.5
Principles of Fitness Training, Health Screening, *And*	H4TE 34	4	7	0.5
Fitness Testing for Sport	FW63 34*	8	7	1
IT in Business: Word Processing, Spreadsheets, and Databases: An Introduction	FG69 33*	8	6	1
Social Science: Research and Methodology Or Social Science: Research and Methodology	FM66 34* J037 34*	8 8	7 7	1 1
Communication: Practical Skills	H7MB 34*	8	7	1
Creating a Culture of Customer Care	H1F0 34*	8	7	1

*Refer to History of Changes for revision changes.

Optional Units

Candidates **must** also attain 16 SCQF credit points/2 SQA credits from of the following list of optional Units.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
An Investigation in the Social Sciences	F6NE 34*	8	7	1
Criminology: The Accused's Journey Or Criminology: The Accused's Journey	J00G 34* J8R1 34*	8 8	7 7	1 1
Youth and Community Justice	DH42 34	8	7	1
Psychology for Social Care Practice	DH3M 34	8	7	1
Community Learning and Development: Group Work	HH67 34*	16	7	2
Administrative Law	F1A4 34	16	7	2
Scottish Criminal Law	F1B4 34	8	7	1
Scottish Criminal Procedure	F1A6 34	8	7	1
Legal Research Techniques	F1B1 35	8	8	1
Criminology	FM43 35	16	8	2
Developing the Individual within a Team	F870 34*	8	7	1
Interviewing (lapsing) **OR** Interviewing: Skills and Practice*	H1XM 34 J2FK 34*	8 8	7 7	1 1
Work Placement	HJ4W 34*	8	7	1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Criminal Justice System in Scotland	F0EB 35*	8	8	1
Contemporary Policing OR Contemporary Policing in Scotland	F0EA 35* J8RK 34	8 8	8 7	1 1

*Refer to History of Changes for revision changes.

Graded Unit

The Graded Unit is a one credit Unit at SCQF level 7 which has been designed to integrate the knowledge, skills and attitudes developed throughout the Group Award. The Graded Unit is an examination which is in two parts. The first part of the examination will be one hour in duration and will test candidates in the areas of numeracy, information handling and communication. Questions to test numeracy, information handling and communication will be contextualised in the subject areas of the following mandatory Units:

- *Scottish Legal System*
- *Sociology for Social Care Practice*
- *Personal Development Planning*
- *Exercise Principles and Programming*
- *IT in Business – Word Processing, Spreadsheets, and Databases: An Introduction*

The second part of the examination will be two hours in duration and will be in the form of a seen case study and unseen questions. The

questions for the case study should be set from the following three Units:

- *Scottish Legal System*
- *Sociology for Social Care Practice*
- *Personal Development Planning*

As the Graded Unit requires candidates to have completed or be working towards completion of all mandatory Units, it would be best delivered in the second semester.

Core Skills Entry and Exit levels

The Core Skills profiles for entry and exit from the HNC in Police Studies are detailed below:

Core Skill or component	SCQF level on Entry	SCQF level on Exit
Communication	5	Embedded at SCQF level 6
Numeracy	5	Embedded at SCQF level 5
IT	5	Signposted at SCQF level 6
Problem Solving	5	Signposted at SCQF level 6
Working with Others	5[2]	Signposted at SCQF level 5[3]

[2] The Core Skills of IT, Problem Solving and Working with Others are developed throughout the course and although it would be advantageous to have these Core Skills at SCQF level 5 prior to embarking on the HNC in Police Studies it is not essential.

[3] Although not specifically signposted in the Unit specifications, three of the mandatory Units allow for the development of this Core Skill

The Core Skills will be developed throughout the Group Award and will be specifically developed in the following ways:

Communication

Written and Oral Communication skills will be developed in the *Scottish Legal System* Unit and the *Communications: Practical Skills* Unit. Both Written and Oral Communication Skills are embedded at SCQF level 6 in the *Communications: Practical Skills* Unit, while they are both signposted at SCQF level 6 in the *Scottish Legal Framework* Unit and Written Communication skills are signposted at SCQF level 6 in the *Police Studies Graded Unit 1*.

Numeracy

The skills of Using Graphical Information and Using Number will both be developed through a range of Units and specifically will be embedded at SCQF level 5 in the *Social Science: Research and Methodology* Unit. These two components of *Numeracy* will also be signposted at SCQF level 5 through the *Police Studies Graded Unit 1*.

IT

IT skills are signposted at SCQF level 6 in the Scottish Legal Framework Unit but there are a number of opportunities to develop these skills in the HNC in Police Studies, including the Units:

- *Sociology for Social Care Practice and*
- *IT in Business – Word Processing, Spreadsheets, and Databases; An Introduction*

Problem Solving

The three elements of Problem Solving:

- Critical Thinking
- Planning and Organising
- Reviewing and Evaluating

are developed through a number of Units in the HNC in Police Studies, although not specifically identified as having these skills embedded or signposted, the following Units all develop these capabilities:

- *Sociology for Social Care Practice*
- *Personal Development Planning*
- *Exercise Principles and Programming*
- *Creating a Culture of Customer Care*

The *Police Studies Graded Unit 1* has these skills signposted at SCQF level 6.

Working with Others

This skill area is not specifically signposted in the mandatory Unit specifications although the following three Units allow for the development of this Core Skill:

- *Sociology for Social Care Practice*
- *Personal Development Planning*
- *Exercise Principles and Programming*

The ways in which the five Core Skills are developed through the completion of both mandatory and optional Units is detailed in Appendix 2.

5.2 Mapping information

This section details the relationship between the mandatory Units and the aims of the award. The relationship between all of the mandatory and optional units and the aims of the award are given in Appendix 3.

- **Aim 1 —** to equip individuals with the knowledge and skills required to enter into a career as a Police Officer
- **Aim 2** — to develop individuals with the skills to enter into a wide variety of service related industries

All mandatory Units contribute to ensuring that these two aims are achieved and to ensuring that the widest range of skills and knowledge are taken from this award by all candidates.

- **Aim 3 —** to prepare individuals for taking standard entrance tests for entry into Scottish Police Services

The *Social Science: Research and Methodology* Unit, together with the Unit covering C*ommunication: Practical Skills* combine to achieve this aim. The skills developed through these Units are also tested using the examination in *Police Studies: Graded Unit 1*.

- **Aim 4 —** to equip individuals with appropriate communication skills to interact with all members of the community

Communication skills to allow interaction with all members of the community are developed through the *Communication: Practical Skills* Unit, together with the *Sociology for Social Care Practice* Unit providing an underpinning understanding of the full range of members of our community. The Unit, *Creating a Culture of Customer Care*, provides candidates with the techniques and approaches which can be used in effective interaction and communication.

- **Aim 5 —** to achieve a fitness standard for a career as a Police Officer and to promote lifelong fitness, health and well being

This aim is achieved through the completion of the *Exercise Principles and Programming* Unit.

- **Aim 6 —** to equip individuals with the skills required to serve diverse communities

The *Sociology for Social Care Practice* Unit provides candidates with the underpinning knowledge of diverse communities through developing an understanding of the influence of the family, poverty and discrimination on behaviour. The remaining Units which support this aim are *Personal Development Planning (PDP), Exercise Principles and Programming, Police Studies:*

Graded Unit 1, Communication: Practical Skills and *Creating a Culture of Customer Care*.

- **Aim 7 —** to become an effective team member

This aim is developed through *Communication: Practical Skills, Personal Development Planning and Exercise Principles and Programming*. In each of these Units team work and working with others in emphasised. And candidates have the opportunity to develop these skills over a range of different contexts.

- **Aim 8 —** to provide an understanding of the criminal justice system in Scotland

The final aim of understanding the criminal justice system is achieved through the completion of the *Scottish Legal System Unit.*

5.3 Articulation, professional recognition and credit transfer

Articulation

There is currently no single award at HND level for those who are successful in the HNC in Police Studies to progress to.

One award which offers partial progression opportunity is the HNC/HND in Legal Services. The HNC in Legal Services has a number of Units in common with the HNC in Police Studies, see Section 2.3 for details.

Credit transfer

The HNC in Police Studies is a new award and there is therefore no previous framework which candidates could transition from however, candidates may hold Units which although not identical to those in this award may have equivalency.

Candidates may be given credit transfer between HN Units (developed using 1988 design rules) and the revised HN Units (developed using 2003 design principles).

Credit transfer can be given where there is broad equivalence between the subject related content of the Unit or combination of Units. Candidates who are given credit transfer must still satisfy all other conditions of the award, including the mandatory Units, Graded Unit and the correct number of credits at the correct SCQF level.

All Units and their equivalencies are identified in Appendix 4.

To ensure that the candidate's skills, knowledge and understanding are current, it is recommended that any candidates being considered

for credit transfer are asked to demonstrate how they have maintained their currency in the topic area.

6 Approaches to delivery and assessment

All of the Units which form this HNC in Police Studies are generic in nature, excluding the Police Studies Graded Unit 1, and it is important that the delivery of every Unit is contextualised for a Police environment. How this contextualisation is achieved will vary between delivery centres however it is recommended that delivery centres work closely with their local Police Force when developing course materials. Course materials, formative assessments and research tasks should be developed which have a Police theme focus.

Where possible, exemplar assessments will be developed with a Police context and these will be added to the bank of assessments available from the SQA.

The HNC in Police Studies develops the candidates' personal skills in dealing with the public. This includes social awareness, diversity, and social inclusion therefore equipping the candidates to have understanding and knowledge when engaging with the public on police matters. The importance of these areas should also be highlighted on delivery and contextualised.

Delivery must take into cognisance the importance of the Scottish Police Standard Entrance Test. Candidates should apply their knowledge to practical, real-life scenarios, rather than simply reproducing their knowledge.

There are a variety of assessment strategies depending on the nature of the Unit: reports, case studies, oral presentations, research and examinations. This gives a healthy mix of assessment approaches which allows a skill transfer to police work. The detail of the range of assessments utilised is given in Appendix 5.

The Graded Unit is a mix of two examination-type restricted response questions and case studies. Part 1 is made up of restricted response questions to mirror the Scottish Police Entrance Test as this is one of the main aims of the HNC in Police Studies. Part 2 is case study which requires the candidates to apply their knowledge to a situation where they have to solve problems. In the case study, candidates are allowed access to the case study within a specified amount of time prior to that part of the examination although all questions are unseen and carried out within controlled, invigilated conditions.

6.1 Content and context

6.1.1 Mode of delivery

The award is designed to be delivered through full-time and part-time delivery, allowing candidates the opportunity to interact and work in college-based environments where interpersonal and communication skills can be informally developed. In addition to the informal interaction, formal opportunities to work with professionals from the Police Service and from related disciplines such as the legal profession, social work profession etc. can be effectively utilised in a college setting. Guest speakers and visits are recommended as mechanisms which could be used to facilitate this type of interaction.

Although the majority of the mandatory Units can be delivered through open learning, two do not have this option specifically identified in the specification. These Units, *Exercise Principles and Programming* (DP8E 34) and *Personal Development Planning* (DE3R 34) would

require candidates to interact directly with tutors and/or clients and therefore would require some college attendance or specific tutor and candidate interaction. As there is a requirement to attend college/ interact with tutors for these Units, the informal development of interpersonal and communication skills would be achievable.

It is therefore recommended that a wholly open learning approach is not taken to this award but that a blended and supported mix of open learning and college attendance/ tutor interaction is taken if the standard full-time/part-time model is not being utilised.

6.1.2 Sequence of delivery

The recommended delivery sequence for this award is given in Appendix 6. Where the award is being delivered on a part-time basis, the subjects recommended for the first semester within the full-time mode of delivery, should be delivered in the first academic session of the part-time delivery. Logically following that approach through would mean that those subjects recommended for Semester 2 delivery in the full-time model should be delivered in the second academic session in the part-time delivery model.

Mandatory Units

It is recommended that the Unit *Communication: Practical Skills* (D77G 34) is delivered in the early part of the award. The recommended Core Skills entry level for communication, for almost all of the Units which state a prior skill level, is at SCQF level 5, and for the Unit *Scottish Legal System* (J6RY 34*)it is at SCQF level 6. By delivering the *Communication* Unit prior to the *Scottish Legal System* Unit candidates will have recently demonstrated the appropriate communication skills. It is therefore recommended that the *Scottish Legal System* is delivered in the second semester.

Exercise Principles and Programming (DP8E 34) and *Personal Development Planning* (DE3R 34) are recommended for delivery over the full academic session (over two academic sessions for part-time candidates).

Exercise Principles and Programming is a two credit Unit and therefore fits well with a full-year delivery, allowing ample time for the consolidation of learning for all five Outcome areas. The *Personal Development Planning* Unit requires candidates to undertake substantial personal reflection and development which if rushed can limit the quality of learning achievable, therefore this Unit is also recommended for two semester delivery.

To ensure that candidates have the IT skills to support their studies and their production of suitable assessment, it is recommended that the Unit *IT in Business –Word Processing, Spreadsheets and Databases: An Introduction* (DE24 33) is delivered in the first semester. As well as supporting the general skills in IT required for efficient and effective study, the early completion of this Unit is recommended as it will support some of the optional Units in Semester 2, specifically the Unit *Legal Research Techniques* (F1B1 35).

As the Graded Unit requires candidates to have completed or be working towards completion of the following five Units, it will be delivered in the second semester.

- J6RY 34* *Scottish Legal System*
- DH3N 34 *Sociology for Social Care Practice*
- DE3R 34 *Personal Development Planning*
- DP59 34 *Social Science: Research and Methodology*
- D77G 34 *Communication: Practical Skills*

To ensure that candidates have the required skills to undertake the Graded Unit, the remaining mandatory Unit, *Social Science: Research and Methodology* will be delivered in Semester 1. *Creating a Culture of Customer Care* could be delivered in either Semester 1 or Semester 2 ensuring a balance in workload between the two semesters for the candidates.

Optional Units

Although the majority of the optional Units are recommended for second semester delivery, one has been identified as being suitable for Semester 1 delivery as well.

Interviewing (DN77 34) has no specific recommended entry requirements although good communication and interpersonal skills are expected. It therefore does not rely on the achievement of any of the mandatory or other optional Units prior to delivery. By having this optional Unit which can be delivered early in the course, the award achieves a balanced delivery over the academic session.

The other optional Units are recommended for delivery in the second semester for the following reasons:

Unit title and code	Rationale
Youth and Community Justice (DH42 34)	Although not specifically required prior to undertaking this Unit, the successful completion of the Unit Sociology for Social Care Practice (DH3N 34) will provide a solid grounding from which the specific issues in this Unit can be developed
Psychology for Social Care Practice (DH3M 34)	To ensure a balance in the social sciences, it is recommended that this Unit be delivered at a different time for the Sociology in Social Care Practice (DH3N 34)
Community Learning and Development: Preparing to Work with Community Groups (DK19 34)	Although there are no prescribed prior skills or knowledge required for this Unit, two Units are seen as advantageous: ♦ Community Learning and Development: Social Science Approaches

Unit title and code	Rationale
	♦ Community Learning and Development: Principles and Practice These Units are not part of the HNC in Police Studies framework but the successful completion of: ♦ Sociology for Social Care Practice (DH3N 34) ♦ Social Science: Research and Methods (DP59 34) Would provide underpinning knowledge helpful for the completion of this Unit. As both of these mandatory Units are delivered in the first semester, second semester delivery is recommended here.
Administrative Law (F1A4 34)	This Unit has an expectation of candidates having completed the Scottish Legal System (J6RY 34) on entry. As that Unit requires to be delivered in the second semester, the earliest that Administrative Law should be delivered is in the second semester.
Scottish Criminal Law (F1B4 34)	As with the Scottish Legal System (J6RY 34) there is an expectation of communication skills at SCQF level 6 and this Unit is therefore delivered after Communication: Practical Skills (D77G 34)
Scottish Criminal Procedure (F1A6 34)	There is an expectation that candidates will have completed Scottish Criminal Law (F1B4 34). There is also an expectation that candidates will have completed the Scottish Legal Framework (D32B 12) but the Unit Scottish Legal System would overtake that requirement.

Unit title and code	Rationale
Legal Research Techniques (F1B1 35)	This Unit has an expectation of candidates having completed the Scottish Legal System (J6RY 34) on entry. As that Unit requires to be delivered in the second semester, the earliest that Legal Research Techniques should be delivered is in the second semester. Additionally, the completion of the Units IT in Business – Word Processing, Spreadsheets and Databases: An Introduction (DE24 33) and Social Science: Research and Methodology (DP59 34), which are delivered in the first semester, would provide supportive underpinning capabilities for this Unit.
Criminology (D4XY 35)	It would be beneficial to have some behavioural science understanding prior to commencing this Unit and it is therefore suggested that it is delivered after candidates have successfully achieved Sociology for SCP (DH3N 34).
Developing the Individual within a Team (DF45 34)	It is recommended that candidates have undertaken some education or experience related to personal development prior to working on this Unit and as the Personal Development Planning (DE3R 34) Unit will have been started in the first semester, this Unit sits appropriately in the second semester.
Work Experience (DV0M 34)	This Unit recommends that the communication and personal and interpersonal skills of candidates be at SCQF level 6 prior to embarking on this Unit. These skills are developed both formally and informally in the first semester of the course and it is therefore recommended that this Unit be delivered in the second semester.

6.1.3 Delivery methods

The range of Units in the award allow for a wide range of delivery methods to be utilised. The use of lectures and practical work, including work with case studies and the utilisation of practical skills, will form the foundation of the delivery for the award. Units such as *Sociology for SCP* (DH3N 34), *Exercise Principles and Programming* (DP8E 34), *Youth and Community Justice* (DH42 34), *Community Learning and Development: Preparing to Work with Community Groups* (DK19 34) and *Criminology* (D4XY 35) provide an excellent opportunity to utilise the expertise of guest speakers or for the candidates to undertake site visits to suitable organisations.

Candidate identified research and investigation will also be utilised with research and personal development Units providing an excellent opportunity for this form of delivery. Other Units can also utilise the candidate-centred research approach as a method of developing underpinning core concepts.

Group discussion and individual reflection can also be used in this award as they develop wider social, communication and interpersonal skills as well as reinforcing the understanding and application of specific subject knowledge.

It is recommended that opportunity for formative assessment is provided throughout the delivery of the award to ensure that candidates are able to embed and reinforce their learning prior to summative assessment opportunities being given.

To ensure that the award is contextualised to the Police Service, guest speakers from the Local Police Force should be used through out the award and guidance from the local Police Force should be sought in contextualising the delivery of all Units.

6.1.4 Assessment strategy

The range of assessment approaches that could be utilised in this award are summarised in Appendix 6.

The range of assessment approaches provides a balanced experience for the candidate, ensuring that there is not over reliance on one specific assessment approach. The use of restricted and extended response approaches ensures that candidates are tested in relation to their interpretation and comprehension of specific information, over a range of subjects. When using restricted response approaches, centres should use a mix of written and oral assessment approaches. The Unit *Exercise Principles and Programming* (DP8E 34) is particularly well suited to oral assessment for Outcome 1 and 2. The Scottish Police College utilise oral questioning during probationer training and the use of this assessment technique during the HNC in Police Studies assists in preparing candidates for a career in the Police Service.

Case studies and practical tests allow for the assessment of candidates' capabilities in relation to the application of skills and knowledge. Written assessments ensure that candidates are able to interpret broad instructions in context, in addition to the interpretation of specific instructions in the restricted and extended response approaches. Investigations give candidates the opportunity to utilise their planning and research skills but also allow for candidates to demonstrate their interpretive skills as they are required to identify a suitable topic or area for the investigation. Finally, the examination is included as this is a format of assessment that the individuals will be required to undertake as part of the selection process for the Police Service.

Exemplars are currently available for majority of the Units within the HNC in Police Studies:

6.1.5 Graded Unit

The Graded Unit assesses the knowledge and skills associated with the following mandatory Units:

- J6RY 34 *Scottish Legal System*
- DH3N 34 *Sociology for Social Care Practice*
- DE3R 34 *Personal Development Planning*
- DP59 34 *Social Science: Research and Methodology*
- D77G 34 *Communication: Practical Skills*

Delivery centres should ensure that the individuals delivering each of these mandatory Units are aware of the links that there are to the Graded Unit. It is recommended that the delivery team for the above five Units are also the team facilitating and supporting candidates in preparation for the Graded Unit. This will ensure that candidates are working on topics and subjects within the Graded Unit which reflect the range of topics and subjects which have already been taught in the individual mandatory Units. The Graded Unit is not designed to introduce new topic or subject areas but will be used to encourage the use of topics and subjects already taught in an integrated and holistic manner.

6.1.6 Integration opportunities

There are opportunities for integration in teaching and learning within the HNC Police Studies.

Four mandatory Units:

- *Personal Development Planning*
- *IT in Business – Word Processing, Spreadsheets, and Databases: An Introduction*
- *Social Science: Research and Methodology*
- *Communication: Practical Skills*

allow for contextualisation using the other mandatory and selected optional Units being delivered. An example of this would be using content from the *Scottish Legal System* Unit when developing communication or IT skills. Considering legal, sociological or exercise-based topics for research would allow the *Social Science: Research and Methodology* Unit to be contextualised to the HNC Police Studies.

Although there are excellent opportunities for integration in teaching and learning the integration of assessment is not currently possible due to the clearly prescribed assessment arrangements for each of the mandatory Units.

Re-assessment

The approach to re-assessment as recommended in the SQA Guide to Assessment (June 2008) is recommended for this award.

Where candidates have been unsuccessful in demonstrating their attainment, they can be re-assessed. It is advised by SQA that there should normally be one, or in exceptional circumstances two, re-

assessment opportunities. Whether the whole or only part of the assessment will require to be re-assessed will depend on:

- the assessment instrument that has been used
- the purpose of the assessment

For practical skills and practical assignments, it might not be possible to re-assess only those parts of the performance in which the candidate has failed to demonstrate competence. This approach would probably fragment the assessment process and would not allow an assessor to make a judgement about the candidate's actual performance in the assessment activity as a whole.

For written tests designed to identify the candidate's knowledge or understanding at a given point in time or as a whole, it might also be necessary to re-assess the whole test.

Where it is possible to isolate a discrete Outcome which has not been achieved, it should be possible to re-assess just that single Outcome. However, where parts of several Outcomes are involved, it would be simpler and more sensible to present the candidate with a complete new assessment.

Where the evidence is generated over a period of time, such as in a project, it might be valid simply to re-do parts of an assessment. It might, for instance, be feasible for the candidate to re-submit the part of the project where there was a problem and for this then to be incorporated into the final submission. It is good practice in the case of such long-term exercises, however, to aim to assess in stages rather than to 'end-load' the process. This would allow, for example, a poor plan to be identified early on and to be re-worked without jeopardising the full project.

In assessments that test knowledge and understanding and other cognitive skills, candidates should not be given the same assessments repeatedly, or be asked identical questions. If this were to happen they would be able to rehearse the expected answers without knowing why they were acceptable. In these situations, you will need to have alternative assessments available and ensure that other candidates have also not undertaken the assessment recently.

In all cases of re-assessment, the assessment must be of equal demand to the original assessment.

Guidance on Open Learning and candidates with additional support needs

Open Learning

Although the majority of the mandatory Units can be delivered through open learning, two do not have this option specifically identified in the Unit specification. These Units, *Exercise Principles and Programming* (DP8E 34) and *Personal Development Planning* (DE3R 34) would require candidates to interact directly with tutors and/or clients and therefore would require some college attendance and/or use of interactive technologies to ensure that the full criteria of the Units are achieved.

In the optional Units, seven specifically identify that they are suitable for open learning but the remaining four will again require the use of interactive technologies and/or college attendance to achieve.

The table below gives the summary of the options for open learning:

Unit title	**Unit code**	**Unit achievable through paper-based open learning**
Scottish Legal System	J6RY 34	✓
Sociology for Social Care Practice	DH3N 34	✓
Personal Development Planning	DE3R 34	**X**
Exercise Principles and Programming	DP8E 34	**X**
Police Studies: Graded Unit 1	F57D 34	**X**
IT in Business – Word Processing, Spreadsheets, and Databases: An Introduction	DE24 33	✓
Social Science: Research and Methodology	DP59 34	✓
Communication: Practical Skills	D77G 34	✓
Youth and Community Justice	DH42 34	✓
Psychology for Social Care Practice	DH3M 34	✓
Community Learning and Development: Preparing to Work with Community Groups	DK19 34	**X**
Administrative Law	F1A4 34	✓
Scottish Criminal Law	F1B4 34	✓
Scottish Criminal Procedure	F1A6 34	✓
Legal Research Techniques	F1B1 35	✓
Criminology	D4XY 35	**X**

Unit title	Unit code	Unit achievable through paper-based open learning
Creating a Culture of Customer Care	DJ42 34	✓
Developing the Individual within a Team	DF45 34	**X**
Interviewing	DN77 34	**X**
Work Experience	DV0M 34	✓

Where there is a cross in the table above, the Unit is not suitable for traditional, paper-based, open learning approaches. The use of interactive technologies allowing candidates to interact with tutors and other candidates will enable most of these Units to be achieved.

The Unit, *Exercise Principles and Programming* requires candidates to access a number of specialised pieces of equipment and work with clients in monitoring and recording fitness tests and courses. The management of this Unit is therefore most straight forward if specific parts are delivered and assessed in the college environment, however, joint working arrangements with partner organisations (recognised gyms and fitness centres) and the use of web-cams for observation, as well as checklists from candidates can allow this to be achieved through distance learning.

It is therefore recommended that a wholly open learning approach is not taken to this award but that a blended and supported mix of open learning, distance learning and the use of information technologies is taken if the standard full-time/part-time model is not being utilised.

Full details on the suitability of individual Units for Open Learning are contained in each individual Unit specification.

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/these Group Award(s) 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

The HNC in Police Studies has been designed to give you an understanding of the issues which are relevant to a Policing Environment as well as developing your understanding of the skills and capabilities required to operate in such an environment.

The main aims of the course are to:

- equip you with the knowledge and skills required to submit a successful application to the Police Service or a similar public body or service industry
- prepare you for the recruitment processes for entry into the Scottish Police Service

Therefore as well as developing an understanding of the policing environment, you will also develop your skills and knowledge to prepare you for work in a challenging and complex work environment.

This course is an excellent choice if you are interested in:

- joining the Police Service but do not have the skills or experience required
- joining the Police Service but are too young and want to develop a range of relevant skills
- developing a career where knowledge of the Police Service and Policing is important, such as the Prison Service, Private Security Firms, Social Services and Youth or Community Work

The subjects covered in this course are varied and interesting, covering academic and practical subjects such as:

- Scottish Legal System
- Exercise Principles and Programming
- Communication
- Using Information Technology and Research
- Sociology
- Personal Development

The assessment of your capabilities and development will be as varied as the subjects studied with case studies, practical work, investigations and research, as well as examinations all being used.

This course will prepare you for:

- Application to the Police for a career as a Police Officer*
- Career in the Custodial Services or Private Security Services
- A career in youth, community or related voluntary work
- Further academic study in areas such as the Law, Criminology or Criminological Studies.

*The HNC in Police Studies develops a range of skills and capabilities which will prepare you for the Police Selection Process but as there are a number of stringent conditions set by the Police Service, successful completion of the HNC does not guarantee that you will be accepted into the Police Service. The decision on whether or not to accept an individual into the Police Selection Process lies with individual Police Forces.

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 HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

SCQF levels: The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Graded Unit: Graded Units assess candidates' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

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 HNC/HND 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 HNCs and HNDs are those developments or revisions undertaken by a group of centres in partnership with SQA.

Specialist single centre and specialist collaborative devised HNCs and HNDs are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

10 Appendices

Appendix 1: Links between SCQF level 5/6 qualifications

Appendix 2: Core Skills mapping of a Group Award

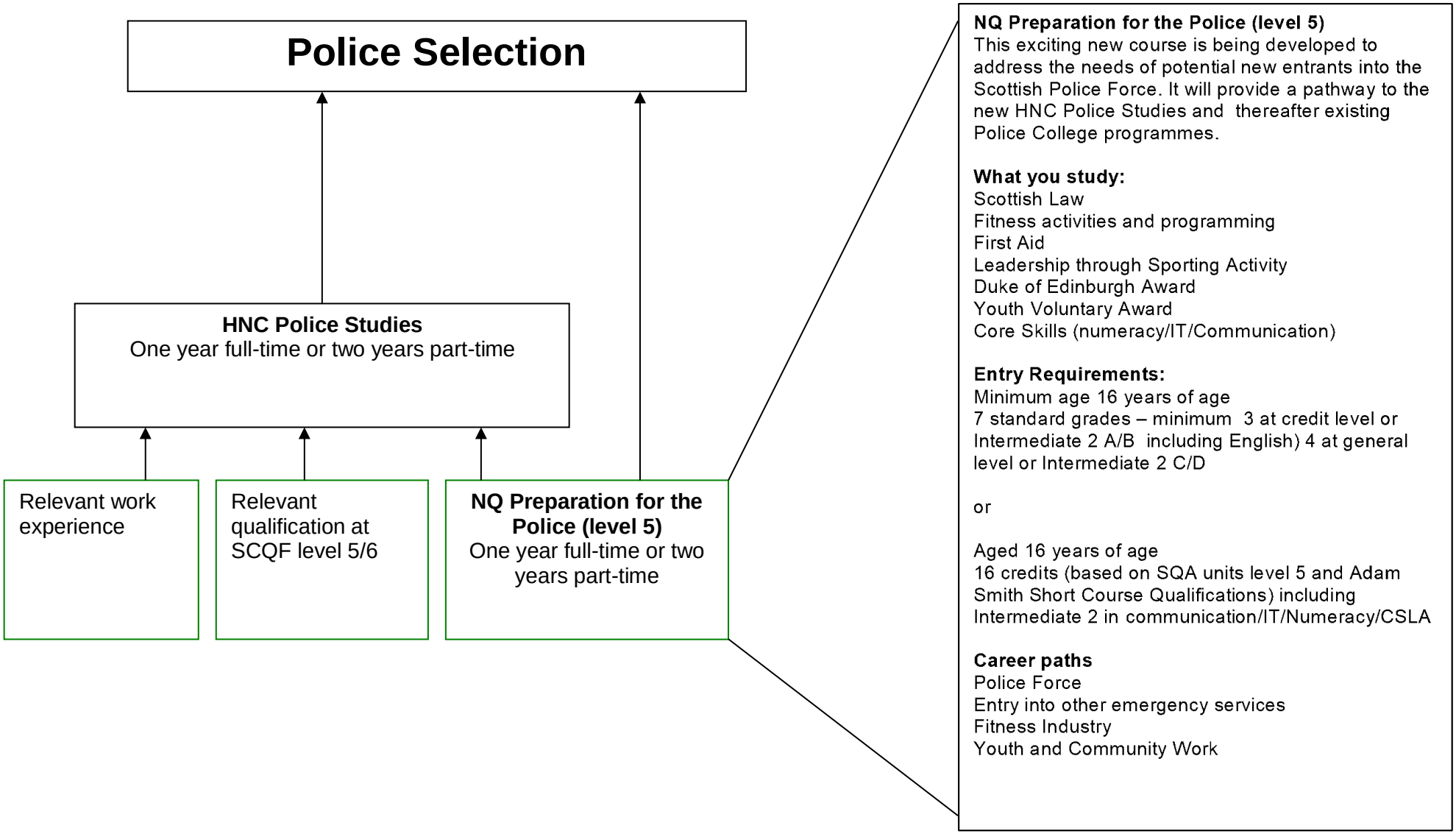
Appendix 3: Mapping of aims to Units

Appendix 4: Credit transfer arrangements

Appendix 5: Assessment strategy

Appendix 6: Suggested delivery schedule

Appendix 1: Links between SCQF level 5/6 qualifications



Appendix 2: Core Skills mapping of a Group Award

Group Award title: HNC in Police Studies

		Communication		Numeracy		Information Technology	Problem Solving			Working with Others
Unit code	**Unit title**	**Oral**	**Written**	**Using Graphical Info**	**Using Number**	**Using IT**	**Critical Thinking**	**Planning and Organising**	**Reviewing and Evaluating**	**WwO**
F1A7 34	Scottish Legal System	SCQF level 6 (S)	SCQF level 6 (S)			SCQF level 6 (S)				
DH3N 34	Sociology for Social Care Practice	✓	✓			✓	✓	✓	✓	✓
DE3R 34	Personal Development Planning	✓	✓				✓	✓	✓	✓
DP8E 34	Exercise Principles and Programming	✓	✓	✓	✓		✓	✓	✓	✓

		Communication		Numeracy		Information Technology	Problem Solving			Working with Others
Unit code	**Unit title**	**Oral**	**Written**	**Using Graphical Info**	**Using Number**	**Using IT**	**Critical Thinking**	**Planning and Organising**	**Reviewing and Evaluating**	**WwO**
F57D 34	Police Studies: Graded Unit 1		SCQF level 6 (S)	SCQF level 5 (S)	SCQF level 5 (S)		SCQF level 6 (S)	SCQF level 6 (S)	SCQF level 6 (S)	
DE24 33	IT in Business –Word Processing, Spreadsheets, and Databases: An Introduction			✓	✓	✓				
DP59 34	Social Science: Research and Methodology			SCQF level 5 (E)	SCQF level 5 (E)					

Appendix 2 (continued)

		Communication		Numeracy		Information Technology	Problem Solving			Working with Others
Unit code	**Unit title**	**Oral**	**Written**	**Using Graphical Info**	**Using Number**	**Using IT**	**Critical Thinking**	**Planning and Organising**	**Reviewing and Evaluating**	**WwO**
D77G 34	Communication: Practical Skills	SCQF level 6 (E)	SCQF level 6 (E)							
DJ42 34	Creating a Culture of Customer Care	✓	✓				✓	✓	✓	
DH42 34	Youth and Community Justice	✓	✓	✓	✓		✓	✓	✓	
DH3M 34	Psychology for Social Care Practice	✓	✓			✓	✓	✓	✓	✓
DK19 34	Community Learning and Development:	✓	✓				✓	✓	✓	✓

		Communication		Numeracy		Information Technology	Problem Solving			Working with Others
Unit code	**Unit title**	**Oral**	**Written**	**Using Graphical Info**	**Using Number**	**Using IT**	**Critical Thinking**	**Planning and Organising**	**Reviewing and Evaluating**	**WwO**
	Preparing to Work with Community Groups									
F1A434	Administrative Law	SCQF level 6 (S)	SCQF level 6 (S)				SCQF level 5 (S)	SCQF level 5 (S)	SCQF level 5 (S)	
F1B434	Scottish Criminal Law	SCQF level 6 (S)	SCQF level 6 (S)				SCQF level 6 (S)	SCQF level 6 (S)	SCQF level 6 (S)	

Appendix 2 (continued)

		Communication		Numeracy		Information Technology	Problem Solving			Working with Others
Unit code	**Unit title**	**Oral**	**Written**	**Using Graphical Info**	**Using Number**	**Using IT**	**Critical Thinking**	**Planning and Organising**	**Reviewing and Evaluating**	**WwO**
F1A634	Scottish Criminal Procedure	SCQF level 6 (S)	SCQF level 6 (S)							
F1B135	Legal Research Techniques						SCQF level 6 (S)	SCQF level 6 (S)	SCQF level 6 (S)	
D4XY35	Criminology		✓				✓	✓	✓	
DF4534	Developing the individual within a team									SCQF level 6 (E)
DN7734	Interviewing	✓	✓							✓

		Communication		Numeracy		Information Technology	Problem Solving			Working with Others
Unit code	**Unit title**	**Oral**	**Written**	**Using Graphical Info**	**Using Number**	**Using IT**	**Critical Thinking**	**Planning and Organising**	**Reviewing and Evaluating**	**WwO**
DV0M 34	Work Experience						SCQF level 6 (E)	SCQF level 6 (E)	SCQF level 6 (E)	

✓ Indicates that the Core Skill is developed but the level is not specified. Where the Unit identifies the level of Core Skill achieved this is identified together with whether the Core Skill is signposted (S) or embedded (E).

Appendix 3: Mapping of aims to Units

Group Award title: HNC in Police Studies

Unit code	Unit title	Aim 1	Aim 2	Aim 3	Aim 4	Aim 5	Aim 6	Aim 7	Aim 8
Mandatory Units									
J6RY 34	Scottish Legal System	✓	✓						✓
DH3N 34	Sociology for Social Care Practice	✓	✓		✓		✓		
DE3R 34	Personal Development Planning	✓	✓				✓	✓	
DP8E 34	Exercise Principles and Programming	✓	✓			✓	✓	✓	
F57D 34	Police Studies: Graded Unit 1	✓	✓	✓	✓		✓		
DE24 33	IT in Business – Word Processing, Spreadsheets, and Databases: An Introduction	✓	✓						
DP59 34	Social Science: Research and Methodology	✓	✓	✓					
D77G 34	Communication: Practical Skills	✓	✓	✓	✓		✓	✓	

Unit code	Unit title	Aim 1	Aim 2	Aim 3	Aim 4	Aim 5	Aim 6	Aim 7	Aim 8
DJ4234	Creating a Culture of Customer Care	✓	✓		✓		✓		

Appendix 3 (continued)

Unit code	Unit title	Aim 1	Aim 2	Aim 3	Aim 4	Aim 5	Aim 6	Aim 7	Aim 8
Optional Units									
DH42 34	Youth and Community Justice	✓	✓		✓		✓		
DH3M 34	Psychology for Social Care Practice	✓	✓		✓		✓		
DK19 34	Community Learning and Development: Preparing to Work with Community Groups	✓	✓		✓		✓	✓	
F1A4 34	Administrative Law	✓	✓				✓		
F1B4 34	Scottish Criminal Law	✓		✓					✓
F1A6 34	Scottish Criminal Procedure	✓			✓				✓
F1B1 35	Legal Research Techniques	✓	✓						✓
D4XY 35	Criminology	✓					✓		✓
DF45 34	Developing the Individual within a Team	✓	✓		✓		✓	✓	
DN77 34	Interviewing	✓	✓		✓				

Unit code	Unit title	Aim 1	Aim 2	Aim 3	Aim 4	Aim 5	Aim 6	Aim 7	Aim 8
DV0M 34	Work Experience	✓	✓						

Appendix 4: Credit transfer arrangements

New Units		Equivalent previous Unit or parts and combinations of Units		Credit transfer arrangements
Unit code	**Unit title**	**Unit code**	**Unit title**	
F1A7 34	Scottish Legal System	D61J 04	Same title	Full credit transfer
DP8E 34	Exercise Principles and Programming	D50N 04/ DA8P 04	Same title	Yes if candidates hold both Units listed
D77G 34	Communication: Practical Skills	AOX9 04/ A2HL 04	Communication: Selecting and Presenting Complex Information Communication 1:Using Communication Media for Vocational Purposes	The following Units are equivalent in terms of vocational content. However, credit transfer does not exist since the 2001 Units carry specific Core Skills that the 1995 Units do not. Centres therefore require to produce evidence of the missing Core Skills before credit transfer may be awarded (this

				may be possession of dedicated Core Skills Units).
F1A4 34	Administrative Law	A75R 04	Same title	Full credit transfer
F1B4 34	Scottish Criminal Law	D615 04	Same title	Full credit transfer
F1A6 34	Scottish Criminal Procedure	D617 04	Same title	Full credit transfer
F1B1 35	Legal Research Techniques	D616 04	Same title	Full credit transfer
DJ42 34	Creating a Culture of Customer Care	A619 34	Customer Care	Full credit transfer
DF45 34	Developing the Individual within a Team	A6G8 04	Developing the Individual within a Team	There are opportunities for credit transfer. The Core Skill of Working with Others at Higher is embedded in the new Unit.
DN77 34	Interviewing	D4XE 04	Employment Interviewing	Credit transfer: Automatically awarded at 1 credit
DV0M 34	Work Experience	A6T1 34	Work Experience	No — Different credit value
FM43 35	Criminology	D4XY 35	Same title	Full credit transfer

Appendix 5: Assessment strategy

Group Award title: HNC in Police Studies

Unit code	Unit title	Restricted response	Extended response	Practical test	Case study	Written assessment	Investigation	Examination
J6RY 34*	Scottish Legal System		✓		✓		✓	
DH3N 34	Sociology for Social Care Practice			✓	✓	✓		
DE3R 34	Personal Development Planning			✓				
DP8E 34	Exercise Principles and Programming	✓		✓	✓			
F57D 34	Police Studies: Graded Unit 1							✓
DE24 33	IT in Business – Word Processing, Spreadsheets, and Databases: An Introduction			✓				

Unit code	Unit title	Restricted response	Extended response	Practical test	Case study	Written assessment	Investigation	Examination
DP59 34	Social Science: Research and Methodology		✓					
D77G 34	Communication: Practical Skills			✓				
DJ42 34	Creating a Culture of Customer Care	✓*					✓	
DH42 34	Youth and Community Justice		✓					
DH3M 34	Psychology for Social Care Practice				✓	✓		
DK19 34	Community Learning and Development: Preparing to Work with Community Groups		✓	✓				

Appendix 5 (continued)

Unit code	Unit title	Restricted response	Extended response	Practical test	Case study	Written assessment	Investigation	Examination
F1A4 34	Administrative Law	✓			✓			
F1B4 34	Scottish Criminal Law	✓	✓		✓			
F1A6 34	Scottish Criminal Procedure	✓			✓			
F1B1 35	Legal Research Techniques	✓					✓	
D4XY 35	Criminology	✓	✓		✓		✓	
DF45 34	Developing the individual within a team			✓				
DN77 34	Interviewing			✓				
DV0M 34	Work Experience			✓				

* this restricted response is to a case study

Restricted response denotes multiple choice or short answer responses required for structured questions.

Extended response denotes extended responses to structured questions.

Practical test denotes any practical activity that is observed and recorded/written up or reflected upon by the candidate.

Case study denotes a case given to candidates to interpret or analyse using their theoretical and practical skills and knowledge. This is then written up as part of a report or personal refection.

Written assessment denotes a piece of work written by the candidate in an essay or similar type format in response to a broad brief.

Investigation denotes any research or investigative piece of work (which has an element of candidate choice) that is then written up/reflected upon by the candidate.

Examination denotes an assessment which is conducted within controlled and invigilated conditions.

Appendix 6: Suggested delivery schedule

Group Award title: HNC in Police Studies

Mode of Study: Full-time

Unit code	Unit title	Level	Mandatory(M) /Optional(O)	Credit value	Block I/ Semester I	Block II/ Semester II	Block III
J6RY 34*	Scottish Legal System	7	M	1		✓	
DH3N 34	Sociology for Social Care Practice	7	M	1	✓		
DE3R 34	Personal Development Planning	7	M	1	✓	✓	
DP8E 34	Exercise Principles and Programming	7	M	2	✓	✓	
F57D 34	Police Studies: Graded Unit 1	7	M	1		✓	
DE24 33	IT in Business – Word Processing, Spreadsheets, and Databases An Introduction	6	M	1	✓		
DP59 34	Social Science: Research and Methodology	7	M	1	✓		
D77G 34	Communication: Practical Skills	7	M	1	✓		

Unit code	Unit title	Level	Mandatory(M) /Optional(O)	Credit value	Block I/ Semester I	Block II/ Semester II	Block III
DJ42 34	Creating a Culture of Customer Care	7	M	1	✓	OR ✓	
DH42 34	Youth and Community Justice	7	O	1		✓	
DH3M 34	Psychology for Social Care Practice	7	O	1		✓	
DK19 34	Community Learning and Development: Preparing to Work with Community Groups	7	O	1		✓	
F1A4 34	Administrative Law	7	O	2		✓	
F1B4 34	Scottish Criminal Law	7	O	1		✓	
F1A6 34	Scottish Criminal Procedure	7	O	1		✓	
F1B1 35	Legal Research Techniques	8	O	1		✓	
D4XY 35	Criminology	8	O	2		✓	
DF45 34	Developing the Individual within a Team	7	O	1		✓	
DN77 34	Interviewing	7	O	1	✓	OR ✓	
DV0M 34	Work Experience	7	O	1		✓	