



**Arrangements for:  
National Certificate in Army  
Preparation  
at SCQF level 4**

**Group Award Code: G970 44**

**Validation date: February 2009**

**Date of original publication: May 2009**

**Version: 01**

## **Acknowledgement**

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



# Contents

1	Introduction .....	1
2	Rationale for the revision of the Group Award .....	1
3	Aims of the Group Award .....	2
3.1	Principal aims of the Group Award .....	2
3.2	General aims .....	2
3.3	Target groups .....	2
3.4	Employment opportunities .....	3
4	Access to Group Award .....	3
5	Group Award structure .....	3
5.1	Framework for Route 1 .....	4
5.2	Framework for Route 2 .....	5
5.3	Summary of Changes .....	6
5.4	Links to the aims of the award .....	6
5.5	Mapping information .....	6
5.6	Articulation, professional recognition and credit transfer .....	7
5.7	Credit transfer .....	8
6	Approaches to delivery and assessment .....	8
6.1	Delivery and assessment .....	8
6.1.1	Delivery .....	8
6.1.2	Assessment .....	9
6.1.3	Core Skills .....	10
6.1.4	Transferable skills .....	10
6.1.5	Open learning .....	10
7	General information for centres .....	10
8	General information for candidates .....	11
10	Appendices .....	11
	Appendix 1: Matching exercise between F5FK 10: <i>Accident Prevention and Emergency Procedures</i> and DO55 10: <i>Accident and Emergency Procedures</i> .....	12
	Appendix 2: Further SQA information .....	13
	Appendix 3: Glossary of terms .....	14

# 1 Introduction

This is the Arrangements Document for the revised Group Award in Army Preparation at SCQF level 4, which was validated in February 2009. 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 focuses on Core Skills, fitness and transferable skills. It is an introductory award which will encourage all-round personal development, enabling candidates to make an informed decision about a future in the Army without any obligation to enlist.

# 2 Rationale for the revision of the Group Award

The revised Army Preparation award is an introductory award which will equip candidates for the entry application to the Army, or for civilian employment or progression to further academic qualifications.

The award structure is flexible – it is made up of mandatory and optional Units. The mandatory Units cover knowledge and skills in the areas of communication, numeracy, information and communication technology, map reading, land navigation, fitness, accident and emergency procedures, and assisting with an event. The Army has been involved through the Qualification Design Team (QDT) and the mandatory Units meet their needs as an employer. However, the Units will be equally useful in other employment areas.

Consultation was commissioned by the Scottish Qualification Authority (SQA). This research was initially to consider a generic qualification for the Uniformed Services. A consultation meeting was held in Perth early in 2007 and included representatives from the Army, Scottish Police Forces, Scottish Fire Service, Scottish Prison Service, Royal Marines, Career Transition Partnership, further education colleges, private training providers, Government Skills, and Skills for Justice.

A further focus meeting took place after the consultation report was finalised. At the focus meeting it was decided one qualification would be unable to meet the needs of the different services as entry requirements varied significantly in terms of level. It was therefore decided that SQA would take forward the review of the Army Preparation award first as this was a well established, successful award although it did not currently meet the SQA's design principles for National Certificates.

The Qualification Design Team met to discuss the review of the framework to ensure it continued to meet the needs of the expected candidates. Further consultation was also undertaken with the Army, centres and candidates. The award is made up of National Qualification (NQ) Units at SCQF levels 4 and 5. Most of the mandatory Units are at SCQF level 4, therefore the overall award is at SCQF level 4.

The previous award was made up of NQ Units at SCQF levels 3, 4, 5 and 6, with the overall award being at SCQF level 5. However, of the 11 mandatory credits, only 3 credits were at SCQF level 5 or above.

The award will assist in raising candidates' confidence and motivation. Feedback from centres, on candidates who have completed the award, show that candidates' confidence and self esteem are greatly enhanced by this qualification.

The Army Preparation award is designed to equip candidates with the skills and knowledge required to meet the entry requirements of the Army. In addition, it provides an opportunity for candidates to make an informed choice with regard to a career in the Army.

The award includes all five Core Skills and transferable skills and, as such, is suitable for a wide variety of employment opportunities or progression in to further educational programmes.

### **3 Aims of the Group Award**

National Certificates are designed to develop and assess a defined set of skills and knowledge in specialist vocational areas.

The aims of the award have been divided into principal aims and general aims. The principal aims define the vocationally specific competences and knowledge that candidates will develop. The general aims are more general and reflect the overall thrust of the award.

#### **3.1 Principal aims of the Group Award**

The principal aims of the National Certificate Army Preparation are to:

- (a) Prepare candidates who are considering a career in the Army by providing an introduction to the entry requirements and induction into the Army.
- (b) Equip candidates with skills and knowledge that will lead to a qualification which will enable the candidates to reach the recruitment requirements of the Army.
- (c) Enable candidates to make an informed judgement of their own suitability to a career within the Army.
- (d) Improve employability and citizenship.

#### **3.2 General aims**

The general aims of the National Certificate Army Preparation are to:

- (e) Enable progression within the SCQF.
- (f) Preserve and build upon existing good practice.
- (g) Ensure compatibility with feeder qualifications, in particular Skills for Work (SfW) in Uniformed and Emergency Services (Intermediate 1).
- (h) Develop Core Skills.
- (i) Develop transferable skills.

#### **3.3 Target groups**

The target group for this award includes:

- ◆ School leavers
- ◆ Adult returners
- ◆ Those looking for a change in career

### **3.4 Employment opportunities**

The NC Army Preparation is primarily designed for those candidates interested in entering a career with the Army. However, the award includes Core Skills and transferable skills which would be suitable for a wide variety of employment opportunities.

## **4 Access to Group Award**

No formal entry qualifications are required. Access to the award will be at the discretion of the centre. The award is open to all candidates who have a reasonable chance of achievement.

## **5 Group Award structure**

There are 12 SQA credits, 72 SCQF credit points in the award. The overall award is at SCQF level 4, therefore more than 50% of the Units making up the award need to be at SCQF level 4. Optional Units have therefore been grouped into SCQF levels 4 and 5 to ensure this criterion is met.

A *Fitness for the Army* Unit has been devised to meet the Army's minimum entry requirements for physical fitness. However, it is appreciated that not all candidates will choose a career in the Army and the award structure has therefore been devised as two routes to allow certification of the Group Award without the achievement of the *Fitness for the Army* Unit. Each route has a restricted mandatory section. Candidate must complete either the *Fitness for the Army* Unit or the two *Exercise and Fitness* Units. The award structures also allow the opportunity for candidates to achieve all three Units.

## 5.1 Framework for Route 1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Mandatory Units — 6 credits needed</b>				
Accident Prevention and Emergency Procedures	F5FK 10	6	4	1
Communication* (Core Skill)	F3GB 10	6	4	1
Numeracy* (Core Skill)	F3GF 10	6	4	1
Information and Communication Technology* (Core Skill)	F3GC 10	6	4	1
Map Reading and Land Navigation	F5FH 11	6	4	1
Assist with an Event	F5FJ 10	6	4	1
<b>Restricted Mandatory Section — 1 credit needed</b>				
Exercise and Fitness – Circuits	D677 11	3	5	0.5
Exercise and Fitness – Resistance Training	D678 11	3	5	0.5
<b>Optional Units Group 1 (SCQF level 4 Units) — 2 to 5 credits needed</b>				
Fitness for the Army	F5FL 10	6	4	1
Problem Solving* (Core Skill)	F3DG 10	6	4	1
Sporting Activity – Hill Walking	F828 10	6	4	1
Sporting Activity – Orienteering	F82C 10	6	4	1
Sporting Activity – Climbing	F827 10	6	4	1
Sporting Activity – Mountain Biking	F82A 10	6	4	1
Sporting Activity – Inland Kayaking	F829 10	6	4	1
Sporting Activity – Swimming	F82D 10	6	4	1
Sporting Activity – Athletics	F82E 10	6	4	1
Uniformed and Emergency Services: Health, Safety, Fitness and Wellbeing	F38S 10	6	4	1
Uniformed and Emergency Services: Engaging with the Community	F38T 10	6	4	1
Personal Development: Self in Society	F37W 10	6	4	1
<b>Optional Units Group 2 (SCQF level 5 Units) — up to 3 credits</b>				
Working as a Volunteer to Support a Community Project	DV06 11	6	5	1
Map Reading within Expedition Leadership	F40F 11	6	5	1
Developing Leadership within Physical Activities	F40D 11	6	5	1

\* A hierarchy for the Core Skills Units will be available to ensure candidates can select the level of Core Skill relevant to their ability.

## 5.2 Framework for Route 2

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
<b>Mandatory Units — 6 credits needed</b>				
Accident Prevention and Emergency Procedures	F5FK 10	6	4	1
Communication* (Core Skill)	F3GB 10	6	4	1
Numeracy* (Core Skill)	F3GF 10	6	4	1
Information and Communication Technology* (Core Skill)	F3GC 10	6	4	1
Map Reading and Land Navigation	F5F8 11	6	4	1
Assist with an Event	F5FJ 10	6	4	1
<b>Restricted Mandatory Section — 1 credit needed</b>				
Fitness for the Army	F5FL 10	6	4	1
<b>Optional Units Group 1 (SCQF level 4 Units) — 1 to 5 credits needed</b>				
Problem Solving* (Core Skill)	F3DG 10	6	4	1
Sporting Activity – Hill Walking	F828 10	6	4	1
Sporting Activity – Orienteering	F82C 10	6	4	1
Sporting Activity – Climbing	F827 10	6	4	1
Sporting Activity – Mountain Biking	F82A 10	6	4	1
Sporting Activity – Inland Kayaking	F829 10	6	4	1
Sporting Activity – Swimming	F82D 10	6	4	1
Sporting Activity – Athletics	F82E 10	6	4	1
Uniformed and Emergency Services: Health, Safety, Fitness and Wellbeing	F38S 10	6	4	1
Uniformed and Emergency Services: Engaging with the Community	F38T 10	6	4	1
Personal Development: Self in Society	F37W 10	6	4	1
<b>Optional Units Group 2 (SCQF level 5 Units) — up to 4 credits</b>				
Exercise and Fitness – Circuits	D677 11	3	5	0.5
Exercise and Fitness – Resistance Training	D678 11	3	5	0.5
Working as a Volunteer to Support a Community Project	DV06 11	6	5	1
Map Reading within Expedition Leadership	F40F 11	6	5	1
Developing Leadership within Physical Activities	F40D 11	6	5	1

\* A hierarchy for the Core Skills Units will be available to ensure candidates can select the level of Core Skill relevant to their ability.

### 5.3 Summary of Changes

The NC Army Preparation has been revised to bring it into line with SQA's Design Principles for National Certificates. The revision of the award included the following changes:

- ◆ The revised award is 12 SQA credits (the current award is 11 credits).
- ◆ The revised award has a mandatory and optional structure (the previous award was wholly mandatory).
- ◆ *Map Reading* and *Land Navigation* have been combined into one single credit Unit (these are currently half credit Units).
- ◆ The *Accident and Emergency Procedures* and *Contributing to the Arrangements of an Event* Units have been updated. The content is similar.
- ◆ Revised Core Skills Units have been included.
- ◆ Additional optional Units covering, for example, personal development, community work and leadership have been added.

### 5.4 Links to the aims of the award

The following table shows how the mandatory Units making up NC Army Preparation meet the aims of the award.

Mandatory Units	Links to aims of award
Accident Prevention and Emergency Procedures	b, d, e
Communication (Core Skill)	b, d, e, h, i
Numeracy (Core Skill)	b, d, e, h, i
Information and Communication Technology (Core Skill)	b, d, e, h, i
Map Reading and Land Navigation	a, b, c, e, h, i
Assist with an Event	c, d, e, i,
Exercise and Fitness – Circuits	a, b, c, d
Exercise and Fitness – Resistance Training	a, b, c, d
Fitness for the Army	a, b, c, d

Aims (f) and (g) are covered by the overall Group Award.

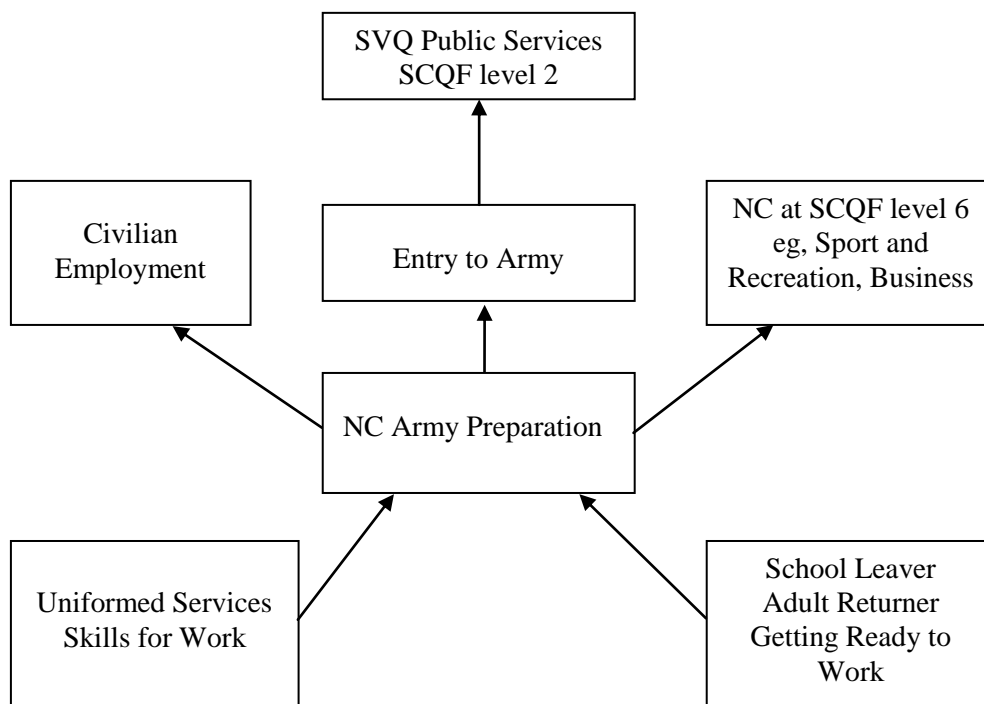
### 5.5 Mapping information

There have been National Occupational Standards (NOS) in Public Services since 1991. The current SVQ in Public Services was accredited in 2001 and is currently under review. Responsibility for the maintenance and development of these standards lies with the Government Skills Sector Skills Council. The table below shows how the Units of the Army Preparation award map to the NOS.

<b>Mandatory Unit in SVQ Public Services at level 2</b>	<b>Unit within the Army Preparation award</b>
Promote and Maintain Health, Safety and Security in the workplace	Accident Prevention and Emergency Procedures
Utilise Resources to Maintain Personal Effectiveness	The knowledge and skills gained throughout the award will provide a good basis for this NOS
Establish, Develop and Maintain Effective Working Relationships	Assist with an Event Working With Others (Core Skill)
Administer First Aid	Accident Prevention and Emergency Procedures
Maintain Personal level of Physical Fitness for Duty	Exercise and Fitness - Circuits Exercise and Fitness - Resistance Training Fitness for the Army
<b>Optional Unit in the SVQ Public Services at level 2</b>	<b>Unit within the Army Preparation award</b>
Plan and Navigate Routes	Map Reading and Land Navigation
Participate in adventurous activities	Various Sporting Activity Units

## 5.6 Articulation, professional recognition and credit transfer

The Army Preparation award includes Core Skills and transferable skills which would be suitable for a wide variety of employment opportunities or progression in education. It also includes a number of physical fitness/sporting Units which would provide for progression opportunities in this area. The following diagram highlights possible progression opportunities.



## 5.7 Credit transfer

The following table highlights credit transfer opportunities to the revised Units of the Army Preparation award:

Old Unit	SQA Unit code	New Unit	SQA Unit code	Comments
Contribute to the Arrangement of Events	ED5Y 11	Assist with an Event	F5FJ 10	Full credit transfer
Map Reading Land Navigation Using Topographic Maps	D0MX 11 D0MY 12	Map Reading and Land Navigation	F5FH 11	Full credit transfer
Accident and Emergency Procedures	D055 10	Accident Prevention and Emergency Procedures	F5FK 10	Partial credit transfer (see Appendix 1)
Communication	D01B 10	Communication	F3GB 10	Automatic credit transfer
Information Technology	D01D 10	Information and Communication Technology	F3GC 10	Automatic credit transfer
Numeracy	D01C 10	Numeracy	F3GF 10	Automatic credit transfer

## 6 Approaches to delivery and assessment

This National Certificate in Army Preparation is designed to equip candidates with the knowledge, understanding and skills required for success in recruitment for the Army. The main aim of the award is to prepare for recruitment to the Army. However, the knowledge and skills acquired in this award may allow candidates to progress to civilian employment or to continue in education.

The emphasis of the award is to develop knowledge and skills with the focus on practical activities which will be carried out in a realistic environment.

### 6.1 Delivery and assessment

#### 6.1.1 Delivery

The award is typically run full-time and jointly managed by the FE college/training provider and the Army.

The focus of the award is based on practical activity and, as such, is unlikely to be suitable for distance or open learning delivery mode.

Candidates should be encouraged not merely to solve problems but to identify the solution most likely to provide 'best fit' to the overall criteria.

There are many opportunities for integrative delivery of Units within the award. Teaching and learning for communication and numeracy could, for example, be integrated with *Map Reading and Land Navigation* and/or *Assist with an Event*.

Centres can define the order in which Units are undertaken based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topic and Unit content.

### 6.1.2 Assessment

The assessment strategy is designed to ensure an appropriate level of rigour whilst not imposing excessive demands on centres or candidates.

The Design Principles for awards encourage a holistic approach to assessment and this has been adopted in this award.

Each Unit descriptor includes guidance on delivery and assessment and, where appropriate, any relationship with delivery and assessment of other Units.

Assessment Support Packs will be produced for the mandatory Units, providing guidance on content, conduct and evidence requirements.

A suggested delivery pattern is that the majority of the Units will be delivered over the period of the programme allowing time to build on knowledge through continuous development of skills. This is not intended to be prescriptive.

The Map Reading aspect of the *Map Reading and Land Navigation* Unit must be delivered before candidates can take part in the route navigation.

*Assist with an Event* may be delivered towards the end of the award to allow the development of a team ethos.

The table below provides a summary of the assessment instruments for the mandatory Units:

Unit	SQA Credit	SCQF level	OC	O	C	S	P	G	WO
Accident Prevention and Emergency Procedures	1	4	3	✓		✓	✓		✓
Communication (Core Skill)	1	4	*	✓			✓		✓
Numeracy (Core Skill)	1	4	*	✓			✓		✓
Information and Communication Technology (Core Skill)	1	4	*	✓			✓		✓
Map Reading and Land Navigation	1	4	4			✓	✓	✓	✓
Assist with an Event	1	4	3				✓	✓	✓
Exercise and Fitness – Circuits	0.5	5	3				✓		✓
Exercise and Fitness – Resistance Training	0.5	5	3				✓		✓
Fitness for the Army	1	4	4				✓		✓

#### Legend

<b>OC</b> Number of Outcomes	<b>S</b> Short answer questions	<b>WO</b> Written and/or oral
<b>O</b> Open-book	<b>P</b> Practical work	
<b>C</b> Closed-book	<b>G</b> Group work	

### 6.1.3 Core Skills

The following Core Skills are included as discrete Units within the mandatory section of the award:

<b>Core Skill</b>	<b>Core Skill component</b>
<i>Communication</i> (SCQF level 4)	Oral Communication Written Communication
<i>Numeracy</i> (SCQF level 4)	Using Graphical Information Using Number
<i>ICT</i> (SCQF level 4)	Using Information Technology

In addition, the Core Skill of *Working with Others* is embedded in the mandatory Unit *Assist with an Event* and the Critical Thinking component of the *Problem Solving* Core Skill is embedded within the *Map Reading and Land Navigation* Unit.

### 6.1.4 Transferable skills

There are opportunities to develop the following transferable skills in this award:

- ◆ Enterprise skills
- ◆ Technology skills
- ◆ Employability skills
- ◆ Attitudinal skills
- ◆ Planning/evaluative skills
- ◆ Communication skills
- ◆ Fitness skills

### 6.1.5 Open learning

This award does not lend itself to open learning delivery due to the interactive activities and team building element. However there are aspects of Units, such as *Accident and Emergency Procedures* and *Map Reading and Land Navigation* which may lend themselves to e-learning and e-assessment.

## 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](http://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 and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

Welcome to the National Certificate for Army Preparation. This award is for you if you are considering a career in the Army. It is a practical award which will give you the required knowledge and skills for the Army recruitment test. The award may develop your knowledge and skills in fitness, map reading, land navigation, accident and emergency procedures and various sports which may allow you to build on your fitness. This award encourages all round personal development, including Core Skills, and could help you to make an informed decision about a future in the Army without any obligation to enlist.

The award is likely to be delivered in partnership with a college or training provider and the Army and you could be involved in class based learning, practical exercises outdoors, sporting activities and possible residential training events.

While the award is designed to equip you with the skills and knowledge for entry application to the Army, it is equally suitable for a range of other employment opportunities or for progression to other qualifications.

In addition to the Army Preparation Certificate, on successful achievement of the award you will also be certificated for the following 4 Core Skills at SCQF level 4:

*Communication*  
*Numeracy*  
*Information and Communication Technology*  
*Working with Others*

In addition, you will have the opportunity to develop the following Core Skills:

*Problem Solving*

Core Skills are important because they help you to be effective in almost everything you do. That is why employers value them. Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

Good luck with your studies.

## 10 Appendices

Appendix 1: Matching exercise between F5FK 10: *Accident Prevention and Emergency Procedures* and D055 10: *Accident and Emergency Procedures*

Appendix 2: Further SQA information on internal and external verification

Appendix 3: Glossary of Terms

## Appendix 1: Matching exercise between F5FK 10: *Accident Prevention and Emergency Procedures* and DO55 10: *Accident and Emergency Procedures*

<b>F5FK 10: <i>Accident Prevention and Emergency Procedures</i></b>	<b>DO55 10: <i>Accident and Emergency Procedures</i></b>
<b>Learning Outcome 1</b>	<b>Learning Outcome 1</b>
Demonstrate knowledge and understanding of the principles of accident prevention in a given setting	Explain the principles of accident prevention
Identify and describe from the current legislation and regulations the responsibilities of employer and employee in maintaining safe working practices.	No match
Identify and describe potential hazards in a given situation.	Correctly identifies potential hazards in a given situation.
Describe the possible effect of the identified hazards on those at risk.	Clearly explains the possible effects of the identified hazards.
Describe the corrective measures that may be taken to remove the risks of the identified hazard.	Clearly describes corrective measures for the identified hazards.
<b>Learning Outcome 2</b>	<b>Learning Outcome 2</b>
Describe the procedures for dealing with an emergency situation in line with current Health and Safety Executive guidelines.	Describe the procedures for dealing with an emergency situation. Health and Safety guidelines not mentioned in descriptor.
List the correct persons to be contacted in the event of an emergency situation.	Correctly identifies persons to be contacted in the event of an emergency situation
Describe the initial process of assessing treatment priorities	No match. As specific procedures are required.
Describe the protocols and procedures for assisting a casualty in a given situation.	No match. As specific procedures are required.
Describe the procedures for contacting emergency services in a given situation and give a brief description of the incident.	Clearly describes the procedures for requesting emergency services to attend a given situation. Description not required.
<b>Learning Outcome 3</b>	<b>Learning Outcome 3</b>
Demonstrate first aid procedures in line with current Health and Safety Executive guidelines.	Understand specific first aid procedures. Health and Safety guidelines not mentioned in descriptor.
Carry out the process of assessment for resuscitation.	Correctly identifies the initial condition of the casualty in relation to Airway-Breathing-Circulation.
Demonstrate the resuscitation procedures for the casualty.	Correctly demonstrates procedures for resuscitation on a mannequin.
Place someone in the recovery position.	Correctly demonstration the use of the recovery position in a manner required by current guidelines.
Infection control is mentioned under procedures and protocols.	Correctly identifies ways of controlling infection in an accident or emergency situation in a given context.

### Conclusion

Although there are similarities between the Units, there would not be sufficient evidence generated from the Unit D055 10: *Accident and Emergency Procedures* to allow full credit transfer onto the Unit F5FK 11: *Accident Prevention and Emergency Procedures*. There could be some transfer of knowledge, but centres should ensure currency as Health and Safety guidelines change frequently.

## Appendix 2: Further SQA information

All National Certificates are internally assessed and internally verified (verified by the centre) and externally verified by SQA.

SQA will develop Assessment Support Packs (ASPs) for this qualification. Centres will be able to use these materials or develop their own assessment instruments, which SQA will, on request, moderate prior to use with candidates.

In general there are three key stages to carrying out assessment:

- ◆ planning assessment and designing the assessment instruments
- ◆ collecting and assembling evidence – through tests, assignments, practical observation
- ◆ making and recording assessment decisions

Some of these stages will occur simultaneously in the natural course of events. For example collecting, judging assessment evidence and recording assessment decisions can often be completed at the same time.

The role of the **assessor** in the assessment process is to:

- ◆ ensure that the candidates are ready for assessment
- ◆ identify opportunities to carry out assessments, agree an assessment plan and set flexible target dates with the candidate
- ◆ work with the candidate to collect evidence of achievement
- ◆ assess evidence and make decisions about the candidate's achievement
- ◆ record assessment decisions and keep records
- ◆ provide feedback to the candidate
- ◆ liaise with the internal verifier

The role of the **internal verifier** is to:

- ◆ help assessors to prepare for, and standardise, assessments
- ◆ help standardise the judgement of candidate evidence
- ◆ support the assessors by offering guidance and advice
- ◆ co-ordinate the appeals procedure

The role of the SQA **External Verifier** is to make sure that national standards are being met in all centres. External verification is carried out in a number of ways, including:

- ◆ Centrally – with assessment instruments and candidates' work being verified by a team of external verifiers in our offices.
- ◆ Visit – to view practical work or activities or where the assessment evidence is not easily transportable. This method is more appropriate for SVQ.
- ◆ By post – with assessment evidence sent directly from the centre to Verification. This may be the most appropriate method for a SPA.

External Verifiers monitor the assessment process, verify the assessment decisions of assessors and Internal Verifier, and gather feedback on the operation of the award. They can also discuss and help resolve issues causing concern and provide clarification of SQA's requirements.

Additional information on assessment can be found in the SQA publication: *Guide to Assessment and Quality Assurance*.

## Appendix 3: 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](http://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.