

1 September 2009

To: Head of centres

Cc : SQA Co-ordinator
Secondary schools and colleges
Education Authorities
HMIE

Action by Recipient
Response required
✓ Note and pass on
Note — update/information only

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Dear Colleague

NQ Personal Development

This briefing note is intended to offer practical advice and support on the issues being raised by centre staff with SQA and should be distributed to those staff responsible for **Personal Development** and **Personal and Social Education (PSE)**. It contains information about the following:

- 1. Personal Development: Understanding Standards**
- 2. Personal Development: Support Materials**
- 3. PSE: Finishing Units**

1. Personal Development: Understanding Standards

Centres are reminded about the Understanding Standards website which can be accessed directly at www.understandingstandards.org.uk or through SQA's website (www.sqa.org.uk). This is an excellent resource for any teacher, lecturer or tutor who wishes to understand the assessment principles and the standards required more fully. The site provides information on differentiation from Access 3 (SCQF 3) through to Higher (SCQF 6) and offers some advice on how the delivery of Units can be integrated.

2. Personal Development: Support Materials

As indicated in previous update letters, support materials for Personal Development are available from Learning and Teaching Scotland. Further

information can be found on the Learning and Teaching Scotland website (www.ltscotland.org.uk).

National Assessment Bank materials are available for each of the Personal Development Units and can be found on SQA's secure website. These materials contain exemplification which some staff in centres have found helpful in the delivery and assessment of Personal Development Units. Centres are reminded that each of the Units which make up the Personal Development Course are available as a free-standing Unit.

3. PSE: Finishing Units

Centres are reminded that a number of Units, from Access 3 (SCQF 3) to Higher (SCQF 6) which were used as part of the PSE curriculum are no longer available. These are:

- ◆ *Personal Awareness and Development* (D364)
- ◆ *Social Awareness and Development* (D365)
- ◆ *Vocational Awareness and Development* (D366)

Centres looking for alternatives in their programmes are advised to consider the following Units from the Personal Development Course:

- ◆ *Personal Development: Self Awareness* (F2FV)
- ◆ *Personal Development: Self in Society* (F37W)
- ◆ *Personal Development: Self and Work* (F37X).

All of the above Units are available from Access 3 (SCQF 3) to Higher (SCQF 6).

Access 2 Units from the PSE group will finish in July 2010. The Unit on *Personal and Interpersonal Skills for Supervisors* (D926 12) will also finish in July 2010.

I trust that this information is of use to you. Should you wish any further advice about the content of this letter please contact me as indicated above.

Yours faithfully



Angela Baird
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Humanities and Social Sciences