



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HND Furniture. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit title: Furniture: Graded Unit 2

Graded Unit code: F1AB 35

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 2 HN credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from National 1 to Doctorates.*

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Furniture:

- ◆ To develop employment skills for a range of careers in the Furniture and related industries.
- ◆ To develop a range of high level vocational skills within the context of Furniture Studies.
- ◆ To demonstrate the ability to integrate and apply complex advance skills used in the Furniture industry.
- ◆ To carry out complex project work involving research, analysis, planning and budgeting.
- ◆ To demonstrate the ability to manage projects effectively and evaluate their effectiveness in terms of time, budget and feasibility.
- ◆ To develop candidates' knowledge and skills such as planning analysis, synthesizing and evaluating work on an ongoing basis.
- ◆ To prepare candidates in specialist skills for progression to further studies and related areas.

Recommended prior knowledge and skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

- | | |
|--------------------------------|--------------------------------|
| ◆ Furniture: Materials | ◆ Furniture: Powered Equipment |
| ◆ Furniture: Workshop Practice | ◆ Furniture: Project |

- ◆ *Furniture Specification*
- ◆ *Furniture: Machine Function and Use*
- ◆ *Furniture: Construction*
- ◆ *Furniture History*
- ◆ *Graded Unit 1*

The candidates should also be familiar with Units in their chosen area of specialism — restoration, craftsmanship or design.

Core Skills: There are opportunities to develop the Core Skills of Problem Solving, IT, Communication, Numeracy and Working with Others at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of Practical Assignment. The ‘fleshed-out’ Practical Assignment should provide the candidate with the opportunity to produce evidence that demonstrates she/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit code: F1AB 35

Graded Unit title: Furniture: Graded Unit 2

Original date of publication: March 2007

Version: 02

History of changes:

Version	Description of change	Date
02	Update of Conditions of Assessment	Jul 2018

Source: SQA

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Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates

Graded Unit title: Furniture: Graded Unit 2

Conditions of assessment

The candidate should be given a date for completion of the Practical Assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or by recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for reassessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Graded Unit title: Furniture: Graded Unit 2

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

- ◆ analyse the task and decide on a course of action for undertaking the project
- ◆ plan and organise work and carry it through to completion
- ◆ reflect on what has been done and draw conclusions for the future
- ◆ produce evidence of meeting the aims which this Graded Unit has been designed to cover

The project must involve a practical assignment culminating in a finished product, and candidates must demonstrate the application of the skills and knowledge that fall within the specialist programme delivered by the centre, under the Award of HND Furniture. This assessment instrument is not concerned exclusively with practical activity — candidates are provided with a brief that allows them to prepare, plan, demonstrate practical skills and evaluate the outcome.

The candidate will be asked to:

- ◆ plan the manufacture or restoration of an artefact or piece of furniture
- ◆ carry out the manufacturing or restoration work
- ◆ evaluate the planning and processes and resulting artefact

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

The brief for this practical assignment should reflect the specialism being delivered by the awarding centre, within the award of HND Furniture. This brief will include one of the following:

- ◆ Restoration: A survey of an item of furniture.
- ◆ Design: An agreed set of orthographic drawings.
- ◆ Craft: A set of orthographic drawings.

The Candidate will require to plan the manufacture or restoration of an item of furniture. For example candidates following an HND with the bias towards restoration might be asked to restore an item of furniture which would require them to demonstrate the restoration of at least two component parts of the piece of furniture. The restoration project would require for example a drawer, a leg and the top of a cabinet to be restored to match the rest of the item in terms of style and finish.

Candidates following an HND with the bias towards craft are likely to produce a small item of furniture. It is not envisaged that they would require to undertake the whole design process but that their skills are tested, for example producing a chair, or a cabinet which requires the manufacture of at least two component parts and requires aspects of interpretation of design and craftsmanship to be demonstrated as part of the overall solution.

Candidates following an HND with the bias towards design are likely to produce a small item of furniture. It is envisaged that the candidates would previously have developed their own design work into production. Candidates should show an awareness of the appropriate use of equipment in the production and testing of a designed artefact, displaying skills in the use of manufacturing to meet an agreed design specification. The type of project may be a prototype or first type chair or cabinet which requires the manufacture of at least two component parts and requires aspects of design and production to be demonstrated as part of the overall project.

The practical assignment and the way it is planned should reflect opportunities for the candidate to conduct individual research and development within a brief that reflects the diversity and range of the awarding centre. The brief should allow a degree of choice in the way a project is taken forward so that it may reflect a candidate's interests and personal strengths. The project should also fit centres' available resources. A mentoring system as described in the conditions of assessment above, would help the candidate to develop the brief, and ensure the candidate was carrying out appropriate preparation for the task.

In the production of the artefact a set of generic criteria which must be met is set out below in the Evidence Requirements however, the specific requirements of the artefact should be defined by the awarding centre in the assessment exemplar and this should reflect the specialism being undertaken by the candidate.

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence for each of the three essential phases of the project, is produced to a high standard and is quite clearly inter-related ◆ Demonstrates an accurate and insightful interpretation of the project brief ◆ Is highly focused and relevant to the tasks associated with the project brief ◆ Displays a high level of competence in hands-on execution of practical task ◆ Effectively consolidates and integrates required knowledge, and skills ◆ Demonstrates effective planning, and sequencing of activities throughout the project ◆ Shows initiative in investigating potential Health and Safety issues 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ Has sufficient evidence of the three essential phases of the project, is produced to an adequate standard ◆ Demonstrates an acceptable interpretation of the project brief ◆ Is focused and relevant to the tasks associated with the project brief ◆ Displays an acceptable level of competence in hands-on execution of practical task ◆ Consolidates and integrates knowledge and skills adequately but occasionally this may lack some continuity and consistency ◆ Demonstrates adequate planning and sequencing for most activities in the project ◆ Complies with Health and Safety requirements

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%
 B = 60% — 69%
 C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 30%	<p><i>The planning stage is worth 30% of the marks.</i></p> <p>The planning stage for the manufacture or restoration of an artefact should contain evidence of:</p> <ul style="list-style-type: none"> ◆ Analysis of project ◆ Selection of a suitable solution ◆ A production plan ◆ A schedule of work ◆ A material requisition ◆ A projected costing <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage. The candidate should attain a minimum of 15 marks out of the allocated 30.</i></p>
Stage 2 — Developing 50%	<p><i>The development section is worth 50% of the marks.</i></p> <p>The development stage of the practical assignment should contain evidence which demonstrates:</p> <ul style="list-style-type: none"> ◆ The candidate's ability to put into practice planning and scheduling in the manufacture or restoration of an artefact. ◆ Appropriate use of materials and resources and tools. ◆ That the output developed in the project meets the required quality which should be of a commercially aware standard. ◆ Safe working practice. <p>A record of the process underpinning the activity, should be contained in a log book which should consist of the following:</p> <ul style="list-style-type: none"> ◆ A Production specification which has been maintained with appropriate editing. This will include an ongoing evaluation of materials, tools and techniques ◆ Documentation of the process and organisation. ◆ Mentoring feedback. <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage. The candidate should attain 25 marks out of the allocated 50.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating 20%	<p><i>The evaluation is worth 20% of the marks. The candidate must achieve all of the minimum evidence specified below in order to pass the Evaluating stage.</i></p> <p>The Evaluation report which should:</p> <ul style="list-style-type: none"> ◆ Briefly outline the assignment ◆ Review and update the action plan in the light of experience ◆ Identify any knowledge and skills which have been gained and/or developed ◆ Assess the strengths and weaknesses of the output of the Practical Assignment ◆ Determine to what extent the assignment met the original brief <p>A presentation utilising the plan, the product and the log book should be given by the student for approximately 10 minutes highlighting how problems were solved and how the plan had to be amended. This should include an evaluation of the overall outcome.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage. The candidate should attain 10 marks out of the allocated 20.</i></p>

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

Support notes

It is envisaged that this Graded Unit would be started approximately half way through the student's studies with an increasing amount of time being spent towards the end of the course. It should not be seen as a repeat of previous Unit assessments. It is not intended that any new knowledge or skills are taught during delivery of the Graded Unit instead the lecturer's time will be spent discussing individual candidate work.

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help candidates manage their time effectively, lecturers should consider setting up individual progress reviews with candidates at the start of the Unit delivery time. Lecturers may consider developing a centre proforma to record their discussions with candidates. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that candidates keep to timelines and should be included in their portfolio. The Grade finally achieved by the candidate depends on the work submitted. It is therefore very important that staff do not give undue assistance to students. The level of reasonable assistance should be fully discussed at Course Team level and any assistance given should be logged in the candidate's mentoring records.

While it is not essential that all delivery takes place in a workshop, lecturers should try to ensure that a flexible approach towards ensuring workshop facilities are available to candidates. The identification of when workshop facilities are required could form part of the candidate's planning activities. Access to computers is likely to be required for accessing the internet for research activities, word processing, working with visuals and possibly for PowerPoint.

The kind of task which should be undertaken in this Unit for those undertaking an HND course with the accent on restoration might be the restoration and production of at least two component parts of an item of furniture. The restoration project would require for example a drawer, a leg and the top of a cabinet to be restored to match the rest of the item in terms of style and finish. The candidates would be expected to produce the component parts to match the rest of the item in terms of style and finish.

Candidates following an HND with the bias towards craftsmanship might be asked to produce an item of furniture such as a chair or a cabinet. It is not envisaged that they would require to undertake the whole design process but that their skills are tested for example by producing a chair or a cabinet which requires the manufacture of at least two component parts and requires aspects of design and craftsmanship to be demonstrated as part of the overall solution.

Candidates following an HND with the bias towards design are likely to produce a small item of furniture. It is envisaged that the candidates will develop their own design work into production. Candidates should show an awareness of the appropriate use of equipment in the production and testing of a designed artefact, displaying skills in the use of manufacturing to meet an agreed design specification. The type of project may be a prototype or first type chair or cabinet which requires the manufacture of at least two component parts and requires aspects of design and production to be demonstrated as part of the overall project.

The Core Skill of Problem Solving at SCQF level 6 is developed in this Unit and clearly seen in the planning, development and evaluation process. Additionally the Core Skills of IT, Communication, Numeracy and Working with Others at SCQF level 6 are signposted. Candidates may research information on the internet as part of their practical assignment. This is likely to include interpreting information from manufacturer's sites and researching costs, availability and properties of materials.

Higher National Graded Unit specification: instructions for designing the assessment task and assessing candidates (cont)

They will be required to interpret drawings and use this information to create their chosen artifact. As with all workshop activities candidates will require to work in a co-operative way with others so that best use is made of limited workshop machinery and space. This will require negotiation with others and pre-planning their activities as well as ensuring that their activities do not jeopardize the health and safety of others.

Candidates will have to interpret and extract the information they require and use this research information to determine what materials are best suited to meet the project brief. They will be required to present a summary of their information and the full development and evaluation process as a client presentation. This is likely to be to two lecturers and should be recorded. This is likely to be an oral presentation and while they could use presentation software, they could also base their presentation on the evidence they have gathered throughout the research and development process. Additionally candidates will have records of discussions with their lecturers. Written communication will be available in the form of their portfolio of design and research evidence and notes of properties of materials. Use of visuals and appropriate software is an important aspect of this course. Candidates should be encouraged throughout to use digital images as part of their evidence.

Measuring, working out quantities of materials and allowing for wastage and calculating costs are all part of this Unit and candidates should be including comparisons of final figures with those in the initial plan as part of any client presentation.

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Equality and inclusion*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

Towards the end of your course you will start your Graded Unit. The purpose of this Unit is to bring together many of the different skills you have learnt throughout your course. You will already have studied or be in the process of studying the following Units:

- ◆ *Furniture: Materials*
- ◆ *Furniture: Workshop Practice*
- ◆ *Furniture Specification*
- ◆ *Furniture: Machine Function and Use*
- ◆ *Furniture: Construction*
- ◆ *Furniture: Powered Equipment*
- ◆ *Furniture: Project*
- ◆ *Furniture History*
- ◆ *Graded Unit 1*

This Graded Unit also reflects the main aims of the award. These are:

- ◆ To develop employment skills for a range of careers in the Furniture and related industries.
- ◆ To develop a range of high level vocational skills within the context of Furniture Studies.
- ◆ To demonstrate the ability to integrate and apply complex advance skills used in the Furniture industry.
- ◆ To carry out complex project work involving research, analysis, planning and budgeting.
- ◆ To demonstrate the ability to manage projects effectively and evaluate their effectiveness in terms of time, budget and feasibility.
- ◆ To develop candidates' knowledge and skills such as planning analysis, synthesizing and evaluating work on an ongoing basis.
- ◆ To prepare candidates in specialist skills for progression to further studies and related areas.

You will be asked to apply some of the skills and knowledge you have learnt in these Units to a practical assignment. As part of this Unit you will be asked to demonstrate your practical skills but you will also have to show how you planned your assignment, how you developed your ideas and how you evaluated what you had produced.

At the start of the Unit you will be given a design brief which you will plan, develop and evaluate to provide a solution, just as you would for a client. The kind of project you will be asked to undertake will be something like restoring a piece of furniture or making a piece of furniture. The project will be out of 100 and you have to pass each part of the project to pass the Unit. The marks you get for each part will be added up and you will be given a grade for the Unit. The grade you receive is based on the following:

- ◆ A = 70% — 100%
- ◆ B = 60% — 69%
- ◆ C = 50% — 59%

In undertaking this Unit you will develop your Problem Solving skills. You will also develop your Communication skills through discussions with your lecturer, making a client presentation and writing up your log book. You will develop your number skills through measuring, calculating materials, costs, wastage and comparing your estimates with what actually happened. You will also develop your IT skills and you will develop your ability to negotiate and work with other people in this Unit.

Throughout the Unit you will meet with your lecturer who will advise you and make sure you are on the right track to achieve your Unit within the given timescale. As part of your assessment you will present your ideas and how you developed your solution and you will present your ideas just as you would to a client.