



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HND Complementary Therapies. 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: Complementary Therapies: Graded Unit 2

Graded Unit code: F1D0 35

Type of Graded Unit: Project

Assessment Instrument: Investigation

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 Access 1 to Doctorates.*

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

- ◆ Consolidate knowledge and skills.
- ◆ Develop study, organisation and research skills.
- ◆ Enhance understanding of the effects of the chosen Complementary Therapy in the concept of stress.
- ◆ Prepare candidates for progression to further study in Complementary Therapy or related discipline.
- ◆ Adopt an innovative and objective integrated approach to their work and be able to respond to the challenges posed by changes in the environment or practices of the Complementary Therapy industry.

Candidates will carry out an investigation based on the skills gained from the mandatory Units. Candidates will produce a written rationale for the purpose of the investigation, which will include justification for the selected complementary therapy. Subsequent detailed research and use of Clinical Practice will enable the candidate to effectively evaluate treatment findings. The investigation will culminate in the presentation of findings to the Assessor and peer group. The work necessary to undertake the investigation will consolidate skills and knowledge acquired throughout the HND Complementary Therapies. These will employ skills developed through a combination of the mandatory Units from the Group Award. When carrying out this investigation candidates should ensure that it will be a sufficient basis to meet all the requirements of this Graded Unit.

General information for centres (cont)

Candidates brief

The candidate should:

- ◆ determine the purpose of the investigation
- ◆ use the Clinical Practice on which to base the investigation
- ◆ prepare and submit a written rationale for the investigation prior to commencing
- ◆ carry out research to identify the physical, physiological and psychological effects of the complementary therapy selected
- ◆ apply clinical practice with due regard to the clients needs
- ◆ treatment of two clients to contrast and compare results achieved
- ◆ record and monitor physical, physiological and psychological effects resulting from the treatments provided
- ◆ compile a comprehensive evaluation of results achieved and draw conclusions
- ◆ present the findings of the investigation to a selected audience and the assessor
- ◆ the presentation should also include the key aims of the investigation; how the investigation was conducted, conclusions and recommendations

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:

Code	Unit Title	SCQF credit points	SCQF level
DE2E 34	<i>Preparing and Presenting a Business Plan</i>	16	7
DH3Y 35	<i>Stress Management</i>	4	8
F1BH 35	<i>Stress Management for Clients</i>	4	8
F1BP 35	<i>Human Pathological Processes</i>	16	8
DN6W 35	<i>Lifestyle Advice for Clients</i>	8	8
F1BA 34	<i>Complementary Therapies: Clinical Practice</i>	8	7
F1BK 35	<i>Complementary Therapies: Integration in the Health Care Services</i>	16	8

Core Skills: There are opportunities to develop the Core Skill of *Problem Solving* at level 5 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 a Project. The developed Investigation 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.

Candidates must:

- ◆ select a topic for the investigation based upon the second year mandatory Units and the Complementary Therapy selected from Aromatherapy, Reflexology or Massage
- ◆ produce a working brief which will be presented with an action planning document to include how information will be gathered by a negotiated date
- ◆ carry out the investigation
- ◆ evaluate the investigation

General information for centres (cont)

Candidates will be required to produce an action-planning document, which identifies clear stages in executing the investigation. This document will contain 600–800 words and should be presented by a date negotiated with the assessor.

Candidates will be required to submit a written report of between 2,500 and 3,000 words (excluding appendices and references).

Administrative Information

Graded Unit code: F1D0 35

Graded Unit title: Complementary Therapies: Graded Unit 2

Original date of publication: February 2007

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History of changes:

Version	Description of change	Date
02	Word count (on page 7) for action plan and report amended in line with word count on page 3; minor amendments to the list of Units on pages 2 and 9.	April 2008
03	Mark allocation for each stage added.	November 2008

Source: SQA

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

Graded Unit title: Complementary Therapies: Graded Unit 2

Conditions of assessment

The candidate should be given a date for completion of the investigation. 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. The assessment task should be marked as soon as possible after the completion date. The final grading given should reflect the quality of the candidate's evidence at the time of the completion date.

The evidence for the project is generated over time and involves three distinct stages, where each stage has to be achieved before the next is undertaken. Thus any re-assessment of stages must be undertaken before proceeding to the next stage.

If a candidate fails the project overall or wishes to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new project, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

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

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"> ◆ demonstrates clear and explicit links between the three stages of the investigation and is produced to a high standard ◆ is highly focused throughout on the objectives set for the investigation ◆ carefully selects information from a variety of sources to provide strong and valid reasons to support points made ◆ demonstrates understanding of concepts and issues relating to the complementary therapy industry and uses these accurately and relevantly to support points made ◆ is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and technical content ◆ includes a careful and considered reflection on the investigation which informs realistic recommendations ◆ requires little input and guidance from the lecturer 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ contains sufficient evidence to meet the minimum requirements of each of the three stages of the investigation and is produced to an adequate standard ◆ meets the objectives of the investigation but not in a consistent or fully comprehensive manner ◆ uses information from a limited range of sources and in a manner which does not always support reasons given ◆ makes limited reference to concepts and issues relating to the complementary therapy industry which may not always be used accurately nor fully relevantly ◆ is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content ◆ has some limited reflection which does not provide a comprehensive basis for realistic recommendations for the future

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.

Evidence Requirements

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

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

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

Project stage	Minimum Evidence Requirements
Stage 1 — Planning (20%)	<p>A written rationale should be provided, which demonstrates the candidate's reasons for selection of the chosen complementary therapy and the purpose of the investigation:</p> <ul style="list-style-type: none"> ◆ title of project/topic ◆ the aims and objectives of the project/topic ◆ the rationale for selecting the project/topic within the chosen practical area should include justification and choice ◆ identification of the main issues for research ◆ identification of the methods of research and sources to be used <p>Suggested guidelines:</p> <p>Production of action planning document, a maximum of 600–800 words.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>
Stage 2 — Developing (50%)	<p>The candidate will carry out research into the complementary therapy selected from Aromatherapy, Reflexology or Massage. Perform practical treatments, provide advice and monitor results. Contrast and compare results achieved from the use of the selected treatments based on:</p> <ul style="list-style-type: none"> ◆ collection and collation of data ◆ interpretation/analysis of data ◆ summary of the findings ◆ Complementary Therapy selected from Aromatherapy, Reflexology or Massage ◆ two Clients <p>Suggested guidelines:</p> <p>Report of 2,500–3,000 words, with conclusions and recommendations.</p> <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</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 (30%)	<p>The candidate will carry out a comprehensive evaluation of the investigation and draw conclusions. Present the findings of the investigation, which should include: the key aims of the investigation; how the investigation was conducted and conclusions:</p> <ul style="list-style-type: none"> ◆ the analysis of the task ◆ the planning and organisation of the project ◆ the development of the activity ◆ conclusions consistent with data ◆ the completion of the activity ◆ recommendations ◆ research skills developed and gained <p>Suggested guidelines:</p> <ul style="list-style-type: none"> ◆ report of 500 words (maximum) ◆ 10 minute presentation <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

Candidates with disabilities and/or additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative assessment arrangements. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs*, which is available on SQA's website: www.sqa.org.uk.

General information for candidates

This Graded Unit 2 is a Project with the instrument of assessment as an Investigation.

The aims of the Graded Unit are to allow you to develop study, organisational and research skills to allow you to investigate your chosen Complementary Therapy from Aromatherapy, Reflexology or Massage, understanding the effects on of those therapies in the concept of stress. You will also look at challenges posed by environment and changes in practices within Complementary Therapies.

You should have completed or be in the process of completing the mandatory Units relating to the above specific aims prior to undertaking this Graded Unit 2:

- ◆ DE2E 34 *Preparing and Presenting a Business Plan*
- ◆ DH3Y 35 *Stress Management*
- ◆ F1BH 35 *Stress Management for Clients*
- ◆ F1BP 35 *Human Pathological Processes*
- ◆ DN6W 35 *Lifestyle Advice for Clients*
- ◆ F1BA 34 *Complementary Therapies: Clinical Practice*
- ◆ F1BK 35 *Complementary Therapies: Integration in the Health Care Services*

Your evidence for this Project will be generated over time and involve three distinct stages, where you will be required to achieve each stage before progressing to the next.

You will be given a date for completion of the **Investigation**. The instructions for the assessment task will be distributed to allow sufficient time to assimilate the details and carry out the assessment task. During the time between distribution of the task and start of the assessment you will be able to ask questions regarding clarification, guidance and reasonable assistance.

In total when you complete the investigation, the evidence you produce will contain approximately 3,500 words plus appendixes and reference.