



Higher National Unit specification

General information for centres

Unit title: Personal Enterprise Skills

Unit code: F3HT 34

Unit purpose: This Unit prepares candidates with the necessary personal enterprise skills required when looking for employment.

On completion of the Unit the candidate should be able to:

- 1 Prepare and complete a CV.
- 2 Analyse and apply personal skills and knowledge in relation to an identified employment opportunity.
- 3 Understand the modern work environment.

Credit points and level: 1 HN credit at SCQF level 7: (8 SCQF credit points at SCQF level 7*)

**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.*

Recommended prior knowledge and skills: While access to this Unit is at the discretion of the centre it would be useful if candidates had good communication skills, preferably at SCQF level 5. Other knowledge skills or experience relevant to the Unit would also be beneficial.

Core Skills: There are opportunities to develop the Core Skills of *Communication (spoken communication)* and *Critical Thinking* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Context for delivery: If this Unit is delivered as part of a Group Award, it is recommended that it should be taught and assessed within the subject area of the Group Award to which it contributes.

Assessment: This Unit should be assessed by adopting a holistic approach to assessing whole Outcomes or a combination of Outcomes.

Successful completion of this Unit will result in the completion of a portfolio of assessment evidence generated by the candidate.

General information for centres (cont)

Outcome 1 should be assessed by the candidate preparing and completing a CV. Preparation will involve the candidate in carrying out a detailed SWOT analysis and the identification of SMART targets linked to specific short, medium to long term goals. The completion of the CV should reflect the preparation undertaken and the use of an appropriate CV layout. Outcome 2 requires the candidate to analyse the job market and identify suitable job opportunities, in relation to their own skills and knowledge. Using this analysis, candidates must select a job vacancy and complete an application form and tailored CV. Outcome 3 requires candidates to understand and provide an explanation of one aspect of current working policies or practices within the modern work environment.

Higher National Unit specification: statement of standards

Unit title: Personal Enterprise Skills

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The sections of the Unit stating the Outcomes, Knowledge and/or Skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the Knowledge and/or Skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Prepare and complete a CV

Knowledge and/or Skills

- ◆ Self awareness techniques
- ◆ SMART targets
- ◆ CV styles and layouts

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ carry out a recorded audit of personal strengths and skills and areas for development using a detailed SWOT analysis with clearly identified SMART targets linked to short, medium and long term goals
- ◆ complete a CV reflecting the personal audit and using an appropriate CV layout

The information contained within the CV should be accurate, clear, concise and able to be justified. Language and style should be appropriate for the intended audience.

Assessment Guidelines

Candidates could compile a personal folio of evidence. Discussions between candidates and tutor could be used to ensure information in the CV is accurate and justified.

Higher National Unit specification: statement of standards (cont)

Unit title: Personal Enterprise Skills

Outcome 2

Analyse and apply personal skills and knowledge in relation to an identified employment opportunity

Knowledge and/or Skills

- ◆ The job market
- ◆ Tailored CVs
- ◆ Job applications
- ◆ Occupational qualifications and competences
- ◆ Self awareness

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ accurately analyse and explain the job market in relation to their own skills and knowledge and identify suitable job opportunities
- ◆ accurately analyse one employer's requirements for an advertised post against own knowledge and skills

Candidates should complete an application form and tailored CV for the post chosen.

Assessment Guidelines

Candidates could provide a folio of evidence which shows that they have analysed the current job market and matched their skills and knowledge with the most appropriate jobs available. Candidates could use a range of sources of job recruitment to select one vacancy against which to prepare an application and tailored CV.

Higher National Unit specification: statement of standards (cont)

Unit title: Personal Enterprise Skills

Outcome 3

Understand the modern work environment

Knowledge and/or Skills

- ◆ Current workplace policies and practices
- ◆ Self awareness
- ◆ Impact of policies and practices on an organisation

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- ◆ Understand one aspect of current working policies or practices within the modern work environment by providing an explanation of:
 - the policy or practice
 - the importance and/or impact on the organisation and its employees
 - implications for own knowledge and skills

Candidates should provide an outline and rationale for their chosen topic which should be agreed with their tutor before undertaking the assignment.

Assessment Guidelines

Candidates could consider a range of current policies and practices such as one aspect of customer care, workplace legislation, new technologies and continuing professional development.

This Outcome could be assessed through individual and/or group presentation to peers. An observation checklist and peer feedback could be used.

Administrative Information

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Unit title: Personal Enterprise Skills
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Version	Description of change	Date

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Higher National Unit specification: support notes

Unit title: Personal Enterprise Skills

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is designed to enable candidates to apply appropriate personal enterprise skills when looking for employment. The personal enterprise skills Unit is suitable for anyone wishing to enhance their employability skills and their understanding of the modern work environment.

Outcome 1

To achieve Outcome 1 candidates must demonstrate their knowledge and skills by showing that they can:

- ◆ carry out a recorded audit of personal strengths and skills and areas for development using a detailed SWOT analysis
- ◆ clearly identify SMART targets linked to short, medium and long term goals
- ◆ complete a CV reflecting the personal audit
- ◆ use an appropriate CV layout
- ◆ produce a CV that is accurate, clear, concise and able to be justified
- ◆ the language and style of the CV should be appropriate for the current job market

Outcome one encourages the candidate to focus on the use of a self awareness technique (SWOT analysis) to carry out an audit of individual personal strengths, skills and areas for development. Candidates working at SCQF level 7 need to be able to provide a thorough examination of their strengths, weaknesses, opportunities and threats in order to be able to identify appropriate and realistic SMART targets linked to specific short, medium and long term goals. Candidates must be encouraged to present evidence which shows a high depth of analysis and statements which can be justified.

It is important that candidates recognise the benefits of reflecting on their personal audit and including relevant information within the CV. It is expected that candidates will consider their present skills, knowledge, qualifications and work history as further preparation in order to create a CV. Candidates need to be aware of the different formats of Curriculum Vitae and be encouraged to present theirs in a style appropriate to the modern work environment.

Outcome 2

To achieve Outcome 2 candidates will need to provide evidence that they can accurately analyse the job market in relation to their own skills and knowledge and identify a suitable job vacancy. Candidates will be expected to draw on their evidence from Outcome 1 in order to evidence the following:

- ◆ analyse and explain the job market in relation to their own skills and knowledge
- ◆ identify suitable job opportunities
- ◆ choose an advertised post and complete an application form and a tailored CV

Higher National Unit specification: support notes (cont)

Unit title: Personal Enterprise Skills

Candidates should be encouraged to consider the job market and the opportunities that might be available to them initially from a personal perspective. They need to build on the self analysis exercise undertaken in Outcome 1 and reflect on their own knowledge and skills in order to identify suitable job vacancies.

It is important to recognise that the availability of job opportunities may vary considerably depending on the specific job being pursued. An important first step might be to provide an overview of what is currently available in relation to their chosen job sector by sourcing the relevant job opportunities via newspapers, the internet, job centres, word of mouth and cold calling. A brief description of the occupational area chosen to job search and the reasons for this could be included in the candidate folio.

At SCQF level 7 it is important that the job vacancies are not presented simply as a list of employment opportunities. The candidate will need to examine the job vacancies and record their analysis with regard to their suitability. This can be done in note form in relation to specific job opportunities or it can be compiled in a short summary report.

The candidate should choose one advertised post which may have arisen from their job search and analyse it carefully from an employer perspective. The analysis should consider in detail the employer requirements for the post in terms of the desired qualities, skills, qualifications, experience and any other relevant information.

Candidates should apply for an advertised post. A completed job application form should be presented in the candidate folio. Care should be taken to complete the application form to the required standard. Candidates should pay particular attention to the need to provide a detailed personal statement in support of their application.

A CV should be submitted with the job application and must be tailored to the advertised post. The CV compiled in Outcome 1 could be adjusted to suit the job vacancy.

In a situation where there are no or too few appropriate job vacancies available, centres could provide a range of realistic job vacancy information for candidates to choose from.

Outcome 3

This Outcome builds on the candidate's knowledge and skills from Outcomes 1 and 2. Outcome 3 embraces the candidates underpinning knowledge and skills and assesses holistically the candidates understanding of a chosen topic within the modern work environment. The candidate should:

- ◆ consider current working policies or practices within the modern work environment and may choose to investigate one aspect from the following: customer care, workplace legislation, new technologies, continuing professional development or any other relevant topic
- ◆ candidates must provide an outline and rationale for their chosen topic which must be agreed with the tutor before undertaking their assignment
- ◆ the candidates chosen topic must provide an explanation of:
 - the policy or practice
 - the importance and/or impact on the organisation and its employees
 - impact on own knowledge and skills

Higher National Unit specification: support notes (cont)

Unit title: Personal Enterprise Skills

Candidates should be encouraged to present their findings through individual and/or group presentations to peers. Additionally a tutor and/or peer observation checklist could be used to promote feedback.

Guidance on the delivery and assessment of this Unit

Candidates should be encouraged to take ownership of the Outcomes of this Unit. They should be encouraged to interact at every stage of the Unit both with the tutor and with their peers. Ideally, they should be encouraged to build a portfolio which they will go on to develop throughout their working lives.

Outcome one allows the candidate to audit their own personal strengths and skills in order to set SMART targets and short, medium to long term goals. The audit can then be used as the basis to prepare and complete a curriculum vitae which is accurate and can be used in the job market. Candidates should be encouraged to develop a generic CV with the knowledge that this may require to be adapted to suit particular job vacancies.

Outcome two seeks to develop the candidate's ability to analyse the current job market and match their own skills and knowledge with the employment opportunities available to them. They should consider what best suits their own individual strengths, skills, qualities, experiences and aspirations. They need to compile evidence in their personal folio of an analysis of the job market itself and the relevance of the job opportunities that are available to them. Candidates will be expected to show a high depth of analysis and explanation at SCQF level 7 when presenting their evidence of the job market and the identification of suitable job opportunities.

Candidates must accurately analyse one employer's requirements for an advertised post against their own knowledge and skills. They should complete an application form and a tailored CV for the vacancy.

Outcome three emphasises the importance of having knowledge awareness and an understanding of current working policies and practices within the modern work environment. Candidates need to consider one aspect of current working policies or practices. An outline and a rationale for their chosen topic must be agreed with the tutor before undertaking the assignment. Candidates must address three specific strands in the assignment:

- 1 provide an explanation of the policy or practice
- 2 explain the importance and/or impact on the organisation and its employees
- 3 the impact on own knowledge and skills.

Candidates must present their findings. The tutor should consider the use of an individual and/or group presentation to their peers. An observation checklist should be used to record the individual and/or group contributions. Peer feedback is an important part of the personal development process and this should be encouraged.

Higher National Unit specification: support notes (cont)

Unit title: Personal Enterprise Skills

The candidate's personal folio of evidence should contain the following evidence:

- ◆ SWOT analysis
- ◆ SMART target linked to short, medium and long term goals
- ◆ a generic CV
- ◆ a tailored CV specific to a chosen job vacancy
- ◆ an accurate analysis of the job market in relation to their own skills and knowledge
- ◆ identification of suitable job opportunities
- ◆ the analysis of one employers requirements for an advertised post against own knowledge and skills
- ◆ a completed job application form
- ◆ an outline and rationale for one aspect of current working policies or practices agreed with the tutor
- ◆ provide an explanation of the following:
 - the policy or practice
 - the importance and/or impact on the organisation and its employees
 - the impact on own knowledge and skills
- ◆ individual and/or group presentation to peers
- ◆ tutor observation checklist
- ◆ peer feedback

Opportunities for developing Core Skills

The successful completion of this Unit may allow the candidate to develop the necessary skills for spoken communication in the Core Skill of *Communication* and *Critical Thinking* at SCQF level 6.

Spoken communication may be developed if using presentations as part of the assessment of Outcome 3, whilst critical thinking is developed throughout the learning, teaching and assessment of all Outcomes.

Open learning

This Unit could be delivered by distance learning. However, centres need to pay particular attention to Outcome 3 and the requirements for either an individual or group presentation to peers. Specific arrangements could be put into place to ensure these options are made available to candidates using video conferencing, web cams or any other form of ICT networking.

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 Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

General information for candidates

Unit title: Personal Enterprise Skills

This Unit prepares you with the necessary personal enterprise skills which will stand you in good stead for the rest of your working life.

The emphasis throughout this Unit is on **you** — your strengths, your abilities, your development needs and the way you communicate.

Employers today require more than qualifications and experience. They want to know that you can communicate well, that you can problem solve and that you can demonstrate loyalty. To be employable (and not just employed) throughout your working life you must take control of your personal development. It is called ‘Continuing Personal Development’ because from the day you start your working life to the day it ends you will be expected to show personal development.

In Outcome one, you will carry out an audit of your own strengths, weaknesses, skills and knowledge in preparation of a curriculum vitae, which will be the basis for any job application you make. You will learn that you must be honest about your abilities and your development needs. A well prepared curriculum vitae will help you greatly when you are seeking employment

In Outcome two, you will analyse the job market and prepare an application and tailor your CV for a chosen job vacancy.

In Outcome three you will examine and explain one aspect of the modern work environment and assess the implications for your own knowledge and skills.