



Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HND Professional Golf. 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: Professional Golf: Graded Unit 2

Graded Unit code: F3RJ 35

Type of Graded Unit: Project

Assessment Instrument: Case Study

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 Professional Golf:

- ◆ to build on established Core Skills through a range of teaching and learning approaches that develops independent learners capable of analytical, problem solving and decision-making skills
- ◆ to enable candidates to analyse and critically reflect on concepts, ideas and practical performances and to communicate their thoughts appropriately in a variety of situations
- ◆ to allow candidates to develop their understanding of the operations of golf facilities and the needs of the key stakeholders of golf facilities and how they can integrate into the efficient functioning of a golf facility
- ◆ to develop the knowledge and skills of business and management to allow successful candidates to be able to make a positive contribution to the development and running of a golf facility
- ◆ to equip candidates with the knowledge and skills for progression into relevant degree courses

General information for centres (cont)

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:

- ◆ F3CH 35 *Golf Coaching: Advanced Performance Skills*
- ◆ DD2M 35 *Improving Coaching in Sport*
- ◆ F0WD 35 *Golf Courses: Developing Understanding*

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving, Information Technology, 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 a case study. The developed case study 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.

The Graded Unit will be assessed by the three stages of:

- ◆ a plan of actions
- ◆ an investigation report with conclusions and recommendations
- ◆ evidence showing evaluation/review of the case study

This project should provide the candidate with the opportunity to produce evidence that demonstrates s/he has met the aims of the Group Award.

This assessment could be undertaken as a work-based project utilising a suitable subject. It is recommended that a holistic approach to assessment is used covering all stages. Each candidate will be asked to select a subject, and investigate potential developments within the context of golf business and planning.

Candidates will be required to submit a report of between 2,000 and 3,000 words or equivalent, in addition to presenting a 12–15 minute presentation or equivalent summarising the key points. This may be done in a word processed format. The presentation may make use of electronic media and software packages.

Administrative Information

Graded Unit code: F3RJ 35

Graded Unit title: Professional Golf: Graded Unit 2

Original date of publication: July 2008

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History of changes:

Version	Description of change	Date

Source: SQA

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

Graded Unit title: Professional Golf: Graded Unit 2

Conditions of assessment

The candidate should be given a date for completion of the case study. 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.

It is up to Centres to take reasonable steps to ensure that the project is the work of the candidate. For example, Centres may wish to informally question candidates at various stages on their knowledge and understanding of the project on which they have embarked.

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

The candidate has to assume the role of golf coach of a golf club currently in operation. The golf club can be determined by the candidate or the centre. The coach has to present to the club committee a proposal to develop a comprehensive coaching and performance programme for members and the general public which will fulfil the needs of the members but also generate income for the club. The candidate will need to consider issues which will affect the implementation of the programme but also

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fulfil the needs of differing client groups. An overview of the current situation of the club would be the basis from which the case study should evolve. Candidates will need to develop an understanding of what the club is and where it could go. This could be done by considering what is currently provided and at what cost. Once this is established the candidate will need to look at the demographics of the club, local competition and determine the programme best suited. Implementation of the programme will need to be considered with a view to marketing it to the local cliental and members whilst considering staffing implication and development of resource.

Selection of a Golf Club which will be accessible over the academic year is essential for successful completion of this case study. It is recommended that candidates should have a minimum of 20 hours based at their chosen club to allow an understanding of the clubs functions and for them to collate relevant information necessary to fulfil the brief.

Guidance on grading candidates

At this level, candidates should work independently.

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.

Grade A	Grade C
Is a seamless, coherent piece of work which: ◆ has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related ◆ demonstrates an insightful interpretation of the project brief ◆ is highly focused and relevant to the tasks associated with the project brief ◆ is clear and well structured throughout and language used is of a high standard in terms of level, accuracy and technical content ◆ effectively consolidates and integrates required knowledge and skills	Is a co-ordinated piece of work which: ◆ has sufficient evidence of the three essential stages of the project, is produced to an adequate standard ◆ demonstrates an interpretation of the project brief ◆ is focused and relevant to the tasks associated with the project brief ◆ is structured and language used is adequate in terms of level, accuracy and technical content ◆ consolidates and integrates knowledge and skills but this may lack some continuity and consistency

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.

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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.

The candidate is required to plan, develop and evaluate a case study which will analyse key golf industry based issues that currently or may in the future, impact on a selected club and membership.

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.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning 20 %	The candidate must produce a Project Outline, which includes: Evidence of analysing and interpreting what is involved in the practical project brief and key factors influencing the project and these inter-relationships. Evidence of developing a research approach that is appropriate to the subject matter ◆ provides justification of methods of research Establish aims and objectives for the practical project ◆ states the aims and objectives of the project (a minimum of two aims and three objectives) ◆ evidence of negotiated access to selected golf club. Evidence of developing an action plan to carry out the practical project ◆ identifies any ethical issues involved in the project ◆ identifies any contingency plans that can be put into operation ◆ contains a clear plan of action ◆ retains focus on the task

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Project stage	Minimum Evidence Requirements (cont)
Stage 1 — Planning (cont) 20 %	Sets clear timescales for completion of stages ♦ sets realistic timescale throughout Identify the resources and materials to carry out project ♦ identifies the required resources and materials to complete the project ♦ identifies where the sources/materials/information required to complete the project can be found. ♦ identifies where can be these resources be sourced/accessed
Stage 2 — Developing 60 %	A case study report must be produced by the candidate, including evidence of: Candidates carrying out the case study, meeting the requirements of the plan, managing the project which: ♦ develops a line of thought ♦ contains details of the research ♦ applies course knowledge and skills ♦ accesses an appropriate range of resources ♦ applies research techniques ♦ demonstrates selection and analysis of information ♦ applies problem solving techniques ♦ identifies and gathers evidence to decide whether the criteria have been met <i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i>

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

Project stage	Minimum Evidence Requirements (cont)
Stage 3 — Evaluating 20 %	An evaluation of the approach taken which includes all stages of the activity, eg analysis of the task, the planning and organisation of the case study, carrying the plan through to completion. The evaluation report must include: ◆ identification of the criteria on which to base the evaluation ◆ presents objective, reliable results ◆ uses appropriate language, format and structure ◆ demonstrates accuracy in the Core Skill of <i>Communication</i> ◆ evaluation of the effectiveness of the project, explaining the relevance of evidence — the evaluation should be related to the original aims and objectives ◆ reference to any modifications undertaken during the course of the project ◆ presents sound conclusions consistent with findings ◆ provide recommendations for the future which are relevant to the project. <i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i>

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Support notes

Brief

In undertaking this project, the candidate will be required to develop a strategy for the development of a coach and performance programme at an existing golf club. They will be required to consider the following issues: It is recommended that candidates should have a minimum of 20 hours based at their chosen club to allow an understanding of the clubs functions and for them to collate relevant information necessary to fulfil the brief.

- ◆ analysis of Golf club — impact, membership
- ◆ demographics of surrounding area
- ◆ structure of facility
- ◆ resources — current, projected
- ◆ current provision
- ◆ staffing
- ◆ costing- target income, expenditure
- ◆ coaching programme — beginners, intermediate, advanced performers
- ◆ marketing
- ◆ competition

The above list is not exhaustive and students may widen the range of the topics listed above.

Planning stage

The Project Outline should be in the region of 500–700 words or equivalent, which will include:

- ◆ Introduction
 - this provides a brief overview of current golf club and the proposed development
- ◆ Overall Aims
 - this will be a general statement of the overall aims of your investigation of which there need to be a minimum of two
- ◆ Objectives
 - candidates should identify a minimum of three objectives
- ◆ Research Approach

Evidence of developing a research approach that is appropriate to the subject matter eg: Desk research, Qualitative, Quantitative research, Primary and Secondary research.

 - There are a variety of research methods that candidates may choose. However this falls into two, main categories:
 - a) Qualitative research
 - b) Quantitative research

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Information gathered for the project will also come from Primary sources eg questionnaires, interviews etc and also from Secondary sources eg research reports, academic articles, Government papers on health recommendations, etc. This will be in the region of 200 words or equivalent.

- ◆ Sources of reference
You must provide a minimum of four key sources of reference material (eg fitness and health articles, research documents, government papers, national health recommendations) that will provide direction to your investigation.
- ◆ Overview of Action Plan and/or methodology
This will provide an overview of the proposed action plan to allow the objectives to be achieved. This will be approximately 200 words or equivalent.

The project brief is one specific component of this planning stage. Other elements of this stage will be embedded in your project and will contain evidence of the following:

- ◆ stated aims (minimum two) and objectives (minimum three)
- ◆ clear focus on the task of collecting specific information on the selected issue
- ◆ evidence of negotiation with selected golf club.
- ◆ evidence of an approach to research eg desk, research, qualitative or quantitative research
- ◆ justification on the 'approach to research'
- ◆ overview of specific type of information
- ◆ identification of contingency planning

The work produced should always be the candidate's own. However, tutors are expected to provide candidates with advice, guidance and constructed criticism as necessary when they devise their plans.

In the event that the assessor forms the view that the work finally submitted by the candidate for the planning stage is so weak as to prevent the candidates progressing to the next stage, the candidate may receive additional assistance (over and above the norm). In this event, the assessor will record this fact and the candidate's work marked accordingly.

Developing stage

Candidates must provide clear evidence of implementing the action plan which may include some of the following:

- ◆ Clear evidence of research that should be clearly referenced
- ◆ Information sources (Primary and Secondary)
- ◆ Primary sources may include:
 - questionnaires
 - tapes or transcripts of interviews
 - observation records
 - diary
 - progress review
- ◆ Secondary sources may include:
 - library
 - SportScotland
 - SGU
 - PGA
 - golf club reports/minutes

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- government reports
 - active schools reports
 - local authority reports
 - information from the internet
 - other reference material
- ◆ copies of correspondence associated with the project, presented as an appendix

Once all the evidence is gathered and collated it must be prepared for presentation using appropriate language, format and structure.

The candidate should have regular meetings with the project supervisor/assessor who will provide advice and assistance where appropriate.

It is anticipated that this stage will be in the region of 1,200–1,500 words or equivalent. Appendices may be used and referenced appropriately.

Evaluation

Candidates must produce a report that contains 500–700 words or equivalent.

An evaluation of the effectiveness of the approaches taken to all stages of the practical assignment

- ◆ identification of the criteria on which to base the evaluation
- ◆ present objective, reliable results
- ◆ present sound conclusions consistent with data
- ◆ acknowledge sources
- ◆ use appropriate language, format and structure
- ◆ demonstrate accuracy in communication skills
- ◆ utilise data to support the conclusion
- ◆ make reference to any modification to the approach during the course of the project
- ◆ draw conclusions as to how the process of carrying out the project could be improved
- ◆ provide recommendations for the future and support with date
- ◆ examine the effectiveness of the original analysis and planning
- ◆ refer to skill development and strengths of the investigation

The total word count for the case study report should be in the region of 2,500 words or equivalent.

Presentation

The candidate will summarise the above evaluation process and present a 12–15 minute presentation or equivalent. The presentation may make use of electronic media and software packages.

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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

Unit title: Professional Golf Graded Unit 2

Golf is a multi million pound industry and within many countries it has a massive economic impact. At local level each club has to maintain its own survival and needs to fulfil its commitment to customers and members. The club professional, golf coach or head of coaching plays their part within this structure creating a service which takes into account club members and their needs as well as attracting general public to play or be coached.

This Graded Unit will give you the opportunity to study the workings of the coaching and performance arm of a club and will allow you to think about change. The Core Skills of *Problem Solving*, *Information Technology*, *Communication*, *Numeracy* and *Working with Others* will be developed throughout this Unit. Researching existing data, analysis of collated information and problem solving for the future will allow you to experience a brief insight into the workings of a local club and the potential impact a successful coaching programme could make. You will also have to look at the club and its potential to grow, this will mean that time needs to be spent liaising with key club staff and find out their roles and vision for club development.

The assessment will take the form of a case study followed by presentation. The case study will be approximately 2,500 words or equivalent and the presentation should be no longer than 15 minutes or equivalent.