Higher National Unit specification

General information for centres

Unit title: Learning Centre Operations: Funding

Unit code: F3XN 34

Unit purpose: The purpose of this Unit is to enable candidates working within a learning centre to develop awareness of funding opportunities that their learning centre and learners may attract.

On completion of the Unit, candidates should be able to:

1 Identify Learning Centre activities which may attract funding.
2 Identify sources of funding which supports learning.
3 Apply for or support an application to fund learning activity.

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 Doctorate.

Recommended prior knowledge and skills: Access to this Unit is at the discretion of the centre. However, candidates would normally be expected to have competence in communication skills at SCQF level 5 and information technology skills at SCQF level 5. It would be beneficial if candidates had recent knowledge and experience of working with learners in a learning centre environment.

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving*, *Numeracy* and *Information Technology* 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: The candidate is required to produce a logbook which details the strategies deployed to identify the needs of candidates and provide appropriate support. The logbook will detail how this was done and should be supported by a portfolio containing appropriate documentary evidence.

Higher National Unit specification: statement of standards

Unit title: Learning Centre Operations: Funding

Unit code: F3XN 34

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.

The Unit will be assessed holistically by combining Outcomes 1, 2 and 3 for assessment purposes. Please refer to Knowledge and/or Skills for the Unit and Evidence Requirements for the Unit after the Outcomes.

Outcome 1

Identify learning centre activities which may attract funding

Knowledge and/or Skills

♦   Courses delivered within the learning centre
♦   Partners in learning
♦   Local and national learning programmes and campaigns
♦   Unique Selling Points
♦   Research skills

Outcome 2

Identify sources of funding which support learning

Knowledge and/or Skills

♦   Criteria for funding activities and individuals
♦   Learner characteristics
♦   Sources of funding
♦   Networking skills
♦   Research skills
♦   Interpersonal and communication skills

Higher National Unit specification: statement of standards (cont)

Unit title: Learning Centre Operations: Funding

Outcome 3

Apply for or support an application to fund learning activity

Knowledge and/or Skills

♦ Funding bodies' criteria and application processes
♦ Partners who support applications for funding
♦ Preparation of funding applications
♦ Communication skills

Evidence Requirements

Candidates will provide evidence in the form of a portfolio which should contain entries that record the following elements:

♦ information about learning activity within the learning centre
♦ information on the range of partners and qualification bodies for whom you facilitate learning
♦ up to date information of local and national learning programmes and campaigns
♦ knowledge of the learning centre's delivery process and individual attributes
♦ what activity the learning centre contributes in terms of networking
♦ how to access sources of funding
♦ funding and finance information and support available to support learning
♦ database of possible funding sources and their criteria
♦ range of application forms and processes
♦ up to date information on partners who support application's for funding

The portfolio should contain evidence showing how the elements listed above have been achieved. Examples of the form that this evidence could take might include:

♦ transcripts or recordings of interviews with learners — these could be written, audio or video
♦ documentation from the learning centre, annotated as appropriate
♦ photocopies of funding applications
♦ a link to partner and qualification bodies websites
♦ a link to websites which supply funding information

Higher National Unit specification: statement of standards (cont)

Unit title: Learning Centre Operations: Funding

Assessment Guidelines

Assessment should be carried out in a learning centre environment with real learners.

The entries in the portfolio should be made over a period of time of sufficient length to enable the required evidence to be generated.

The application for funding should be a real process and the context of the application should be agreed with the assessor. Achievement of the Unit is dependant on the submission of a live application and not dependant on the application being successful.

It may be relevant to remove personal details from application forms to protect confidentiality. The portfolio may be submitted in print or electronic format.

Administrative Information

Unit code: F3XN 34

Unit title: Learning Centre Operations: Funding

Superclass category: BA

Original date of publication: August 2008

Version: 01

History of changes:

Version	Description of change	Date

Source: SQA

Higher National Unit specification: support notes

Unit title: Learning Centre Operations: Funding

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 national design length is 40 hours.

Guidance on the content and context for this Unit

This Unit should be undertaken by staff who are working in a learning centre environment in a role that involves applying for funding to support learning within the centre — eg learning centre assistants, librarians, training officers, managers. Completion of this Unit will allow them to develop their knowledge and skills related to the application for funding processes. This ensures learners have the opportunities to access financial support and centres can access funding to support their learning centre's activities.

It is thought that candidates undertaking this Unit will look at wider funding opportunities which would support learning centre activity however applications to support individuals (ILA) could fulfil the Unit and should be agreed with the assessor.

The term 'partners' is used to refer to individuals or organisations who may support funding applications eg referees, Jobcentre Plus, Learndirct Scotland. It can also refer to partners in learning eg British Computer Society, SQA, Learndirect.

Funding bodies' criteria refers to the criteria by which funders will judge an application and is specific to individual funders eg age, location, skills.

The following list of topics gives a suggested content for a taught programme. The list is neither prescriptive nor exhaustive and should be used as a guide only.

Outcome 1
♦ the different types of learning opportunity available, both online and paper based and their relevance to local and national learning programmes or campaigns
♦ the different partners or qualification bodies who contribute to your Centre's delivery
♦ the knowledge of other Centre's within your area and identification of your Centre's Unique Selling Points

Outcome 2
♦ understand the importance of networking and how these opportunities can benefit your Learning Centre
♦ understand how to access and interpret information from funding websites and directories
♦ be aware of some the common funding and finance issues that can arise for learners, and be aware of potential sources of funding and related information, both within the learning centre and elsewhere
♦ understand the importance of effective communication especially written in the preparation of an application

Higher National Unit specification: support notes (cont)

Unit title: Learning Centre Operations: Funding

Outcome 3
♦   understand the importance of identifying funding criteria and matching it to funding applications
♦   be aware of the partners required to support applications for funding
♦   the procedures to be followed when making applications for funding including closing dates, supporting information and submission format

Guidance on the delivery and assessment of this Unit

Candidates should generate evidence for this as they study for the Unit. The logbook gives the candidate the opportunity to record details of how they assessed and addressed candidates' needs and the knowledge and skills required to do so.

This Unit is part of the Professional Development Award for Learning Centre Operations at SCQF level 7. Candidates undertaking the full Award should be encouraged to relate their work for this Unit to others in the Award. The delivery of this Unit may be integrated with some of the other Units. Assessment of this Unit may be integrated with the assessment of other units.

Opportunities for developing Core Skills

As they undertake the Unit candidates should have many naturally occurring opportunities to enhance *Numeracy*, *Communication* and *Information Technology* skills as they access and interpret financial data in numerical and graphic formats. Underpinning knowledge requires an understanding of funding requirements, products and processes in the accessing of appropriate financial support for individuals and funding for learning centre activities. Candidates independently use a range of IT equipment, observing security procedures to search and evaluate a range of complex information for and present findings in a professional format. Accuracy in sustained complex calculations and effective presentation of data could be supported by appropriate software.

All components of the Core Skill of *Problem Solving* will also be developed and enhanced. Financial needs must be identified as all factors involved in accessing appropriate funding are considered and analysed. Planning and organising the processes of application will involve accuracy, attention to detail and adherence to timescales. Team meetings will provide a suitable environment for development of oral skills in the review and evaluation of achievement and planning for future activities.

Open learning

This Unit is suitable for open and distance learning delivery. The assessment strategy and guidelines in this specification must still be applied if this method of delivery is chosen.

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: Learning Centre Operations: Funding

What this Unit is about

This Unit is about the knowledge and skills you will need to be able to be able to identify possible funding opportunities and make and support applications for funding for your Learning Centre or individual learners. To complete this Unit you will need to be working in a learning centre in order to generate the assessment evidence required.

What you will learn

You will learn how to identify your learning centre activities most likely to attract funding, identify sources of possible funding and apply for or support applications for funding either for your centre or individual learners.

On completion of the Unit, candidates should be able to:

♦   identify learning centre activities that may attract funding
♦   identify possible funding sources for activities and individuals
♦   measure the benefits of Networking as a means of identifying funding opportunities
♦   identify partners in learning and their relevance to the funding process
♦   prepare an application for funding in line with funding bodies criteria