Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the HNC Events. 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: Events: Graded Unit 1

Graded Unit code: F4AP 34

Type of Graded Unit: Project

Assessment Instrument: Case Study

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.

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

General Aims:

♦   to develop problem solving skills
♦   to develop study and research skills
♦   to develop communication skills and presentation techniques
♦   to develop Core Skills
♦   to prepare for employment in the Events industry in a supervisory level post
♦   to develop the candidate's knowledge and skills in the main occupational areas
♦   to develop key transferable skills, which are relevant to the events industry
♦   to enable progression to study the HND Events Management
♦   to enable progression to study at an HEI at year 1

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:

♦   F35R 34 *Events Applications*
♦   F35W 34 *Events Industry: An Introduction*
♦   F35V 34 *Event Legislation: Safety and Licensing*
♦   F35S 34 *Event Budgeting and Sources of Funding*

General information for centres (cont)

Core Skills: There are also further opportunities to develop the Core Skills of *Problem Solving*, *Information Technology* and the component Written Communication at SCQF level 5 in this Unit.

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.

Administrative Information

Graded Unit code: F4AP 34

Graded Unit title: Events: Graded Unit 1

Original date of publication: August 2008

Version: 02

History of changes:

Version	Description of change	Date
02	Page 6: Mark allocation for Stage 1 (Planning) changed to 20% and for Stage 2 (Developing) to 60%. In task 2, bullet point 2 "operational constraints" has been changed to "operational solutions".	22/12/10

Source: SQA

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

Graded Unit title: Events: Graded Unit 1

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 for each stage. 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.

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 has quite clearly used an organised approach ♦ demonstrates an accurate and imaginative interpretation of the case study ♦ is highly focused and relevant to the tasks associated with the case study ♦ 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 phases of the project, is produced to an adequate standard ♦ demonstrates an acceptable interpretation of the case study brief ♦ is focused and relevant to the tasks associated with the project brief ♦ is satisfactory 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

Assessors will 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%

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 Requirements** 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%)	**Develop an Action Plan, which includes:** ♦ identification of the key aim(s) to be completed ♦ prioritisation of the tasks ♦ proposed sources of information, research ♦ timescales for completing tasks ♦ justify the reasons why chosen research tasks have been made *The candidate must meet the minimum Evidence Requirements specified above in order to pass the Planning stage and progress to the Developing Stage*
Stage 2 — Developing (60%)	**Produce a Case Study Report, which must include** 1 An analysis the case study in terms of: ♦ client's needs ♦ constraints, including: financial, time, legislation, key resources, target market ♦ event operational objectives 2 A detailed event proposal for the given case study report to include: ♦ list events to be included and a brief outline for each per client brief ♦ financial, legal, staffing and operational solutions ♦ accommodation/venues 3 Identification of potential hazard areas with regards to Health and Safety. 4 Justification for the recommendations for this event. The report should include: ♦ contents page ♦ findings ♦ acknowledgements ♦ references ♦ appendices *The candidate must meet the minimum Evidence Requirements specified above in order to pass the Developing stage and progress to the Evaluating Stage*

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

Project stage	Minimum Evidence Requirements
Stage 3 — Evaluating (20%)	**Produce an evaluation report, which must include** ♦ an overview of the planning and developing stages of the case study ♦ the decisions taken for the course of actions followed for the planning and developing of the project task ♦ the positive aspects of undertaking the project ♦ areas for improvement ♦ identification of knowledge and or skills that the candidate has gained or developed during this process of undertaking the project *The candidate must meet the minimum Evidence Requirements specified above in order to pass the Evaluating stage*

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

Support notes

The Graded Unit is in three parts — planning, developing and evaluating. Following the introduction of the Graded Unit it is important to emphasise that the project is the main task which includes planning, developing and evaluating.

Tutors may wish to give candidates deadlines for each stage — planning, developing, and evaluation.

Candidates will and should be working on this Unit with some level of support. The more support and guidance the candidate receives will affect the final mark.

It is good practice to record on tutorial sheets the help that candidates have received, as this will affect the grade awarded.

The use of marking schemes with clear allocation of marks leading to grade decisions should be used.

The planning stage will provide the foundations for the candidate to go forward with their findings. The initial research will provide adequate sources of information for the planning stage as the situation may be new to the candidate. Due to the nature of the event the candidate should pick up on the legal and safety implications of this event. Also the candidate should be encouraged to be creative when meeting the needs of the client.

In the developing stage the candidate should interpret what the client is looking for with regards to: Client Needs, Constraints, (financial, time, legislation, key resources, target market) and Event Objectives.

The candidate must produce their proposals as part of the case study report.

The evaluation stage is the candidate reflecting on the completion of the project; identifying why they decided to approach the project in the way they did. Timescales are very important. Did they achieve tasks in agreed timescales? If not, why not? The candidate should describe the positive aspects of the project; identifying what they have gained from this experience. It may be skills in researching topics or developing new knowledge. Finally the candidate should clearly state areas for improvement — this may be time management, or by further in depth research in the planning stage providing a more successful developing stage.

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

The Graded Unit is a final assessment of the knowledge and skills that you have gained during your HNC.

In this assessment you will be awarded a **grade** — A, B or C. The grade you receive depends on the standard of work that you produce. This will be fully explained to you by your tutor in the introduction to the Unit.

This Graded Unit is a project. The project will take the form of a case study and of a factitious event. It is in three parts — planning, developing and evaluating.

The first stage is the **planning** stage of your project. You will have to think about what you know and what you do not with regards to the case study. You will have to research and find out more details about some aspects of the case study.

The next stage, is the **developing** stage and it is how you would propose to deliver the planned event. It is a proposal and you will NOT be asked to go ahead with your plans for the event.

The final stage is the **evaluating** stage. For this stage you have to look back and comment on your approach to the project, how your planning went; how the developing went; and comment on how this experience was in terms of decisions you made, positive aspects of the process and how you would improve the process should you undertake a project again.