

## Higher National Graded Unit specification



### General information for centres

This Graded Unit has been validated as part of the HNC in Police Studies. 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:** Police Studies: Graded Unit 1

**Graded Unit code:** F57D 34

**Type of Graded Unit:** Examination

**Assessment Instrument:** Closed-book and Open-book Examination (Part 1 Closed-book, Part 2 Open-book)

**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 National 1 to Doctorates.*

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

- ◆ to equip individuals with the knowledge and skills required to enter into a career as a Police Officer
- ◆ to develop individuals with the skills to enter into a wide variety of service related industries
- ◆ to prepare individuals for taking standard entrance tests for entry into Scottish Police Forces

**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 these specific aims prior to undertaking this Graded Unit:

- ◆ F1A7 34 *Scottish Legal System*
- ◆ DH3N 34 *Sociology for Social Care Practice*
- ◆ DE3R 34 *Personal Development Planning*
- ◆ DP59 34 *Social Science: Research and Methodology*
- ◆ D77G 34 *Communication: Practical Skills*

**Core Skills:** There are no Core Skills embedded in this Graded Unit specification.

## General information for centres (cont)

**Assessment:** This examination-based Graded Unit is in two parts, the first part being closed-book and the second part being open-book. It will consist of an examination of three hours.

Paper 1 will assess Numeracy, Information Handling and Communication. The assessment will comprise restricted response questions lasting 1 hour, worth 30% of the total marks available. The questions in Part 1 will be in three sections and this part of the examination is closed-book.

The skills required for Paper 1 of the examination will be developed in the following Units:

<b>Skills/Knowledge</b>	<b>Unit</b>
Numeracy	DP59 34 <i>Social Science: Research and Methodology</i>
Information Handling	DP59 34 <i>Social Science: Research and Methodology</i>
Communication	D77G 34 <i>Communication: Practical Skills</i>

Part 2 will be based on a case study. The case study will be made available to candidates two weeks prior to the examination. The questions will be unseen until the time of the examination. There will be at least three questions which should be answered in the form of a formal report.

The skills and knowledge required for Paper 2 of the examination will be developed in the following Units:

<b>Skills/Knowledge</b>	<b>Unit</b>
◆ the sources of Scots Law	F1A7 34 Scottish Legal System
◆ the roles of legal practitioners in Scotland	
◆ the system of public prosecution in Scotland	
◆ the powers of the civil and criminal courts in Scotland	
◆ influence of the family on behaviour, experience and life chances	DH3N 34 Sociology for Social Care Practice
◆ causes and impact of discrimination on behaviour, experiences and life chances	
◆ causes and impact of poverty and inequality on behaviour, experiences and life chances	
◆ plan development	DE3R 34 Personal Development Planning
◆ implement development plan	
◆ monitor and evaluate development plan	

## Administrative Information

**Graded Unit code:** F57D 34  
**Graded Unit title:** Police Studies: Graded Unit 1  
**Original date of publication:** July 2018  
**Version:** 02

### History of changes:

Version	Description of change	Date
02	Update of Conditions of Assessment	Jul 2018

**Source:** SQA

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

## Graded Unit title: Police Studies Graded Unit 1

### Conditions of assessment

This examination-based Group Award Graded Unit has two parts. The first part is a closed-book assessment and the second part is an open-book assessment. Together, both parts will form an examination of three hours duration.

Part 1 will assess Numeracy, Information Handling and Communication. The assessment will be restricted response questions lasting one hour. Each section of part 1 (Numeracy, Information Handling and Communication) should be designed to take 20 minutes to complete but candidates are free to use the one hour as they see fit. Part 1 is worth 30% of the total marks. Candidates will **not** be allowed access to a calculator for calculations in Paper 1. Questions in Part 1 should reflect a range of skills and topics related to:

**Communication** Questions should range from simple word choice, testing understanding of grammar, spelling or meaning of a word or phrase to questions related to interpretation of written passages.

**Numeracy** Between 10 and 15 questions should be set which cover a range from traditional numerical calculations to more complex financial and statistical calculations.

**Information Handling** Using graphs, charts, and tables of information, questions will require the candidate to present information and interpret and extract information.

The question topics in paper 1 should reflect the full range of the mandatory Units of the HNC in Police Studies.

Part 2 will be based on a case study. The case study will be a narrative of approximately two to three pages in length. It will be based on a scenario that reflects the type of issues that a Police Officer may come across in the execution of their duties. This scenario could be, for example, a description of a young offender and their family, together with the issues which they have been involved in; a description of a family who have been impacted by crime or another relevant scenario and related issues. The scenario will need to give ample detail of the situation and background, sufficient to allow candidates to answer questions which integrate the required skills and knowledge detailed above. The scenario should therefore provide detail to allow the candidates to identify, explain and discuss as appropriate issues relating to the three key question areas identified below.

The case study will be made available to candidates two weeks prior to the examination. The questions will be unseen until the time of the examination. Part 2 will last two hours and is worth 70% of the total mark. For Part 2 Candidates will be allowed access to three sides of A4 notes which must be submitted along with the completed Part 2 assessment. These notes should be typed in size 12 font (no smaller font will be accepted) and it is recommended that each side of A4 relates to one of the following three units:

- ◆ F1A7 34 *Scottish Legal System*
- ◆ DH3N 34 *Sociology for Social Care Practice*
- ◆ DE3R 34 *Personal Development Planning*

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

The three questions set for the examination should cover issues related to:

- ◆ the sources of Scots Law and/or the roles of legal practitioners in Scotland and/or the system of public prosecution in Scotland and/or the powers of the civil and criminal courts in Scotland
- ◆ influence of the family on behaviour, experience and life chances and/or causes and impact of discrimination on behaviour, experiences and life chances and/or causes and impact of poverty and inequality on behaviour, experiences and life chances
- ◆ how the individual candidate could develop their skills and capabilities to deal with the issues presented in the case study in a more effective and efficient manner. This could relate to how they would plan their development, how they would implement it and/or how they would monitor and evaluate the plan in light of the circumstances

The examination questions should be unseen and the assessment should be conducted in controlled and invigilated conditions.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Examination-based Graded Units, assessors may provide advice and guidance on examination technique and clarification on the meaning of command words which may appear within an examination paper, prior to the formal examination.

Remediation is not allowed in Examination-based Graded Unit assessments.

Any candidate who has failed their Higher National Examination-based Graded Unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. This must be done by using a substantially different examination.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved, whether through first sitting or through any re-assessment.

At all times, the security, integrity and confidentiality of examinations must be ensured.

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

### Instructions for designing the assessment task

The examination should be designed to assess the candidate's critical knowledge and understanding of the topics relating to the specific aims which this Graded Unit is designed to cover. The questions and corresponding marks should be designed in accordance with the ranges indicated in the table that follows. However, the overall total mark for the examination is 100.

Key topics	Level of demand	Percentage weighting for each topic
<b>Paper 1</b>		
Communication	Use of appropriate language in prescribed situations and interpretation of written work	10%
Numeracy	Organise and use numerical, financial and basic statistical information in problem solving	10%
Information Handling	Understand, extract and interpret information presented in a variety of prescribed ways	10%
<b>Total Marks Paper 1</b>		<b>30%</b>

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

Key topics	Level of demand	Percentage weighting for each topic
<b>Paper 2</b>		
<ul style="list-style-type: none"> <li>◆ the sources of Scots Law</li> <li>◆ the roles of legal practitioners in Scotland</li> <li>◆ the system of public prosecution in Scotland</li> <li>◆ the powers of the civil and criminal courts in Scotland</li> </ul>	<p>Explanation of two of the four key topics. The knowledge of the subject matter will be used to analyse and interpret the issues in light of the case study information.</p> <p>Discussion relevant to the topic set and ability to draw valid conclusions</p>	<p>Knowledge and understanding 15%</p> <p>Analysis, interpretation and conclusions 15%</p> <p><b>Total 30%</b></p>
<ul style="list-style-type: none"> <li>◆ influence of the family on behaviour, experience and life chances</li> <li>◆ causes and impact of discrimination on behaviour, experiences and life chances</li> <li>◆ causes and impact of poverty and inequality on behaviour, experiences and life chances</li> </ul>	<p>Identify one of three sociological issues identified under key topics, to be applied in a case study situation and provide knowledge and understanding related to the identified issues. The knowledge of the subject matter will be used to analyse and interpret the issues in light of the case study information.</p> <p>Discussion relevant to the topic set and ability to draw valid conclusions.</p>	<p>Knowledge and understanding 15%</p> <p>Analysis, interpretation and conclusions 15%</p> <p><b>Total 30%</b></p>
<ul style="list-style-type: none"> <li>◆ plan development</li> <li>◆ implement development plan</li> <li>◆ monitor and evaluate development plan</li> </ul>	<p>Ability to highlight the issues related to personal development planning. Apply the issues to a case study situation.</p>	<p>10%</p>
<b>Total Marks Paper 2</b>		<b>70%</b>
<b>Total Marks Paper 1 and 2</b>		<b>100%</b>

The examination will be marked out of 100. Candidates are required to achieve 50% in each of the papers to pass the Graded Unit.

Assessors will aggregate the marks achieved by the candidate to arrive at an overall mark for the examination. Where a candidate falls below 50% in either of the papers, they will not be eligible to achieve a Pass Grade and will be required to undertake a re-assessment of the Graded Unit.

Assessors will then assign a grade to the candidate for this Graded Unit based on the following grade boundaries:

- ◆ A = 70% — 100%
- ◆ B = 60% — 69%
- ◆ C = 50% — 59%

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

### Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as a C (competent), 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 piece of work or exam script in which:	Is a co-ordinated piece of work or exam script in which:
<p><b>Paper 1</b></p> <p><b>Communication:</b> The candidate uses language in a manner which is suitable in the prescribed situations.</p> <p><b>Numeracy:</b> Candidate organises and uses numerical, financial and basic statistical information in set questions.</p> <p><b>Information Handling:</b> Candidate interprets information from a variety of specific sources.</p> <p><b>Overall, candidate achieves 70%–100% correct responses</b></p>	<p><b>Paper 1</b></p> <p><b>Communication:</b> The candidate uses language in a manner which is suitable in the prescribed situations.</p> <p><b>Numeracy:</b> Candidate organises and uses numerical, financial and basic statistical information in set questions.</p> <p><b>Information Handling:</b> Candidate interprets information from a variety of specific sources.</p> <p><b>Overall, candidate achieves 50%–59% correct responses</b></p>
<p><b>Paper 2</b></p> <ul style="list-style-type: none"> <li>◆ explanation of the topic area is clear and unambiguous</li> <li>◆ discussion of the topic area is relevant and in context</li> <li>◆ application of the knowledge and understanding is clear and shows links between the case study and academic theory/knowledge</li> <li>◆ evaluation and analysis are relevant to the question set, topic and discipline being tested and consistent across all of the questions set</li> <li>◆ conclusions are clearly drawn and closely integrated with the discussion in each answer, and integrate across different answers</li> <li>◆ personal development plans and implementation plans are well thought through, integrated, justified and clearly relate to the case study issues</li> </ul>	<p><b>Paper 2</b></p> <ul style="list-style-type: none"> <li>◆ explanation of the topic area is adequate</li> <li>◆ discussion of the topic may be vague and not central to the context</li> <li>◆ application of the knowledge is limited in relation to the case study context given and ‘learned’ knowledge rather than applied knowledge is presented</li> <li>◆ evaluation and analysis are only marginally relevant to the question set, topic and discipline being tested</li> <li>◆ conclusions drawn may be tentative and may only relate slightly to the discussion provided</li> <li>◆ personal development plans and implementation plans are basic, not clearly justified, with minimal linkage to the case study</li> </ul>



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

### **Support notes**

This is a 1 credit mandatory Unit within the HNC in Police Studies.

The purpose of this Graded Unit is to integrate and apply the Knowledge and/or Skills gained by candidates in individual Units. By supporting its principal aims and affording opportunities to integrate learned knowledge and skills the Graded Unit will ensure candidates achieve the Group Award.

The Graded Unit should not, however, merely replicate assessment of any of the topics which have been previously assessed.

In addition to the above, this particular Graded Unit is designed to complement and help prepare candidates for the Scottish Police Standard Entrance Test.

### **Equality and inclusion**

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. For information on these, please refer to the SQA document *Guidance on Assessment Arrangements for Equality and inclusion*, which is available on SQA's website: [www.sqa.org.uk](http://www.sqa.org.uk).

## General information for candidates

The aim of this Graded Unit is to allow you to integrate and apply the Knowledge and Skills gained in individual Units studied as part of the HNC in Police Studies. The Graded Unit contributes to achievement of the Group Award.

The principal aims of the HNC in Police Studies will be assessed in an integrated manner through a Graded Unit examination. These aims are:

- ◆ to equip you with the knowledge and skills required to enter into a career as a Police Officer
- ◆ to develop individuals with the skills to enter into a wide variety of service related industries
- ◆ to prepare individuals for taking standard entrance tests for entry into Scottish Police Forces

This Graded Unit should not replicate assessment of any topics/topic elements which have been previously assessed. The Graded Unit is a one credit mandatory Unit in the HNC Police studies and will be graded A — C.

The subject matter for assessment of this Unit will be as follows:

- ◆ F1A7 34 *Scottish Legal System*
- ◆ DH3N 34 *Sociology for Social Care Practice*
- ◆ DE3R 34 *Personal Development Planning*
- ◆ DP59 34 *Social Science: Research and Methodology*
- ◆ D77G 34 *Communication: Practical Skills*

The Graded Unit examination will take place towards the end of your HNC studies. The examination will consist of two parts, Part 1 will relate to the third principal aim of the award and Part 2 of the examination will relate to the first two principal aims of the award. The first part is a closed-book examination worth 30% of the overall mark. The second part is an open-book examination worth 70% of the marks.

The Graded Unit is a mandatory element of the HNC in Police Studies and will be awarded at the following grades:

- ◆ A = 70% — 100%
- ◆ B = 60% — 69%
- ◆ C = 50% — 59%

You must achieve at least 50% in both papers to achieve the Graded Unit.