



Higher National Graded Unit specification

General information for centres

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

Graded Unit code: F6J1 34

Type of Graded Unit: Project

Assessment Instrument: Investigation

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 Activity Tourism:

- ◆ To develop a firm foundation of knowledge in tourism, organisation and recreational activities.
- ◆ To develop Core Skills.
- ◆ To introduce candidates to the application of management in the recreation and tourism industries.
- ◆ To develop an awareness of the importance of considering the environmental consequences of human activities.
- ◆ To develop an awareness of health and safety issues.
- ◆ To provide the appropriate foundation for progression to HND in Activity Tourism.
- ◆ To prepare candidates for employment as support staff in the recreation and tourism industries and for further vocational training in those industries.
- ◆ To develop research and study skills.

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:

F504 34: Foundations of Activity Tourism

F1RJ34: Business Management: An Introduction

DJ9W34: Structure of the Travel and Tourism Industry

DF8734: Health and Safety Legislation: An Introduction

D75X34: Information Technology: Applications Software 1

F2G834: Environmental Awareness

DK0334: Providing Information on the Scottish Tourism Product

Core Skills: There are opportunities to develop the Core Skills of *Problem Solving*, *Numeracy*, and *Communication*, all at SCQF level 5, and *Information and Communication Technology* at SCQF level 6 in this Graded 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 an investigation. The developed investigation 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: F6J1 34
Graded Unit title: Activity Tourism: Graded Unit 1
Original date of publication: October 2009
Version: 02

History of changes:

Version	Description of change	Date
02	Update of Conditions of Assessment	07/08/18

Source: SQA

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SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.

FURTHER INFORMATION: Call SQA's Customer Contact Centre on 0345 279 1000.

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

Graded Unit title: Activity Tourism: Graded Unit 1

Conditions of assessment

The candidate should be given a date for completion of the investigation. 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, give guidance and reasonable assistance.

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 Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier. In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks across *all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

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 submission or through any re-assessment, remediation, and/or reasonable assistance provided.

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

Instructions for designing the assessment task

The assessment is mandatory and must reflect the aims of the group award, which is to provide students with a basic underpinning knowledge and academic understanding of the activity tourism sector.

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 project must be based on the investigation of a business issue relating to a public, private or voluntary organisation involved in the activity tourism sector of the economy. A brief should be given to the candidates, which should allow the candidates to focus their investigation on the production of an investigation report which contains a solution to a perceived problem or suggest a new approach in response to the changing needs of an Activity Tourism business or organisation and their clients. Students should be encouraged to reflect upon and use activity tourism skills and experiences to produce the project.

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

The given brief must ask the candidates to investigate:

- ◆ human resources
- ◆ financial management
- ◆ marketing
- ◆ client needs
- ◆ client experience
- ◆ Health and Safety legislation
- ◆ environmental impacts of the business
- ◆ environmental impacts of the client activities

The candidates should also be required to produce an evaluation report which is a personal account of how they approached the task, what resources were used, and how any problems were over come. It should make reference to the planning and development stages (Action Plan and Report) and fulfil the Evidence Requirements.

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 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
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> ◆ has comprehensive evidence for each of the three phases of the project and that is produced to a high standard and is clearly inter-related. ◆ demonstrates high standards through presentation style, language, accuracy and technical content ◆ demonstrates an accurate and insightful analysis and interpretation of the project brief ◆ demonstrates a systematic approach and a logical progression to the collection and analysis of data in relation to site ◆ has sought and made good use of a wide range of supporting evidence ◆ has provided evidence of innovation or dynamism in approach ◆ embodies highly effective integration of knowledge and skills ◆ recognises conflicts and potential drawbacks of ideas ◆ demonstrates the candidate's ability to work autonomously 	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> ◆ provides evidence for each of the three phases of the project ◆ produces evidence to an acceptable standard in terms of presentation style, language, accuracy and technical content ◆ contains analytical responses to the project brief ◆ contains data collection and analysis in relation to site ◆ uses evidence mainly provided from course work ◆ contains standard approaches to issue ◆ presents evidence of integration of skills and knowledge ◆ tends to consider ideas and proposals in isolation ◆ demonstrates independent learning with minimum support and revision during project

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.

A = 70% — 100%

B = 60% — 69%

C = 50% — 59%

Note: Candidates must meet the minimum evidence for the planning stage of the case before they can progress to the developing stage, and must meet the minimum evidence requirements for the development stage before they can continue to the evaluating stage.

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

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** specified below for each stage of the project in order to pass the Graded Unit.

Project stage	Minimum Evidence Requirements
Stage 1 — Planning (15% of marks)	<p>An Action Plan which includes:</p> <ul style="list-style-type: none">◆ The aims of the assessment task including research, development and evaluation◆ Timescales for achieving these aims◆ Identification of the main issues for research◆ Identification of the methods of research and sources to be used <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>

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

Project stage	Minimum Evidence Requirements
<p>Stage 2 — Developing (65% of marks)</p>	<p>An Investigation Report including evidence of:</p> <ul style="list-style-type: none"> ◆ Collection and collation of data ◆ Interpretation and analysis of data ◆ Effective use of appropriate sources of information ◆ Summary of the findings and conclusions drawn <p>The report must include the following headings:</p> <ul style="list-style-type: none"> ◆ A contents page ◆ A description of the organisation to be investigated ◆ A detailed explanation of how the issue affects the organisation chosen ◆ A clear demonstration that the investigation provides a solution to a perceived problem or suggests a new approach in response to the changing needs of the organisation ◆ Conclusions drawn from the investigation ◆ Specific recommendations ◆ A list of acknowledgements of sources and references <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>
<p>Stage 3 — Evaluating (20% of marks)</p>	<p>An Evaluation Report which must:</p> <ul style="list-style-type: none"> ◆ Briefly outline the investigation ◆ Comment on the planning stage, with analysis of which aspects worked well and which did not ◆ Assess the effectiveness of the research method used ◆ Summarise any unforeseen events and document any modifications to the chosen approach made during the course of the investigation ◆ Assess the extent to which the investigation meets its original objectives ◆ Assess the strengths and weaknesses of the main body of the investigation report ◆ Identify any knowledge and skills which have been gained and/or developed ◆ Explain how the approach to a similar task might differ in the future. The candidate should demonstrate that s/he has reflected on what has happened and drawn conclusions from this reflection. <p><i>The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>

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

Support notes

This Graded Unit could be based on an investigation of an activity tourism organisation. It is suggested that this project is run in the final term of the academic year, to allow the candidates the opportunity to study the underpinning skills over a significant proportion of the year. It is suggested that in order to carry out this project, candidates visit the selected organisation which will be followed up by support sessions with the tutor and possibly the manager of the organisation.

It is suggested that candidates look at opportunities and threats within the selected organisation. Candidates could record the range of tasks carried out in the organisation and could identify good practice. Candidates could compare the performance of that organisation with published benchmark standards and suggest valid and practicable improvements. Candidates could also report on the possibilities for adding value.

The project is divided into three distinct stages, and these should form the basis of an action plan, an investigation report which details findings and recommendations, and an evaluation report which is a self-assessment indicating strengths and weaknesses of the action plan and investigation report.

Candidates should work independently within the context of a typical working environment. It is possible for candidates to co-operate, for example, in the collection of data, but the planning, development and evaluation should be undertaken and evidence submitted individually.

The reports should be appropriately structured, presented and referenced. The evaluation report may be given as a presentation. The presentation could take the form of an oral and graphical submission that displays the use of IT applications, oral and written communication, and numerical skills.

Candidates should keep a logbook of the tasks they have undertaken and sources of information should be recorded during research enabling a detailed list of sources to be produced with the investigation.

Core Skills Development

There are opportunities for the candidate to develop the following Core Skills through all or some elements of the assessment.

- ◆ *Communication* (SCQF level 5) — both written and oral could be developed through the action plan, report and evaluation.
- ◆ *Numeracy* (SCQF level 5) — could be developed through the action plan (time management) and report (data analysis)
- ◆ *Problem Solving* (SCQF level 5) — could be developed through the action plan – how they will address the task - and the report which asks the candidate to suggest improvements to the business being studied.
- ◆ *Information and Communication Technology* (SCQF level 6) — could be developed through the action plan (word processing and spreadsheet), the report (word processing and embedded graphics), and the personal evaluation (word processing and Powerpoint presentations).

Equality and inclusion

This graded unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

General information for candidates

This is a single credit Graded Unit at SCQF level 7 (8 SCQF credit points at SCQF level 7) for the HNC Activity Tourism Group Award.

The assessment of this Graded Unit is a project which takes the form of an investigation, and is designed so that it may be completed towards the end of your HNC course. It is designed to assess your ability to integrate and apply knowledge and understanding from the mandatory Units in order to meet the principal aims of the HNC Activity Tourism award.

You will be given outline details of a selected activity tourism organisation and may be required to collect supplementary data and information during a visit, if arranged, so that you can produce a report which includes proposals for making changes and improvements to the organisation.

You will be required to produce an action plan indicating the types of information you need to source, along with timescales for production of the report.

Within the investigation report you should provide solutions to a perceived problem or suggest a new approach in response to the changing needs of an organisation.

You must prepare and present your report in a formal business report format with introduction, findings, conclusion and recommendations. You will be given guidance on this.

On completion of your investigation you will be required to present an evaluation of the tasks undertaken and your approach in undertaking the project.

It is likely that you will be given details of the investigation brief mid-way through the academic year. This will help you learn to collect data; some of this data could be collected during visits to sites if arranged, while other data collected will be through consulting references and recognised sources of information.

You will be asked to present your findings and conclusions in a report. Your report will compare your findings with industry standards and you will identify good practice, particularly with regard to safety and customer care procedures. You will also suggest improvements that can be made by the organisation.

This piece of work will help you to develop the Core Skills of Oral and Written Communication throughout all elements of the project. It will also help to develop the Core Skills of *Numeracy*, through the action plan (time management) and report (data analysis), and *Problem Solving* in the action plan (how to approach and plan the task) and investigation report (suggest improvements to the business). There will also be the opportunity to develop your Information Technology skills using word processing, spreadsheets, graphical displays, and presentation software through all aspects of the project

If you fail the project overall or wish to upgrade, then this must be done using a *substantially different* project, ie all stages are undertaken using a new investigation. In this case, your grade will be based on the achievement in the re-assessment, if this results in a higher grade.