



## Higher National Project-based Graded Unit Specification

### General Information

This Graded Unit has been validated as part of the Higher National Certificate Golf Course Management. 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:** Golf Course Management: Graded Unit 1  
(SCQF level 7)

**Graded Unit code:** H7AL 34

**Type of Project:** Practical Assignment

**Publication date:** July 2018

**Source:** Scottish Qualifications Authority

**Version:** 02

### Graded Unit purpose

This Graded Unit is designed to provide evidence that the learner has achieved the following principal aims of the HNC Golf Course Management:

- 1 Prepare learners for employment in a practical or technical capacity in the golf industry.
- 2 Develop a broad overview and understanding of the way the golf industries operates.
- 3 Develop practical skills required in the modern golf industry.
- 4 Enable learners to develop a knowledge and understanding of the golf and golf tourism industries.

### Credit points and level

1 Higher National Unit credit at SCQF level 7: (8 SCQF credit points at SCQF level 7)

## Higher National Project-based Graded Unit Specification: General Information (cont)

### Recommended entry to the Graded Unit

It is recommended that the learner should have completed or be in the process of completing the following Units relating to the above principal aims prior to undertaking this Graded Unit:

F0W2 34	<i>History and Development of Golf</i>
H71B 34	<i>Management of Turf Areas on Golf Courses</i>
F0VV 34	<i>Design and Construction of Golf Course Features</i>
F0VY 34	<i>Turfgrass Ecology: An Introduction</i>
F0W7 34	<i>Golf Course Management: Selection and Management of Machinery</i>
F0W8 34	<i>Soil Science for Turf Managers 1</i>
F0WA 34	<i>Golf Course Management: Sportsturf Drainage Systems</i>

### Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Graded Unit specification.

There is no automatic certification of Core Skills or Core Skill components in this Graded Unit.

### Assessment Support Pack

The Assessment Support Pack for this Unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable instrument of assessment. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard. Assessment Support Packs are available on SQA's secure website.

### Equality and inclusion

This Graded Unit 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 SQA's website:  
[www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)

# Higher National Project-based Graded Unit Specification: Designing the project and assessing learners

**Graded Unit title:** Golf Course Management: Graded Unit 1  
(SCQF level 7)

## Assessment

This Graded Unit will be assessed by the use of a project-based *practical assignment* developed by centres. The project should provide the learner with the opportunity to produce evidence that demonstrates she/he has met the aims of this Graded Unit.

The project undertaken by the learner must be a complex task which involves:

- ◆ variables which are complex or unfamiliar
- ◆ relationships which need to be clarified
- ◆ a context which may be unfamiliar to the learner

The project must require the learner 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 learner should work as part of a team to plan, design, create and maintain a unique golf course feature.

## Conditions of assessment

The learner should be given a date for completion of the project. However, the instructions for the project should be distributed to allow the learner sufficient time to assimilate the details and carry out the project. During the time between the distribution of the project instructions and the completion date, assessors may answer questions, provide clarification, guidance and reasonable assistance

Reasonable assistance is the term used by SQA to describe the difference between providing learners 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 learner 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, learners must be given the opportunity for remediation at each stage of the project.

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

**Graded Unit title:** Golf Course Management: Graded Unit 1  
(SCQF level 7)

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 learner to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, learners 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.

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

**Graded Unit title:** Golf Course Management: Graded Unit 1 (SCQF level 7)

### Evidence Requirements for this Graded Unit

The project undertaken by learners will consist of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 1 — Planning	<p>Learners must produce:</p> <ul style="list-style-type: none"> <li>◆ An initial survey of the area to be developed</li> <li>◆ An appropriate plan for the preparation of the area to be developed</li> <li>◆ A plan for the golf course feature to be created – ie a detailed plan of all the features incorporated into the project – a single golf hole or the various individual component parts of a golf hole.</li> <li>◆ Plan for the maintenance of the area after implementation</li> </ul> <p>This should include:</p> <p>Evidence of analysing what is involved in the project, ie identification of the factors influencing the project and how they relate to one another.</p> <p>Evidence of developing an effective plan to deal with the design project ie selecting a suitable approach: site; material resources; budgetary constraints; labour requirements; timeliness of operations; creation and establishment of the given project.</p> <p>Evidence of the learner selecting appropriate grass species for the area to be created and the application to which the turf grass area is to be put (ie greens, tees, fairways, roughs, etc).</p> <p>Justification for selecting this approach eg resources and time available, comparison with other possible approaches.</p>	30% of total mark

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

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Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 1 (cont)	<p>Identification of the resources required to carry out the project eg sources of information, procedures to be followed, people, equipment and other physical resources; resources should be wide ranging and some should be unfamiliar to the learner.</p> <p>Evidence of negotiation and agreement on task responsibilities within the team, taking account of own and other strengths.</p> <p><i>The learner <b>must</b> achieve all of the minimum evidence specified above in order to pass the Planning stage.</i></p>	
Stage 2 — Developing	<p>The learner must produce evidence of their active participation in the management of the process to create a golf course feature</p> <p>The learner must manage the development stage of the project including:</p> <ul style="list-style-type: none"> <li>◆ ensuring the requirements of the plan are met</li> <li>◆ managing material resources, plant and equipment and labour.</li> </ul> <p><i>The learner <b>must</b> achieve all of the minimum evidence specified above in order to pass the Developing stage.</i></p>	50% of total mark

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Project stage	Minimum Evidence Requirements	% Mark Allocation
Stage 3 — Evaluating	<p>The learner must produce evidence to demonstrate their evaluation of the effectiveness of the approach/strategy taken. This should include:</p> <ul style="list-style-type: none"> <li>◆ Identification of the criteria on which to base the evaluation</li> <li>◆ Identification and gathering of appropriate evidence, eg use of qualitative/quantitative methods, comparisons with other systems/products, impact studies, product testing or market research</li> <li>◆ Reference to any modifications to the approach during the course of the activity or to alternative approaches considered</li> <li>◆ Conclusions as to how the process of carrying out the project could be improved, with evidence to support the conclusions drawn</li> <li>◆ Recommendations for the future which are relevant to the problem and justify the recommendations</li> <li>◆ Evaluation of strengths and weaknesses of own contribution</li> <li>◆ Justification of this evaluation by referring to information gathered</li> </ul>	20% of total mark
	<p><i>The learner <b>must</b> achieve all of the minimum evidence specified above in order to pass the Evaluating stage.</i></p>	

## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners

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### Assessing and grading learners

The overall project will be marked out of **100**. Only whole marks should be used.

The percentage of marks allocated to each stage of the project is outlined in the **Evidence Requirements**.

It is a requirement that learners must meet the minimum *Evidence Requirements* for the *Planning* stage before progressing to the *Developing* stage before progressing to the *Evaluating* stage. Learners may produce evidence over and above that specified in the minimum *Evidence Requirements* and deserve more than half the available marks for that stage. Assessors should use the Grade Related Criteria outlined below to judge learner performance.

Learners are required to work independently to meet the *Evidence Requirements* of the Graded Unit. At the same time, learners need appropriate support. SQA uses the term reasonable assistance to describe the balance between supporting learners in their project and not providing too much assistance..

At the end of *each* stage there should be opportunities for remediation and re-assessment of learners for that particular stage. This includes the final *Evaluation* stage. Any re-assessment should be carried out in line with the centre's own assessment policy.

Grade Related Criteria	
Grade A	Grade C
<p>Is a seamless, coherent piece of work which:</p> <ul style="list-style-type: none"> <li>◆ Has sufficient evidence for the three essential phases of the project, is produced to a high standard, and is quite clearly inter-related.</li> <li>◆ Demonstrates an accurate and insightful interpretation of the project brief</li> <li>◆ Is highly focused and relevant to the tasks associated with the project brief</li> <li>◆ Is clear and well-structured throughout and language used is of a high standard in terms of level, accuracy and technical content</li> <li>◆ Effectively consolidates and integrates required knowledge and skills</li> </ul>	<p>Is a co-ordinated piece of work which:</p> <ul style="list-style-type: none"> <li>◆ Has sufficient evidence of the three essential phases of the project, is produced to an adequate standard</li> <li>◆ Demonstrates an acceptable interpretation of the project brief</li> <li>◆ Is satisfactorily structured and language used is adequate in terms of level, accuracy and technical content</li> <li>◆ Consolidates and integrates knowledge and skills but this may lack some continuity and consistency</li> </ul>



## Higher National Project-based Graded Unit Specification: Designing the project and assessing learners (cont)

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The marks allocated to each stage will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the learner for this Graded Unit based on the following grade boundaries.

A = 70%–100%  
B = 60%–69%  
C = 50%–59%

These grade boundaries are fixed and should **not** be amended.

Any learner 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 learner's evidence at the time of the completion of the graded unit. Learners must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

## Higher National Project-based Graded Unit Support Notes

**Graded Unit title:** Golf Course Management: Graded Unit 1  
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### Guidance on approaches to delivery and assessment of this Graded Unit

The learner will be required to work as part of a team to design, plan for, create and maintain a unique golf course feature such as a single golf hole on a course. The learner will have to produce evidence of their individual contribution to the project at all stages.

The learner must meet the minimum Evidence Requirements for all three stages as specified in the mandatory section of the Graded Unit Specification.

#### Planning Stage:

The learner should produce an individual submission, to the standard required by a Golf Committee, which contains the following:

- ◆ an initial site survey of the area to be developed
- ◆ an appropriate plan for the preparation of the area to be developed, including all resource requirements and costings
- ◆ a detailed plan for all the features incorporated into the project
- ◆ a plan for the maintenance of the area after implementation

#### Developing Stage:

The learner will work as part of a team to:

- ◆ agree which option to pursue from planning stage
- ◆ review requirements
- ◆ contribute to implementation of plan

The learner will be required to demonstrate their individual contribution throughout the developing stage. This could be evidenced by an individual diary or log-book which would detail the role of each person involved, progress on site and labour and plant and materials used.

## Higher National Project-based Graded Unit Support Notes (cont)

**Graded Unit title:** Golf Course Management: Graded Unit 1  
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### Evaluating Stage:

The learner should produce an individual submission of an evaluation of the task undertaken, to the standard required of a Golf Committee. The evaluation must include an analysis of the effectiveness of the planning and developing stage and of the final Outcome of the activity.

Notes/Diagrams should be presented throughout each stage of the practical project to demonstrate the learners individual contribution to the project and to demonstrate their understanding and integration of knowledge and skills developed within the HNC award. An Exemplar Assessment will be produced for this Graded Unit and will be available to centres.

### Opportunities for developing Core and other essential skills

There are opportunities to develop the Core Skills of *Communication*, *Problem Solving* and *Working with Others* at SCQF level 6 in this Unit, however there is no automatic certification of Core Skills or Core Skills components.

## History of changes to Graded Unit

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

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## **General information for learners**

**Graded Unit title:** Golf Course Management: Graded Unit 1  
(SCQF level 7)

This Graded Unit has been designed to allow you to demonstrate you have achieved the principal aims of the HNC Golf Course Management. You demonstrate your ability to integrate the knowledge and skills developed within the Mandatory Units of the HNC.

The Graded Unit will be assessed by the means of a project based practical assignment.

The project will involve you, working individually and in a team, designing or redesigning, planning, creating and maintaining a unique golf course feature (for example a single golf hole on a course).

The project will consist of three major stages: 1 Planning. 2 Developing. 3 Evaluating.