

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

HIGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

-Unit Number- **6650036**
-Superclass- **AF**
-Title- **FREELANCE WORKING SKILLS**

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Describing the operational features of a vocational area and explaining and developing the skills and knowledge for effective freelance working.

OUTCOMES

1. describe the operational features of a chosen vocational area;
2. explain personal management issues for freelance workers;
3. manage self in an employment related situation.

CREDIT VALUE: 1 HN Credit

ACCESS STATEMENT: Access to this unit is at the discretion of the centre. However candidates will be required to exercise Communication and Personal/interpersonal skills at a level which will match the statements in these core skills at Stage 3, and occupational competence which is sufficient in level and content to allow effective interaction in employment related situations.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order (£5.00)).

HIGHER NATIONAL UNIT SPECIFICATION

STATEMENT OF STANDARDS

UNIT NUMBER: 6650036

UNIT TITLE: FREELANCE WORKING SKILLS

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. DESCRIBE THE OPERATIONAL FEATURES OF A CHOSEN VOCATIONAL AREA

PERFORMANCE CRITERIA

- (a) Outline description of major types of organisation comprising vocational area is clear and consistent with course aims.
- (b) Outline description of potential areas of employment is clear and realistic in the context of the skills being developed.
- (c) Description of legal, regulatory and any ethical issues which affect freelance workers in the chosen vocational area is correct and comprehensive.
- (d) Description of rôle of any major trade unions and professional associations relevant to freelance workers in the vocational area is correct and comprehensive.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Written and/or oral evidence for all the performance criteria.

OUTCOME

2. EXPLAIN PERSONAL MANAGEMENT ISSUES FOR FREELANCE WORKERS

PERFORMANCE CRITERIA

- (a) Explanation of key personal qualities required for freelance working is in terms of their effectiveness in the vocational area.
- (b) Explanation of type of record keeping appropriate to freelance working in the vocational area is clear and comprehensive.
- (c) Explanation of major features of financial providers and financial control methods is accurate.
- (d) Description of current taxation requirements relevant to employment is accurate.
- (e) Description of relevant pension and insurance plans identifies their relative advantages/disadvantages.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Written and/or oral evidence for all the performance criteria.

OUTCOME

3. MANAGE SELF IN AN EMPLOYMENT RELATED SITUATION

PERFORMANCE CRITERIA

- (a) Material prepared for presentation to potential employer is appropriate in terms of work being sought.
- (b) Explanation of the necessity of dress standards is relevant to the employment related situation.
- (c) Development of personal and interpersonal skills in a given situation is effective.
- (d) Communication of subject expertise in a given situation is effective.

RANGE STATEMENT

The range for this outcome is fully expressed in the performance criteria.

EVIDENCE REQUIREMENTS

Performance Criteria (a) and (b): Written and/or oral evidence.

Performance Criteria (c) and (d): Performance evidence.

MERIT A student who achieves all Performance Criteria for all the outcomes will be awarded a pass in the unit.

AWARD OF PASS WITH MERIT: Pass with merit may be awarded to a student who achieves all outcomes and in doing so consistently demonstrates superior performance when, for example:

- (a) explaining freelance opportunities in the vocational area
- (b) explaining personal management issues
- (c) deploying personal and interpersonal skills

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

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HIGHER NATIONAL UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 6650036

UNIT TITLE: FREELANCE WORKING SKILLS

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

CONTENT/CONTEXT The specific content/context must be related to the vocational area under consideration and the aims of the course.

Corresponding to Outcomes 1 to 3

1. (a) Organisations may be limited to those targeted by the course planners.
2. (a) e.g: persistence, confidence, timekeeping, reliability, initiative, positive attitude, flexibility, versatility etc.
(b) eg: Invoices; tax records; accounts; contracts book; diary etc.
(c) eg: banking facilities such as current and deposit accounts; overdrafts; loans; grant providers; book keeping and accounts.
(d) eg: PAYE, Schedule D, National Insurance, VAT.
(e) eg: types of personal pension, personal and liability insurance.
3. (a) eg: CV, portfolio of work, showreel, referees etc.
(c&d) These should be simulated in formal and/or informal situations and could include working cooperatively, giving and seeking advice, taking the initiative, communicating effectively.

RECOGNITION Many of SQA National Certificate modules are recognised for entry/recruitment purposes. For up-to-date information see the SQA guide 'Recognised and Recommended Groupings'.

REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
4. For details of other SQA publications, please consult SQA's publications list.

An exemplar assessment pack for this unit is available from SQA. Please call our Sales and Despatch section on 0141 242 2168 to check availability and costs. Quote product code C052.

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