



National Unit specification: general information

Unit title: Rural Work Activities

Unit code: H095 10

Superclass: SK

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Summary

The purpose of this Unit is to provide candidates with knowledge and skills associated with carrying out work activities within specific areas of land based employment.

Candidates will be required to undertake a range of work activities, which will include selecting appropriate tools and equipment. Knowledge and understanding will be further developed through the completion of activity reviews.

Health and safety will be highlighted throughout this Unit and candidates will gain the ability to carry out a basic risk assessment prior to undertaking tasks.

This is a mandatory Unit within the National Certificate in Rural Skills at SCQF level 4. It can also be delivered as a free-standing Unit.

Outcomes

- 1 Identify tools and equipment used in rural work activities.
- 2 Carry out a risk assessment for rural work activities.
- 3 Undertake specified rural work activities.

Recommended entry

Entry is at the discretion of the centre.

General information (cont)

Credit points and level

1 National Unit credit at SCQF level 4: (6 SCQF credit points at SCQF level 4*)

**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.*

Core Skills

Achievement of this Unit gives automatic certification of the following Core Skills component:

- ◆ Critical Thinking at SCQF level 4

There are also opportunities to develop aspects of Core Skills which are highlighted in the Support Notes of this Unit specification.

National Unit specification: statement of standards

Unit title: Rural Work Activities

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

Outcome 1

Identify tools and equipment used in rural work activities.

Performance Criteria

- (a) Select appropriate tools and equipment used in selected work activities
- (b) Describe the use of tools and equipment to carry out selected work activities.

Outcome 2

Carry out a simple risk assessment for given rural work activities.

Performance Criteria

- (a) Identify the risks associated with undertaking given work activities.
- (b) Accurately describe the preventative/risk reduction measures which apply to the given work activities.
- (c) Implement the preventative/risk reduction measures in carrying out the given work measures.

Outcome 3

Undertake specified rural work activities.

Performance Criteria

- (a) Use tools and equipment safely.
- (b) Carry out tasks to an agreed standard and within a given timescale.

National Unit specification: statement of standards (cont)

Unit title: Rural Work Activities

Evidence Requirements for this Unit

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria.

All activities undertaken in this Unit must adhere to current health and safety legislation, regulations and codes of practice.

Appropriate tasks must be selected in respect of ability and time constraints.

Evidence is required to demonstrate that candidates have achieved all Outcomes and Performance Criteria. There is opportunity to undertake a holistic approach to assessment in this Unit. See Guidance on Assessment.

Outcome 1: Written and/or oral evidence. Closed-book assessment.

Candidates are required to select appropriate tools and equipment used in a minimum of three work activities.

Candidates are required to describe how the selected tools and equipment will be used in each work activity.

Outcome 2: Written and/or oral evidence; Performance.

The candidate is required to identify a minimum of five risks and/or potential hazards associated with undertaking each work activity.

The candidate is required to describe the preventative/risk reduction measures.

The candidate is required to implement all the measures identified through the risk assessments.

Outcome 3: Performance There must be a suitable instructor to candidate ratio to ensure safe working conditions at all times. Clear, uncomplicated instructions must be given and the tutor must be satisfied that they are understood prior to commencing the tasks.

For a minimum of three work activities, candidates are required to:

PC (a) Use tools and equipment safely. To include:

- ◆ Demonstrate safe handling and use and of tools and equipment.
- ◆ Wearing and using all associated personal protective equipment.
- ◆ Observation of safe working guidelines, policies and procedures.
- ◆ Carry out post-operative maintenance and storage of tools and equipment.

National Unit specification: statement of standards (cont)

Unit title: Rural Work Activities

PC (b) Candidates are required to:

- ◆ Carry out the task to an appropriate standard. To include:
 - Following given instructions.
 - Ensuring the work area is left in a safe and satisfactory condition once the activity is finished.
- ◆ Carry out the task within a reasonable timescale.

National Unit specification: support notes

Unit title: Rural Work Activities

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

The Unit is intended as an introduction to a range of work activities and should be undertaken from those areas of land based employment which require the use of tools and equipment to complete. Activities reflecting local industries would heighten awareness of possible employment opportunities.

Candidates could be allowed to choose areas of work from a selection provided by the tutor. Care should be taken when planning activities. Examples of activities could include:

- ◆ Agriculture — roguing crops, repair/maintenance of stock fencing, basic livestock handling/maintenance, etc.
- ◆ Horticulture — maintaining hedges/areas of ground, planting, etc.
- ◆ Conservation — nest box building, maintaining paths/habitat, etc.
- ◆ Animal Care — monitoring basic health of animals, cleaning animals, etc.
- ◆ Forestry — coppicing, limbing trees, planting, etc.
- ◆ Aquaculture — repair/maintenance to nets, etc.
- ◆ Gamekeeping — constructing basic animal traps, feeding birds, maintaining enclosures, etc.

Outcome 1

Candidates are expected to be able to select and describe the use of tools and items of equipment required to carry out work activities. An activity should be chosen in which candidates can fulfill all criteria from each Outcome.

Prior to this, opportunity should be provided in order to gather information and evidence from direct observation of work environments. Site visits and discussion with industry professionals should be organized.

The selection should be based on tools, equipment and facilities available for use. Areas of employment and items of equipment could include:

- ◆ Agriculture — animal handling equipment, grain moisture meter, etc.
- ◆ Horticulture — dibber, propagating equipment, hedge trimmer, etc.
- ◆ Conservation — measuring equipment, orienteering equipment, binoculars, etc.
- ◆ Animal Care — thermometers, restraining equipment, etc.
- ◆ Forestry — saws, measuring equipment, etc.
- ◆ Aquaculture — nets, breeding equipment, feeding equipment, etc.
- ◆ Game keeping — animal traps, bird feeding equipment, etc.

National Unit specification: support notes (cont)

Unit title: Rural Work Activities

Candidates should be encouraged to gather photographic evidence of the tools and equipment to aid in the familiarization process.

Outcome 2

This Outcome is intended for completion within a practical context and should be carried out prior to each activity. The activity and tools and equipment to be used should have already been identified.

Discussions regarding health and safety should be included in any site visits and/or talks, which may take place prior to the activities.

Candidates are expected to be able to highlight the main risks involved in the activity and show understanding through description of preventative or risk reduction measures. They should also be able to select and describe the personal protective equipment (PPE) needed. Specialised PPE relating to specific items of equipment should be included.

Although most situations will contain a range of risks, the candidate would be required to identify the main or most obvious ones.

It is the tutors' responsibility to make sure candidates are made fully aware of all health and safety guidelines, policies and procedures relating to each activity.

Candidates are then expected to implement and the measures correctly prior to, during and after the activities. They should be informed of any other potential risks not identified and this must also be implemented prior to, during and after the activities.

Outcome 3

The emphasis of this Outcome is to enable the candidate to gain confidence in using the tools and equipment to complete activities. Therefore, lots of opportunity should be given to spend time using the selected items.

Safe practice (including wearing appropriate PPE) should be stressed and adhered to at all times. Where applicable, the manufacturers' guidelines should be made available for use. All work must be closely supervised and items checked before they are stored.

There should be a suitable instructor to candidate ratio to ensure safe working conditions at all times. Clear, uncomplicated instructions should be given and the tutor must be satisfied that they are understood prior to commencing.

National Unit specification: support notes (cont)

Unit title: Rural Work Activities

There are opportunities to highlight employability skills throughout this Outcome and reference could be made to:

- ◆ following straightforward instructions.
- ◆ Preparation, eg turning up on time, taking a reasonable time to assemble all materials required and working consistently gathering all materials for work activities, wearing all required personal protective equipment.

The candidate should be aware of policies and procedures associated with the activities as well as the use of tools and equipment. This should include awareness of first aid procedures and who to contact should the need arise. A mock situation could be added to lessons in order to heighten awareness. Support notes and/or information must be available at all times.

The importance of cleaning and storing tools correctly should also be emphasized both in terms of routine safe practice and to maximize the working lifespan of the item. Examples could be given to show the effects of not looking after equipment properly (eg the item not functioning correctly or becoming dangerous to use). A simple costing exercise could also be undertaken to highlight the financial implications through having to replace equipment more often as well as the extra time it may take to complete a task using sub-standard equipment.

Candidates are also expected to understand the quality of work required when undertaking tasks as well as the time it takes to complete them. It would be useful for them to witness the same task (or similar) being completed in a professional situation.

Guidance on learning and teaching approaches for this Unit

Photographic and/or video evidence could be taken and used throughout to aid knowledge and understanding as well as recollection of activities as well as the tools and equipment used.

A Virtual Learning Environment (VLE) could be used to record progress from practical activities.

Opportunity should be given to allow candidates to reflect on the activities they have undertaken, helping to underpin knowledge and understanding regarding the purpose of the work and the steps required in order to complete it. Although the emphasis is on working safely and to a specified standard, it is not expected that the Outcome of each activity will match professional standard. Candidates should be encouraged to discuss the Outcome of each activity and are expected to be able to provide reasons for this. For example, an area of concrete that has been laid and is unlevel could hold water or become a trip hazard.

National Unit specification: support notes (cont)

Unit title: Rural Work Activities

Outcome 1

A mixture of practical and class-based sessions, which could include:

- ◆ visits to industry
- ◆ demonstrations
- ◆ group discussions
- ◆ quiz/questionnaires.

Candidates could be encouraged to gather evidence and information in a personal portfolio containing photographs and descriptions.

Outcome 2

A mixture of practical and class-based sessions, which could include:

- ◆ practical observations
- ◆ group discussion
- ◆ demonstration
- ◆ group/individual activities.

Support notes should be provided highlighting all relevant policies and procedure.

Outcome 3

This Outcome should consist of practical work, carried out under supervised, instructor-led conditions. Sessions could include:

- ◆ discussions regarding safe work
- ◆ demonstrations
- ◆ site visits
- ◆ interview/discussions with industry professionals.

Candidates could also be provided with support notes/material including:

- ◆ links to websites
- ◆ worksheets
- ◆ publications
- ◆ slides/electronic presentations.

This Unit aligns to the following National Occupational Standards from Lantra:

CU91 Assess the characteristics of sites
EC2 Survey and report on the condition of the environment

National Unit specification: support notes (cont)

Unit title: Rural Work Activities

Guidance on approaches to assessment for this Unit

The content of each Outcome is intended to relate to the Unit as a whole and facilitates holistic assessment. For example:

After selecting, demonstrating and possibly involving an industry visit, candidates could be presented with a similar practical activity. They would then be expected to identify and describe the use of tools and equipment in the activity pertaining to the Performance Criteria in Outcome 1; carry out a risk assessment covering all Performance Criteria in Outcome 2; and undertake the task as specified in Outcome 3. The evidence gathered for each Outcome could be collated into a portfolio for each activity.

Outcome 1

Written and/or oral evidence is required. Candidates are required to provide short answers in response to the selected activities. This could be recorded by means of video/audio interview or through the production of written answers. Candidates are required to provide a short description outlining the basic process involved in using each tool or item of equipment in the activities. This could be recorded by means of video/audio interview or through the production of a written short report.

Outcome 2

Performance, written and/or oral evidence is required. Worksheets containing a skeleton template could be provided and candidates would be required to complete the necessary information as specified in Performance Criteria (a) and (b). An observation checklist could be used to record the candidates' ability to implement the measures identified in Performance Criteria (b)

Outcome 3

Performance evidence is required. All evidence as stated in the Performance Criteria could be recorded by means of an observation checklist. Photographic evidence could be used to record and document candidates' progress.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

National Unit specification: support notes (cont)

Unit title: Rural Work Activities

Opportunities for developing Core Skills

In this Unit candidates will select tools and equipment for specified rural work activities. Candidates will carry out the specified activities applying safe working practices. Candidates will:

- ◆ identify appropriate tools and equipment.
- ◆ choose appropriate tools and equipment and complete a risk assessment for using them.
- ◆ work in groups to investigate and record findings and carry out risk assessments.

As they are doing this Unit candidates will be developing aspects of the Core Skills in *Problem Solving, Communication, and Working with Others*.

This Unit has the Problem Solving component of Critical Thinking embedded in it, so when the candidate achieves this Unit their Core Skills profile will be updated to show they have achieved Critical Thinking at SCQF level 4.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date
02	Core Skills Component Critical Thinking at SCQF level 4 embedded.	19/01/2012

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