Unit title: Employability Skills for Land-based Industries (National 4)

Unit code: J163 74

Superclass: HC
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Unit purpose
This is a mandatory unit within the National 4 Skills for Work Rural Skills course and is designed to be taken as part of this course. It is suitable for learners with no previous land-based or employment experience. The learner will have the opportunity to develop some of the employability skills that are valued by the land-based sector including good time-keeping, attendance, safe working and team working in practical contexts arising in the other units of this course. They will have the opportunity to review and evaluate their progress in developing these skills. The third outcome of this unit allows learners to consider the assessment of risk in a specific task allowing learners to develop a greater understanding of the need to consider safety in all land-based industries.

Outcomes
On successful completion of the unit the learner will be able to:

1. Demonstrate work practices which enhance employability in land-based industries.
2. Review and evaluate own skills developed in practical contexts.
3. Demonstrate knowledge and understanding of the requirements for a safe working environment in a land-based industry.

Credit points and level
0.5 national unit credit at SCQF level 4: (3 SCQF credit points at SCQF level 4)
Recommended entry to the unit

Entry to this unit is at the discretion of the centre.

Core Skills

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

Complete Core Skill  None
Core Skill component  Working Co-operatively with Others at SCQF level 3

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

Context for delivery

If this unit is delivered as part of a course, it is recommended that it should be taught and assessed within the subject area of the course to which it contributes.

The assessment support pack (ASP) for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA’s website (http://www.sqa.org.uk/sqa/46233.2769.html).

Equality and inclusion

This 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
National unit specification: statement of standards

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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

Demonstrate work practices which enhance employability in land-based industries.

Performance criteria

(a) Maintain time-keeping and attendance to acceptable standards.
(b) Undertake necessary planning and preparation prior to practical work.
(c) Work co-operatively with others.
(d) Demonstrate awareness of efficient use of resources.
(e) Follow instructions from person responsible.
(f) Demonstrate a safety awareness during all tasks undertaken.

Outcome 2

Review and evaluate own skills developed in practical contexts.

Performance criteria

(a) Identify own strengths and weaknesses.
(b) Identify areas for improvement.
(c) Identify action points for improvement.
(d) Respond positively to advice and feedback on performance.

Outcome 3

Demonstrate knowledge and understanding of the requirements for a safe working environment in a land-based industry.

Performance criteria

(a) Describe the common risks and hazards for a work task in a land-based industry.
(b) Identify measures that should be taken to minimise risk in relation to the task.
(c) Identify any personal protective clothing and equipment that is necessary when carrying out this task.
Evidence requirements for this unit

Evidence is required to demonstrate that learners have achieved all outcomes and performance criteria.

Performance evidence supported by learner review sheets and tutor observation checklists, together with written and/or recorded oral evidence is required to show that all outcomes and performance criteria have been achieved.

Learners will demonstrate the appropriate working practices and attitudes in practical contexts. They will then review and evaluate their own performance on learner review sheets and, following a discussion with the assessor after each review, will produce a plan for improvement. The evidence required will be:

- a minimum of three learner review sheets, supported by an assessor observation checklist
- a minimum of three progressive action plans, each relating to the associated review sheet

In relation to outcome 3 written and/or recorded oral evidence should include:

- a description of three common hazards associated with a particular work task
- a description of the likely level of risk for each of the identified hazards
- a description of measures that can be taken to minimise the risk of the identified hazards
- a list of protective clothing and equipment that would be needed for somebody carrying out that task

The item for this unit contains learner review sheets, an assessor observation checklist and a pro forma in relation to outcome 2. The ASP illustrates the national standard required for this unit. Centres who wish to devise their own assessments should refer to the ASP to ensure a comparable standard.
Development of Skills for Learning, Skills for Life and Skills for Work

It is expected that learners will develop broad, generic skills through this unit. Employability is a key aspect of Skills for Work and is present throughout the unit. In addition, there are a number of other skills that learners will be expected to improve on and develop as they undertake this unit; these can be drawn from the main skills areas listed below. These must be built into the unit where there are appropriate opportunities.

1 Literacy
1.1 Reading
1.2 Writing
1.3 Listening and talking

3 Health and Wellbeing
3.1 Personal learning
3.2 Emotional wellbeing
3.4 Planning for, and making, choices and changes

4 Employability, enterprise and citizenship
4.1 Employability
4.3 Working with others
4.4 Enterprise

5 Thinking Skills
5.1 Remembering
5.2 Understanding
5.3 Applying
5.4 Analysing and evaluating
5.5 Creating

Amplification of these is given in SQA’s Skills Framework: Skills for Learning, Skills for Life and Skills for Work. The level of these skills should be at the same SCQF level as the unit and be consistent with the SCQF level descriptor. Further information on building in Skills for Learning, Skills for Life and Skills for Work is given in the ‘National unit support notes’ section.
National unit support notes

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Unit support notes are offered as guidance and are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 20 hours.

Guidance on the content and context for this unit

The main purpose of the unit is to improve learners’ preparedness for employment in the land-based industries. Outcomes 1 and 2 focus on encouraging learners to develop the correct work practices for employment such as good time-keeping and team working. Learners will be provided with an opportunity to review how well they have progressed in developing these work practices and attitudes by comparing their own evaluation with that of their assessors.

For outcome 3, the learner should be expected to develop an awareness of the basic risks and hazards of working in one particular land-based industry. This may be done through discussion with somebody employed in the industry. This should be at a basic level and help learners to develop an awareness of the dangers of working in that industry and how to avoid them and minimise risk. It is not expected that the learner should be able to do a complete risk assessment for a given task but only to encourage them to consider the possible risks of particular situations. For example, the learner should be able to see the obvious dangers of handling sheep such as injury and risk of infection from the dirt. However, learners would not be expected to recognise the less overt health risks such as zoonosis at this level of study.

Guidance on approaches to delivery of this unit

Where this unit is taken as part of National 4 Skills for Work Rural Skills course, it is recommended that delivery is integrated with other units in the course. It is important that those responsible for the delivery of this unit as part of the above course specify and identify where opportunities arise to develop and assess employability skills.

Employability skills

Achievement of the employability skills listed below will be clearly identified as a result of the evidence generated through the assessment activities for this unit.

- acceptable time-keeping and attendance*
- planning and preparing for work*
- working co-operatively with others*
- awareness of efficient resource use*
- following instructions*
- working safely*
- self-review and evaluation*
Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

The following units include tasks which provide opportunities for the completion of learner review sheets and the pro forma in relation to risks and hazards:

- Estate Maintenance: An Introduction (National 4)
- Outcomes 2 and 3 in Animal Husbandry: An Introduction (National 4)
- Soft Landscaping: An Introduction (National 4)
- Crop Production: An Introduction (National 4)

Learners are expected to show progression between review sheet completion and it is therefore useful to plan the use of these review sheets at progressive stages throughout the delivery of the course.

The item for this unit contains learner review sheets, an assessor observation checklist and a pro forma in relation to outcome 2. The ASP illustrates the national standard required for this unit. Centres who wish to devise their own assessments should refer to the ASP to ensure a comparable standard.

Opportunities for 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 learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA’s qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core Skills

In this unit learners will be involved in reviewing and evaluating their progress and discussing this with their assessor. They will also be gathering information on assessing risks and presenting this information either orally or in written format. These are good opportunities for developing aspects of Communication (both oral and written).

This unit has the Working Co-operatively with Others of Working with Others embedded in it. This means that when learners achieve the unit, their Core Skills profile will also be updated to show they have achieved Working Co-operatively with Others at SCQF level 3.
General information for learners

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This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

This unit focuses on the employability skills that are valued by the land-based sector including good time-keeping, attendance, safe working and team working. You will learn how to:

- Demonstrate positive work practices which enhance your employability skills in this sector.
- Review your own performance in order to develop your employability skills.
- Demonstrate knowledge and understanding of a safe working environment.

You do not need to have any previous qualifications or experience, but it would help if you have already finished, or are in the process of finishing, the following units:

- Rural Skills (National 4)
- Estate Maintenance: An Introduction (National 4)
- Land-based Industries: An Introduction (National 4)
- Animal Husbandry: An Introduction (National 4)
- Animal Handling: An Introduction (National 4)
- Crop Production: An Introduction (National 4)
- Soft Landscaping: An Introduction (National 4)

After you finish this unit, there may be opportunities to study other qualifications in this area, and/or further develop skills that will help in employment.
Administrative information

Published: August 2018 (version 4.0)

History of changes to national unit specification

<table>
<thead>
<tr>
<th>Version</th>
<th>Description of change</th>
<th>Date</th>
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<tbody>
<tr>
<td>4.0</td>
<td>Unit moved to a new template and re-coded to align with corresponding course 2 code. No change to unit content. Core Skills component Working Co-operatively with Others at SCQF level 3 embedded.</td>
<td>August 2018</td>
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Note: You are advised to check SQA’s website ([www.sqa.org.uk](http://www.sqa.org.uk)) to ensure you are using the most up-to-date version of the unit specification.

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