



	Code:
<b>Scottish Group Award: Single</b>	<b>G7V6 08</b>
<b>Scottish Group Award: Double</b>	<b>G7V7 08</b>
<b>Scottish Group Award: Triple</b>	<b>G7V8 08</b>
<b>Level: Access 2</b>	



## Summary of requirements

### SGA at Access 2

#### National Clusters and Units required\*

##### Scottish Group Award: Single Award

*1 National Cluster or 3 unit credits at Access 2*

plus

*6 credits at Access 2 in **any** combination of units from:*

National Clusters

National Units

**Total 9 Credits**

##### Scottish Group Award: Double Award

*2 National Clusters or 6 unit credits at Access 2*

plus

*8 credits at Access 2 in **any** combination of units from:*

National Clusters

National Units

**Total 14 Credits**

##### Scottish Group Award: Triple Award

*3 National Clusters or 9 unit credits at Access 2*

plus

*9 credits at Access 2 in **any** combination of units from:*

National Clusters

National Units

**Total 18 Credits**

#### Core skills required\*

*The above must include or cover:*

3 core skills at minimum of Access 2

\*See Important Note on page 4.

†Designed by the centre to meet the candidate's needs.

# Rules for credit contribution in specific and open sections

## Important Note\* Achievement above the minimum requirements

The **minimum** requirement for this SGA is the specified single award. Where possible, centres may wish to encourage candidates to exceed this minimum. Candidates achieving above the minimum award will have this achievement recorded on their Scottish Qualifications Certificate. For example, the following can be achieved above the minimum requirement:

- Core Skills at a level above Access 2
- National Clusters and National Units at Access 3 instead of Access 2

## Hierarchies

- courses/clusters and units can be substituted by those with the same title at a higher level, eg Numeracy (Acc 2) can be substituted by Numeracy (Acc 3) (See Section E)

## Double counting

- courses/clusters and units with the same title at different levels cannot both contribute credits to the SGA, eg **either** Personal and Social Education (Acc 2) **or** Personal and Social Education (Acc 3)
- courses/clusters at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Cluster in English and Communication at Access 2 **or** Standard Grade English at Foundation Level (See Section F)
- same course/cluster or unit cannot contribute credit to both specific and open sections of an SGA

## National Course awards at Grade D

National Course awards at Grade D can contribute to the SGA in the following way:

- a grade D at Intermediate 1 (or above) can contribute 4 credits to the specific or open sections.

## Specific section

A

### SGAs at Access 2

This section specifies the mandatory number of clusters/coherent groupings and units and the mandatory core skills requirement for the following awards:

#### Scottish Group Award: Single Award

One National Cluster or 3 unit credits from:

Any National Cluster or National Units at Access 2

3 credits

Total credits required: 3

#### Scottish Group Award: Double Award

Two National Clusters or 6 unit credits from:

Any National Clusters or National Units at Access 2

6 credits

Total credits required: 6

#### Scottish Group Award: Triple Award

Three National Clusters or 9 unit credits from:

Any National Clusters or National Units at Access 2

9 credits

Total credits required: 9

#### \*\* Core skills requirement

Any 3 core skills from the following:

Communication at Access 2

Numeracy at Access 2

Information Technology at Access 2

Problem Solving at Access 2

Working with Others at Access 2

\*\* See Section D for core skills details.





**Up to 9 credits at minimum of Access 2** are required to complete this SGA.

Requirement to complete SGA	Award
6 credits at Access 2	Single
8 credits at Access 2	Double
9 credits at Access 2	Triple

These credits may be made up from any combination of the following qualifications. Each has a fixed credit value for the purposes of this SGA.

Qualifications	Credits
National Units at Access 2 or above	each typically 1
National Clusters at Access 2 or above	each 3
Standard Grades at Foundation Level contribute credits at <i>Access 3*</i>	each 4
Free-standing core skills units (if required to complete the core skills requirement)	each 1
Skillstart at Access 2 can contribute credits at <i>Access 2</i>	each 6
SVQs at Level 1 can contribute credits at <i>Intermediate 1</i>	max 9

\*If achieved prior to 1994 please contact SQA Customer Contact Centre ☎ 0845 279 1000.

Note: There are many ways in which the 6, 8 or 9 credits at Access 2 can be achieved and the following sections are provided for your information.

*Open section:* Qualifications which can contribute credits to this group award.

*Programme advice:* Guidance on possible combinations of units and clusters which candidates might choose in order to gain the required credits.

Centres and candidates should agree the most appropriate way of gaining the required credits to meet each candidate's individual needs.

## Rules for credit contribution in specific and open sections

### Important Note\* Achievement above the minimum requirements

The **minimum** requirement for this SGA is the specified single award. Where possible, centres may wish to encourage candidates to exceed this minimum. Candidates achieving above the minimum award will have this achievement recorded on their Scottish Qualifications Certificate. For example, the following can be achieved above the minimum requirement:

- Core Skills at a level above Access 2
- National Clusters and National Units at Access 3 instead of Access 2

### Hierarchies

- courses/clusters and units can be substituted by those with the same title at a higher level, eg Numeracy (Acc 2) can be substituted by Numeracy (Acc 3) (See Section E)

### Double counting

- courses/clusters and units with the same title at different levels cannot both contribute credits to the SGA, eg **either** Personal and Social Education (Acc 2) **or** Personal and Social Education (Acc 3)
- courses/clusters at the same level in the same subject cannot both contribute credits to the SGA, eg **either** the National Cluster in English and Communication at Access 2 **or** Standard Grade English at Foundation Level (See Section F)
- same course/cluster or unit cannot contribute credit to both specific and open sections of an SGA

### National Course awards at Grade D

National Course awards at Grade D can contribute to the SGA in the following way:

- a grade D at Intermediate 1 (or above) can contribute 4 credits to the specific or open sections.

Note: Advice on making up programmes of credit from the open section follows in Section C.





## Programme advice

C

Candidates having met the requirements of the specific section need to achieve up to 9 further credits at Access 2. The general rules are defined in Section B.

A wide choice is available to achieve these credits. Centres should consider individual candidate needs, eg for further specialist work within their chosen area of the SGA or for broadening beyond the area covered within the specific section.

The following section lists all National Clusters at Access 2 and their component units. This might be useful in the selection of programmes to meet individual candidates' career and progression needs in their chosen area. Programmes can be made up of any combination of these and/or other provision from SQA's range of qualifications.

Please note the rules on hierarchical substitution and double-counting listed in Section B when finalising individual candidate SGA programmes.

\*Mandatory unit of a cluster. †Optional unit of a cluster.

Cluster/unit no	Cluster/unit title	Credits
<b>Administration and Business</b>		
Cluster:		
C083 08	Business (Acc 2)	3
Component units of cluster:		
D516 08	*Office Skills and Keyboarding: An Introduction (Acc 2)	1
D517 08	*Retail Skills: An Introduction (Acc 2)	1
D518 08	*Working in a Business Enterprise: An Introduction (Acc 2)	1
<b>Art and Design</b>		
Cluster:		
C003 08	Art and Design (Acc 2)	3
Component units of cluster:		
D525 08	*Developing Personal Ideas (Acc 2)	1
D523 08	*Exploring Visual Images (Acc 2)	1
D524 08	*Working with Materials (Acc 2)	1
<b>Computing</b>		
Cluster:		
C017 08	Computing (Acc 2)	3
Component units of cluster:		
D531 08	*Using a Computer (Acc 2)	
D529 08	*Using Computer Aided Learning (Acc 2)	
D530 08	*Using Technological Equipment (Acc 2)	

Cluster/unit no	Cluster/unit title	Credits
<b>Drama</b>		
Cluster:		
C037 08	Drama (Acc 2)	3
Component units of cluster:		
D537 08	*Developing Drama Skills (Acc 2)	1
D539 08	*Presenting Drama (Acc 2)	1
D538 08	*Using Drama Skills (Acc 2)	1
<b>English and Communication</b>		
Cluster:		
C039 08	English and Communication (Acc 2)	3
Component units of cluster:		
D8VH 08	*English: Language Study (Acc 2)	1
D8VJ 08	*English: Literary Study (Acc 2)	1
D540 08	*English and Communication: Oral Communication (Acc 2)	1
<b>Gàidhlig</b>		
National Free-standing Unit:		
D587 08	Gàidhlig: Communication Skills (Acc 2)	1
<b>Home Economics</b>		
Cluster:		
C048 08	Home Economics (Acc 2)	3
Component units of cluster:		
D273 08	†Developing Craft Skills in Textiles (Acc 2)	1
DC9K 08	†Healthy Basic Cooking (Acc 2)	1
D551 08	†Living Safely at Home (Acc 2)	1
D550 08	†Organisation in the Home (Acc 2)	1
<b>Managing Environmental Resources</b>		
Cluster:		
C055 08	Managing Environmental Resources (Acc 2)	3
Component units of cluster:		
D553 08	*Planning an Environmental Area (Acc 2)	
D554 08	*Developing an Environmental Area (Acc 2)	
D555 08	*Monitoring and Maintaining an Environmental Area (Acc 2)	

Cluster/unit no	Cluster/unit title	Credits
<b>Mathematics</b>		
Cluster:		
C056 08	Mathematics (Acc 2)	3
Component units of cluster:		
D556 08	*Using Mathematics in Everyday Situations 1 (Acc 2)	1
D557 08	*Using Mathematics in Everyday Situations 2 (Acc 2)	1
D558 08	*Using Mathematics in Everyday Situations 3 (Acc 2)	1
<b>Media Studies</b>		
Cluster:		
C058 08	Media Studies (Acc 2)	3
Component units of cluster:		
D332 08	*Media Analysis (Acc 2)	1
D333 08	*Media Practical (Acc 2)	1
D334 08	*Media Production (Acc 2)	1
<b>Modern Languages other than English/Gàidhlig</b>		
Clusters:		
C059 08	French (Acc 2)	3
C060 08	German (Acc 2)	3
C061 08	Italian (Acc 2)	3
C062 08	Russian (Acc 2)	3
C063 08	Spanish (Acc 2)	3
Any component units of any modern languages cluster at Access 2		
<b>Music</b>		
Cluster:		
C065 08	Music (Acc 2)	3
Component units of cluster:		
D584 08	*Music: Creating and Listening (Acc 2)	1
D583 08	*Music: Listening and Performing (Acc 2)	1
D585 08	*Music: Performing and Creating (Acc 2)	1
<b>Personal Care</b>		
Cluster:		
C082 08	Personal Care (Acc 2)	3
Component units of cluster:		
D04E 08	*Daily Organisation (Acc 2)	1
D04D 08	*Healthy Living (Acc 2)	1
D04C 08	*Personal Hygiene (Acc 2)	1

Cluster/unit no	Cluster/unit title	Credits
-----------------	--------------------	---------

### Personal and Social Education

Cluster:

C067 08	Personal and Social Education (Acc 2)	3
---------	---------------------------------------	---

Component units of cluster:

*1 credit from:*

D0EN 08	†Personal Awareness and Development – Making Local Journeys (Acc 2)	1
---------	---	---

D0EM 08	†Personal Awareness and Development – Personal Presentation for Everyday Living (Acc 2)	1
---------	---	---

D0EL 08	†Personal Awareness and Development – Personal Profiling for Independent Living (Acc 2)	1
---------	---	---

*1 credit from:*

D0EP 08	†Social Awareness and Development – Participating in a Community Activity (Acc 2)	1
---------	---	---

D0ER 08	†Social Awareness and Development – Participating in Leisure Time Activities (Acc 2)	1
---------	--	---

D0ET 08	†Social Awareness and Development – Using Support Services in the Local Community	1
---------	---	---

*1 credit from:*

D0EV 08	†Vocational Awareness and Development – Contributing to an Enterprise Activity (Acc 2)	1
---------	--	---

D0EW 08	†Vocational Awareness and Development – Sampling Work (Acc 2)	1
---------	---	---

D0EX 08	†Vocational Awareness and Development – Using Work-Related Skills (Acc 2)	1
---------	---	---

### Physical Education

Cluster:

C068 08	Physical Education (Acc 2)	3
---------	----------------------------	---

Component units of cluster:

D577 08	*Physical Education: Appreciation of Performance (Acc 2)	1
---------	--	---

D575 08	*Physical Education: Integrated Performance (Acc 2)	1
---------	---	---

D371 08	*Physical Education: Performance (Acc 2)	1
---------	--	---

### Practical Craft Skills

Cluster:

C080 08	Enterprise through Craft (Acc 2)	3
---------	----------------------------------	---

Component units of cluster:

D536 08	*Craftwork Enterprise (Acc 2)	1
---------	-------------------------------	---

D535 08	*Practical Craft Skills (Acc 2)	1
---------	---------------------------------	---

D534 08	*Working with Craft Tools: An Introduction (Acc 2)	1
---------	--	---

Cluster/unit no	Cluster/unit title	Credits
<b>Religious, Moral and Philosophical Studies</b>		
Cluster:		
C072 08	Religious, Moral and Philosophical Studies (Acc 2)	3
Component units of cluster:		
D580 08	*Questioning Belief (Acc 2)	1
D581 08	*Questioning Morality (Acc 2)	1
D582 08	*Questioning the World (Acc 2)	1
<b>Science</b>		
Cluster:		
C081 08	Science (Acc 2)	3
Component units of cluster:		
D04A 08	†Biology (Acc 2)	1
D03Y 08	†Chemistry (Acc 2)	1
D04P 08	†Physics (Acc 2)	1
D04B 08	†Science (Acc 2)	1
<b>Social Subjects</b>		
Cluster:		
C079 08	Social Subjects (Acc 2)	3
Component units of cluster:		
D526 08	*Deciding (Acc 2)	1
D527 08	*Contrasting (Acc 2)	1
D528 08	*Organising and Presenting Information (Acc 2)	1
<b>Core Skills</b>		
Free-standing National Units:		
D01B 08	Communication (Acc 2)	1
D01D 08	Information Technology (Acc 2)	1
D01C 08	Numeracy (Acc 2)	1
D01E 08	Problem Solving (Acc 2)	1
D01F 08	Working with Others (Acc 2)	1

Candidates who have not achieved these core skills in other ways must select three of the core skills units. See Section D for further information.

One or more core skills in this SGA may be automatically certificated through clusters and units in the specific section. Where this is the case, the corresponding core skill unit in the open section cannot be counted towards the SGA.

Note: Other coherent groupings of units at Access 2 may be selected to meet the needs or interests of candidates. The units should be grouped in ways which reinforce learning, eg in curriculum modes.



## Core skills

D

To achieve this SGA, all candidates **must achieve** three of the following core skills:

Core skill	Level
Communication	Access 2
Numeracy	Access 2
Information Technology	Access 2
Problem Solving	Access 2
Working with Others	Access 2

Candidates can achieve core skills:

- through Standard Grades or other units which give automatic certification of core skills, eg a candidate who has completed English and Mathematics at Foundation Level is given automatic certification of Communication and Numeracy at Access 3
- by selecting units and clusters which give automatic certification of core skills, eg the Access 2 English and Communication cluster gives automatic certification of Communication at Access 2
- by selecting dedicated core skills units in the open section of the SGA

Candidates' current level of achievement in core skills is shown on the Scottish Qualifications Certificate in the form of a profile. This shows achievement against each of the core skills *components*. Where a core skill has more than one component, the candidate needs to achieve each component at the level specified for the SGA. For example, if an SGA requires Numeracy at Access 2, a candidate whose profile only shows Using Number at Access 2 would not meet the requirement and would have to achieve Using Graphical Information at Access 2.

Details of all units and clusters which give automatic certification of core skills is published in *Automatic Certification of Core Skills 2004/2005*





# Hierarchical sequences

E

The SQA numbering system for qualifications consists of a 4 + 2 reference code.

The qualifications in a hierarchical sequence have the same title and are available at more than one level. They are identified by their reference code having the same first four digits, eg, D208 in the example below. The last two digits are unique to each level of qualification, eg 08 equates to Access 2, 09 equates to Access 3.

## Units

The following is an example of a hierarchical sequence of units:

D8VH 08	Language Study (Acc 2)
D8VH 09	Language Study (Acc 3)
D8VH 10	Language Study (Int 1)
D8VH 11	Language Study (Int 2)

Where units which are part of hierarchical sequences are specified, candidates who achieve a unit at a higher level than the one specified can use the upper level unit to count as credit towards the group award. For example, Language Study (Acc 3) can be counted instead of Language Study (Acc 2)

Candidates can only use one of these units to count as credit towards the group award.

In the case of unrevised National Certificate Modules, ie units which retain their original number, there are hierarchies where the title is the same and the number is different. Details of these exceptions will be published in a separate document. The pattern for these hierarchies is the same as that previously established for GSVQs.

There are also some hierarchies where the titles and numbers of the units at different levels are different. In this specification, if there are two units at different levels with heavily overlapping content, only one of these units should be used to count as credit towards the group award. Details of these exceptions will be published in a separate document.

## Courses

The following is an example of a hierarchical sequence of courses and clusters:

C003 08	Art and Design (Acc 2)
C003 09	Art and Design (Acc 3)
C003 10	Art and Design (Int 1)
C003 11	Art and Design (Int 2)

In the SGA specification, where clusters/courses which belong to hierarchical sequences are specified, candidates who achieve a cluster/course at a higher level than the one specified can use the upper level cluster/course to count as credit towards the group award. For example, Art and Design (Acc 3) can be counted instead of Art and Design (Acc 2).

Candidates can only use one of these clusters/courses to count as credit towards the group award - a maximum of 3 credits for a cluster and 4 credits for a course.



Designated Standard Grades at Foundation Level can contribute 4 credits each at *Access 3* to the SGA in place of National Clusters at *Access 2*.

The designated Standard Grades and their corresponding National Clusters, either of which can contribute to this SGA, are as follows:

<b>Standard Grade*</b>	<b>Cluster</b>
Administration at Foundation Level	Business (Acc 2)
Art and Design at Foundation Level	Art and Design (Acc 2)
Computing Studies at Foundation Level	Computing (Acc 2)
Craft and Design at Foundation Level	Enterprise through Craft (Acc 2)
Drama at Foundation Level	Drama (Acc 2)
English at Foundation Level	English and Communication (Acc 2)
Home Economics at Foundation Level	Home Economics (Acc 2)
Mathematics at Foundation Level	Mathematics (Acc 2)
<i>Modern Languages:</i>	
French at Foundation Level	French (Acc 2)
German at Foundation Level	German (Acc 2)
Italian at Foundation Level	Italian (Acc 2)
Russian at Foundation Level	Russian (Acc 2)
Spanish at Foundation Level	Spanish (Acc 2)
Music at Foundation Level	Music (Acc 2)
Physical Education at Foundation Level	Physical Education (Acc 2)
Religious Studies at Foundation Level	Religious, Moral and Philosophical Studies (Acc 2)
Science at Foundation Level	Science (Acc 2)
Social and Vocational Skills at Foundation Level	Personal and Social Education (Acc 2)

\*Any other Standard Grades at Foundation Level can contribute 4 credits at *Access 3* to the SGA.



## SVQs

G

Any Scottish Vocational Qualifications (SVQs) can each contribute up to nine credits to the open section of the SGA.

SVQs at Level 1 contribute credits at Intermediate 1.

Version 01 (June 2005)  
© Copyright SQA: 2005