

-SQA-SCOTTISH QUALIFICATIONS AUTHORITY

NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION

GENERAL INFORMATION

-Module Number- 1260006 **-Session-**1996-97
-Superclass- SL
-Title- INTRODUCTION TO ESTATE MAINTENANCE (x¹/₂)

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Carrying out estate maintenance tasks with appropriate tools and materials.

OUTCOMES

1. describe the tools used in estate maintenance tasks;
2. describe the requirements for given estate maintenance tasks;
3. carry out a range of estate maintenance tasks.

CREDIT VALUE: 0.5 NC Credit

ACCESS STATEMENT: There is no access statement for this module.

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).

NATIONAL CERTIFICATE MODULE; UNIT SPECIFICATION**STATEMENT OF STANDARDS****UNIT NUMBER:** 1260006**UNIT TITLE:** INTRODUCTION TO ESTATE MAINTENANCE

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 TOOLS USED IN ESTATE MAINTENANCE TASKS

PERFORMANCE CRITERIA

- (a) The identification of the given tools is accurate.
- (b) The description of the functions of the given tools is complete with respect to particular estate maintenance tasks.
- (c) The description of the care and maintenance of the given tools is complete with respect to post-use and repair situations.

RANGE STATEMENT

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

EVIDENCE REQUIREMENTS

Written and/or oral evidence of the student's ability to produce identifications and descriptions which satisfy all performance criteria.

OUTCOME

2. DESCRIBE THE REQUIREMENTS FOR GIVEN ESTATE MAINTENANCE TASKS

PERFORMANCE CRITERIA

- (a) The identification of the tools required for given estate maintenance tasks is accurate.
- (b) The identification of the materials required for given estate maintenance tasks is accurate.

- (c) The description of the purpose of the materials is complete with respect to given estate maintenance tasks.
- (d) The estimation of the time and labour requirements is valid for given estate maintenance tasks.

RANGE STATEMENT

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

EVIDENCE REQUIREMENTS

Written and/or oral evidence in the form of a report to satisfy all performance criteria.

OUTCOME

- 3. CARRY OUT A RANGE OF ESTATE MAINTENANCE TASKS**

PERFORMANCE CRITERIA

- (a) The preparations made for the given tasks are appropriate to the situation.
- (b) The selection of tools and materials for the given tasks is appropriate to the situation.
- (c) The tasks are performed according to the given specifications and with regard to safe working practices.
- (d) The record of the tasks performed is complete with regard to the given specifications.

RANGE STATEMENT

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

EVIDENCE REQUIREMENTS

Performance evidence should be provided in the form of observation of activity for all performance criteria. Additional evidence in the form of a record of work for Performance Criterion (d).

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

In certain cases, modified outcomes and range statements can be proposed for certification. See references at end of support notes.

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NATIONAL CERTIFICATE MODULE: UNIT SPECIFICATION**SUPPORT NOTES**

UNIT NUMBER: 1260006

UNIT TITLE: INTRODUCTION TO ESTATE MAINTENANCE

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes 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 20 hours. The use of notional design length for programme design and timetabling is advisory only.

PURPOSE This module may be taken as a free-standing module in a wide variety of programmes. It is particularly suitable for candidates undertaking programmes in the land-based sector.

SQA publishes summaries of NC units for easy reference, publicity purposes, centre handbooks, etc. The summary statement for this unit is as follows:

On completion of this module, the candidate will be able to carry out estate maintenance tasks using appropriate tools and materials.

CONTENT/CONTEXT This module should be delivered in a practical context as far as possible. The importance of protective clothing, safety regulations, safe working practices and legal requirements should be emphasised at all times.

Corresponding to Outcomes 1-3:

1. The identification of the purpose, safe use, care and repair of the following tools should be included: spades, shovels, saws, wire cutters, wire strainers, hammers and other fencing tools. Other tools could be included, as appropriate.
2. Appropriate tasks could include repairs to fences, gates and stiles, repairs to water supplies, troughs and field drains, and repairs to dry stone dykes. Instruction should be given in the selection of appropriate tools and materials for particular tasks. The estimation of amounts of particular materials required and elementary costing exercises should be carried out.
3. Tasks should be completed appropriately but should not involve major reconstruction. The emphasis should be on effective repairs rather than complete training in any particular task. For example, with respect to fence repairs, broken stobs could be replaced, staples replaced and wires

retensioned. Water supply tasks could involve locating stop cocks and leaks in pipes or making an effective join in alkathene pipes. Repairing dry stone dykes could involve preparing the damaged section for repair and completing the repair under supervision.

Demonstrations should be followed by supervised participation until confidence and competence levels are raised. Eventually opportunities should be available for the candidate to work in small groups or individually. The importance of keeping a record of the tasks performed, equipment and materials used and time taken should be explained. The record could take the form of a diary or a folio, as appropriate.

APPROACHES TO GENERATING EVIDENCE The delivery of this module should be activity based. The learning and teaching approaches adopted and the time required will be determined by the individual needs of the candidate.

ASSESSMENT PROCEDURES Centres may use the instruments of assessment which are considered by tutor/trainers to be the most appropriate. Examples of instruments of assessment which could be used are as follows:

Corresponding to Outcomes 1-3:

- Outcome 1 An integrated assessment in the form of a project and report could be used for all performance criteria.
- Outcome 2 An integrated assessment in the form of a project and report could be used for all performance criteria.
- Outcome 3 Assessment should be carried out by observation of activity supplemented by adequate checklists. Additional evidence should be provided in the form of the candidate's diary or folio.

PROGRESSION This module would allow progress to programmes of study in the land based sector and contributes towards general and vocational training.

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

REFERENCES

1. Guide to unit writing. (A018).
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment. (B005).
3. Procedures for special needs statements are set out in SQA's guide 'Candidates with Special Needs'. (B006).
4. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures. (F009).
5. For details of other SQA publications, please consult SQA's publications list. (X037).

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