



National Unit Specification: general information

UNIT Energy: Employability and Careers (Intermediate 2)

CODE F3FP 11

COURSE Energy (Intermediate 2)

SUMMARY

This Unit is a mandatory Unit in the Intermediate 2 Skills for Work Energy Course and has been designed to be integrated with the other Units of that Course.

It is intended for candidates who are interested in a career in the energy sector. Candidates will review their performance in specified employability skills undertaken throughout the Course and evaluate their own strengths and weaknesses. Candidates will also be involved in investigating careers in the energy sector. This Unit has been designed with secondary school candidates in mind, but may be also be suitable for other candidate groups.

OUTCOMES

- 1 Review and evaluate own performance in specified employability skills.
- 2 Investigate careers within the energy sector according to a given brief.

RECOMMENDED ENTRY

Entry is at the discretion of the centre.

CREDIT VALUE

0.5 credit at Intermediate 2 (3 SCQF credit points at SCQF level 5*).

**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.*

Administrative Information

Superclass: QB

Publication date: April 2008

Source: Scottish Qualifications Authority

Version: 01

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National Unit Specification: general information (cont)

UNIT Energy: Employability and Careers (Intermediate 2)

CORE SKILLS

There is no automatic certification of Core Skills in this Unit.

Opportunities for developing aspects of Core Skills are highlighted in *Guidance on Learning and Teaching Approaches for this Unit*.

National Unit Specification: statement of standards

UNIT Energy: Employability and Careers (Intermediate 2)

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

Review and evaluate own performance in specified employability skills.

Performance Criteria

- (a) Identify and review own strengths and weaknesses in relation to specified employability skills.
- (b) Seek feedback on own performance in specified employability skills.
- (c) Identify action points for improvement of own performance taking account of review and feedback.

OUTCOME 2

Investigate careers within the energy sector according to a given brief.

Performance Criteria

- (a) Gather information from a variety of sources on specified careers within the energy sector.
- (b) Use information gathered to evaluate a selected career in relation to own employability skills and attitudes.
- (c) Check that all steps have been completed in accordance with the given brief.

EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required to demonstrate that the candidate has achieved all Outcomes and Performance Criteria.

The evidence for this Unit will be generated from candidate reviews and a folio.

Candidate reviews

Candidates must complete a review of their employability skills on **four** occasions. The reviews should be completed at regular intervals which allow the candidates to demonstrate progress between reviews. The reviews should be completed in supervised, open-book conditions and should be signed by both the candidate and the assessor.

Folio

Each candidate should compile a folio to provide evidence that they have:

- ◆ gathered information from a variety of sources
- ◆ gathered information on three selected careers in the energy sector
- ◆ used the information to evaluate a selected career against own employability skills

National Unit Specification: statement of standards (cont)

UNIT Energy: Employability and Careers (Intermediate 2)

Evidence for the folio should be gathered at appropriate points throughout the Unit in supervised, open-book conditions.

The National Assessment Bank (NAB) pack for this Unit provides candidate review sheets and an investigation brief. Centres wishing to develop their own assessments should refer to the NAB to ensure a comparable standard.

National Unit Specification: support notes

UNIT Energy: Employability and Careers (Intermediate 2)

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 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit has been prepared to provide candidates with an introduction to identifying their own strengths and weaknesses with respect to employability skills and matching this information with possible careers within the energy sector. Candidates will develop an understanding of the employability skills required for a career in the energy sector and the technical skills and knowledge required for these careers. They will also develop self-evaluation skills through the process of reviewing their own strengths and weaknesses throughout the Unit. The reviews should take place in the context of appropriate practical activities. Where this Unit is taken as part of the Intermediate 2 Energy Course, suitable practical activities can be found in the other Units.

Examples of careers which candidates might investigate are:

- ◆ electrician allowing progression onto a PV solar panel system installer
- ◆ high voltage engineer — power distribution
- ◆ plumber allowing progression onto solar hot water system installer or ground source heat pump system installer
- ◆ hydro engineer
- ◆ oil/gas engineer
- ◆ nuclear engineer
- ◆ electrical engineer
- ◆ control engineer
- ◆ maintenance engineer — various energy systems
- ◆ systems design

The generic employability skills which are developed or used in this Unit are:

- ◆ maintaining good timekeeping and attendance
- ◆ maintaining a tidy work place
- ◆ seeking feedback and advice
- ◆ following instructions
- ◆ working co-operatively with others
- ◆ selecting and using tools correctly and for the purpose they were designed
- ◆ using Personal Protective Equipment correctly and working safely
- ◆ following basic drawings correctly
- ◆ checking quality of work
- ◆ working to agreed deadlines
- ◆ organising work effectively
- ◆ working confidently
- ◆ willingness to learn new skills or techniques
- ◆ working independently
- ◆ reflecting on own performance

National Unit Specification: support notes (cont)

UNIT Energy: Employability and Careers (Intermediate 2)

- ◆ learning from past experiences
- ◆ awareness of a range of careers and job roles
- ◆ developing investigation skills
- ◆ developing presentation skills
- ◆ developing creativity skills

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

It is important to stress in the induction to this Unit that the employability skills listed above are generic and valued by employers. Candidates will be provided with an opportunity to review how well they have progressed in developing work practices by comparing their own evaluations with that of their assessors. They will also be asked to demonstrate that they have made progress in their performance after taking account of their own evaluations and the feedback from their assessor. Candidates will have a significant degree of ownership in this process. They should be positively encouraged to develop the habit of seeking feedback from their tutors and engaging in discussion about their progress and aspects of their performance that they can, or should, improve. Assessors/tutors should give constructive feedback and support to candidates in making improvements.

If a candidate's attendance and timekeeping are already very good, positive feedback can be given and the tutor and candidate can concentrate on other aspects of the candidate's work or performance.

Teachers/lecturers could help to build candidates' confidence by giving regular, constructive feedback on generic skills such as: working co-operatively with others, carrying out instructions, and working in accordance with workshop protocols. Such preparatory work will help candidates when they come to carry out their formal reviews.

Candidates should have easy access to information on careers within the energy sector. The careers should span the complete range of opportunities available, eg vocational (installation, manufacture), technician (control, installation design), engineer (equipment design, management).

Visits, visiting speakers, videos, and the internet are all good sources of information on careers.

Where this Unit is delivered as part of the Intermediate 2 Energy Course, there are good opportunities to integrate the practical skills with the development and assessment of generic employability skills in the *Energy: Employability and Careers* Unit. The candidate's review of progress in employability skills could be based on the practical activities carried out in this Unit.

OPPORTUNITIES FOR CORE SKILL DEVELOPMENT

In this Unit there are good opportunities for candidates to develop the Core Skill of *Communication* when completing their folio and researching appropriate careers. The Core Skill of *Information Technology* could also be developed if candidates make use of the internet and ICT when researching possible careers and presenting their folio in a word processed format.

National Unit Specification: support notes (cont)

UNIT Energy: Employability and Careers (Intermediate 2)

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

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 communications technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. 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)*.

The process of review and evaluation using the Candidate Review Sheet provided in the (NAB) should take place at regular intervals throughout the learning and teaching process to demonstrate progression and development. The reviews should be carried out in the context of different workshop activities, integrated with practical Units. The initial review should be undertaken after a few weeks when the candidate will be able to comment on his/her development of employability skills with a degree of understanding as to what these mean and how to evaluate them.

Formative assessment exercises involving candidates in identifying their strengths and weaknesses and career opportunities will play an important part in building up the candidate's knowledge, understanding, and confidence in relation to this Unit.

Visiting speakers or video would be seen as a strong support within this Unit, as would a list of useful internet sites.

The suggested approach to summative assessment in this Unit is as follows:

Folio

Section 1

On four occasions:

- 1 Candidate will complete relevant sections of the review sheet.
- 2 Candidate will seek and record feedback on own performance.
- 3 Candidate will identify action points.
- 4 The assessor and candidate will sign and date each review sheet.

Section 2

- 1 Candidate will identify a minimum of three careers within the energy sector.
- 2 Candidate will gather information on the three careers identified.
- 3 Candidate will evaluate a selected career against own employability skills.
- 4 Candidate will check that all steps in the brief have been carried out.

National Unit Specification: support notes (cont)

UNIT Energy: Employability and Careers (Intermediate 2)

Employability skills used in this Unit are:

- ◆ maintaining good timekeeping and attendance
- ◆ maintaining a tidy work place
- ◆ seeking advice and following instructions
- ◆ working co-operatively with others
- ◆ sources tools correctly and uses tools correctly and for the purpose they were designed
- ◆ uses Personal Protective Equipment correctly and works in a safe manner
- ◆ follows basic drawings correctly
- ◆ attention to quality
- ◆ works to agreed deadlines
- ◆ organises work effectively
- ◆ works in a confident manner
- ◆ willing to learn new skills or techniques
- ◆ works as an individual
- ◆ reflects on own performance
- ◆ learning from past experiences
- ◆ selects appropriate career

A NAB item is available to support assessment of this Unit. If centres wish to develop their own assessment instruments these should be of a comparable standard.

CANDIDATES WITH DISABILITIES AND/OR ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).