



National Unit specification: general information

Unit title: Induction

Unit code: H0EX 09

Superclass: HC

Publication date: January 2012

Source: Scottish Qualifications Authority

Version: 01

Summary

This Unit is a free-standing Unit.

The Unit is designed to prepare candidates for transition to a new educational programme of study or training by participating in a planned induction. Candidates will be able to find out about key elements of both their educational programme and the organisation within which the programme is delivered.

The Unit may be suitable for candidates preparing to make the transition from school or college to further education, community education or other training. The Unit may also be suitable for adults returning to education and training.

Candidates will have the opportunity to improve their self awareness by evaluating their own interests, strengths and areas for improvement.

This Unit may provide a useful framework for centres involved in delivering induction programmes.

Outcomes

- 1 Carry out a self evaluation of own interests and strengths to identify areas for development in preparation for an educational programme.
- 2 Identify key elements of the educational programme.
- 3 Identify key elements of the educational organisation
- 4 Review the knowledge gained through completing the induction.

Recommended entry

Entry is at the discretion of the centre.

General information (cont)

Credit points and level

0.5 National Unit credit at SCQF level 3: (3 SCQF credit points at SCQF level 3*)

**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

Opportunities to develop aspects of Core Skills are highlighted in the Support Notes of this Unit specification.

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

National Unit specification: statement of standards

Unit title: Induction

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

Carry out a self evaluation of own interests and strengths to identify areas for development in preparation for an educational programme.

Performance Criteria

- (a) Identify own interests in relation to past and present experiences.
- (b) Identify own strengths in relation to skills and qualities.
- (c) Identify own areas for development in relation to interests, skills and qualities.

Outcome 2

Identify key elements of the educational programme.

Performance Criteria

- (a) Identify the methods of delivery of the educational programme.
- (b) Identify qualifications linked to the programme.
- (c) State timescales and deadlines relevant to the programme.

Outcome 3

Identify key elements of the educational organisation

Performance Criteria

- (a) Identify the guidance and counselling arrangements of the organisation.
- (b) Identify centre location(s) and facilities.
- (c) Identify staff structure and key personnel involved with the programme.
- (d) Identify health and safety requirements; codes of conduct and policies and procedures.

Outcome 4

Review knowledge gained through completing the induction.

Performance Criteria

- (a) Identify what has been learned in relation to own skills, qualities and interests on completion of the induction.
- (b) Identify any changes to the initial self evaluation in Outcome 1.
- (c) Describe the usefulness of the induction in relation to own experience.

National Unit specification: statement of standards (cont)

Unit title: Induction

Evidence Requirements for this Unit

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

The candidate will receive directive support throughout the Unit whilst generating the evidence required to achieve the national standard through each of the Outcomes for the Unit. This means that the teacher/lecturer will issue explicit instructions to candidates to enable progress.

The evidence will be generated by the candidate at appropriate points throughout the Unit. The evidence will consist of written and/or recorded oral evidence generated by the candidate for all Outcomes.

This evidence must be retained in a folio.

The specific evidence required to demonstrate the achievement of each Outcome is listed below:

Outcome 1

A candidate self evaluation identifying:

- ◆ a minimum of one interest in relation to own experience.
- ◆ a minimum of one strength in relation to own skills and qualities.
- ◆ a minimum of one area for development of own interests, skills and qualities.

Outcome 2

A candidate record covering the:

- ◆ methods of delivery used by the organisation to deliver the programme.
- ◆ any qualifications that can be gained through the programme.
- ◆ timescales and deadlines in relation to delivery and assessment of the programme.

Outcome 3

A candidate record covering the:

- ◆ guidance and counselling arrangements of the organisation.
- ◆ location(s) and facilities.
- ◆ staff structure and identification of key personnel (in relation to the programme).
- ◆ health and safety requirements, code of conduct and key policies and procedures.

National Unit specification: statement of standards (cont)

Unit title: Induction

Outcome 4

Candidate review covering:

- ◆ what has been learned about own skills and qualities as a result of completing the induction.
- ◆ any changes to the areas for development identified in the initial self evaluation
- ◆ a description of how useful the induction was for the candidate.

Guidance on the content and context for this Unit

This Unit is suitable for candidates who have no previous experience of Units within the Personal and Social Development suite of Units but it also offers progression for candidates who have completed other Units such as: Guidance: Options and Choices and Guidance: Ongoing or any other Units from the Personal and Social Development area.

Outcomes

For Outcome 1 candidates need to think about their:

- ◆ Strengths and weaknesses
- ◆ Skills and areas for development
- ◆ Interests and preferences

The candidate should reflect on their past and present experiences. They will do this with directive support from their teacher/lecturer. A personal interview could be a means of encouraging the candidate to reflect and identify their interest, strengths and areas for improvement.

For Outcome 2 candidates need to ask themselves:

- ◆ Where can I find information on my course content, methods of delivery; learning and teaching approaches used?
- ◆ What qualifications are linked to my education/training programme?
- ◆ What timescales and deadlines are linked to my education/training programme?

For Outcome 3 candidates need to ask themselves:

- ◆ What are the guidance and counselling arrangements in my education/training centre;
- ◆ What is the location and facilities in my centre?
- ◆ Who are the key personnel in the staff structure in my centre?
- ◆ What are the Student policies and procedures including, Health and safety requirements, code of conduct and key centre policies and procedures in my centre?

The teacher/lecturer may choose to use a short multiple choice test to gather the evidence required from the candidate for this Outcome.

National Unit specification: statement of standards (cont)

Unit title: Induction

For Outcome 4 candidates need to ask themselves:

- ◆ Where am I now?

Candidates will carry out a review of their interests, skills and qualities on completing the induction process and compare this with their initial self evaluation. They may find that they have already begun to make progress or they may have identified weaknesses that they wish to address. Therefore they may wish to change the areas they have identified for development in Outcome 1. Candidates should also consider the value to themselves of participating in an induction programme. However, it is acceptable for candidates not to find the induction programme wholly useful as long as they can describe how.

The teacher/lecturer may choose to use a personal interview, as per Outcome 1, to gather the evidence required from the candidate for this Outcome.

Guidance on learning and teaching approaches for this Unit

As part of the induction process, time should be devoted to ensuring that candidates have a clear understanding of the Outcomes, Performance Criteria, Evidence Requirements and Core Skills of the Unit.

This Unit is part of the individual personal journey that has the development of the candidate at the centre of the Outcomes. It may enable learners to become confident individuals, successful learners, responsible citizens and effective contributors; the four areas employers have highlighted as particularly important when entering a workplace. Centres must ensure that activities undertaken allow the candidate the opportunity to achieve the Outcomes and Performance Criteria for the Unit. Centres must make available resources needed to successfully complete the Unit.

This Unit will encourage candidates to examine all aspects of their previous experience and not only concentrate on their educational experience; they should widen their view to include their life experience gained from hobbies and leisure pursuits as well as their educational/training achievements.

Centres may wish to make candidates aware of the many skills and qualities they have gained from their experiences that would be transferable to their future plans and that are important in education and employment, such as:

- ◆ Good timekeeping
- ◆ Completing tasks to an appropriate standard
- ◆ Keeping accurate records of task completion
- ◆ Seeking advice to enable progress
- ◆ Asking for help to improve understanding of instructions
- ◆ Keeping simple records of work

This Unit allows candidates the opportunity to develop their self awareness by evaluating their own interests, strengths and areas for improvement.

National Unit specification: statement of standards (cont)

Unit title: Induction

Throughout this Unit candidates should be encouraged to:

- ◆ act on personal guidance from teachers/lectures, peers and professionals in their field.
- ◆ become a reflective learner through the review process undertaken, including feedback from observations from peers, teachers/lectures to set realistic achievable next steps for the future.

Guidance on approaches to assessment for this Unit

The Evidence Requirements are fully expressed in the mandatory section of this Unit specification.

Candidates should receive directed support in selecting evidence for the folio. Evidence should be gathered at appropriate points as candidates make progress through the Unit. Records of assessment should be maintained and kept up-to-date in order to track candidate progress and to provide evidence for internal and external verification.

Instruments of assessment must be in line with the Evidence Requirements for the Unit. Centres should choose instruments of assessment best suited to their individual candidates and resources. This could include:

- ◆ Candidate written records
- ◆ Personal Interview
- ◆ Assessor record of candidate responses
- ◆ Review sheets
- ◆ Log books
- ◆ Diaries
- ◆ Videos
- ◆ Photographs

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 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.

Written and/or oral evidence for this Unit can be produced in a variety formats, for example:

- ◆ Digital sound recordings
- ◆ E-mails
- ◆ Blogs
- ◆ Electronic presentations
- ◆ Electronic journals

Centre should select the format most appropriate for the individual's needs and the learning environment which the Unit is being completed.

National Unit specification: statement of standards (cont)

Unit title: Induction

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)*.

Core Skills

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

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

© Scottish Qualifications Authority 2012

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.