



Regulated Qualifications Unit and Assessment Specification

Unit title	Contribute to Intrusive Investigations in Archaeological Operations
Regulator unit code	L/601/6991
SQA unit code	H83N 70
SSC Ref	AC5

History of changes

Publication date: July 2016

Version: 02 (October 2017)

Version number	Date	Description	Authorised by
02	October 2017	Unit Specification updated to reflect current Ofqual terminology.	Qualifications Officer

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Regulated qualifications unit specification

Title	Contribute to Intrusive Investigations in Archaeological Operations	
Level	3	
Credit value	4	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1 Be able to prepare for investigation operations.	1.1	Demonstrate that they understand the investigation method statement and their job role in the investigation.
	1.2	Describe the nature of the site and the investigation methods and safety arrangements that it requires.
	1.3	Demonstrate that they are suitably clothed and equipped to implement the investigation.
2 Be able to undertake intrusive investigations.	2.1	Demonstrate that they can implement the investigation efficiently and systematically and in accordance with the method statement.
	2.2	Assess and record relevant features.
	2.3	Perform observations and measurements that are accurate and meet the specified data requirement.
	2.4	Record investigation data clearly and accurately.
	2.5	Apply different work procedures and practices if instructed to allow for different circumstances and conditions.
	2.6	Consult with senior colleagues when uncertain about specific aspects of the investigation.
	2.7	Demonstrate that they can maintain the integrity of the site.
	2.8	Demonstrate that they can maintain and use the appropriate equipment.

Learning outcomes The learner will:	Assessment criteria The learner can:
3 Be able to prepare records and schedules.	3.1 Apply appropriate check and verification processes to a range of investigation data. 3.2 Demonstrate that they can accurately process investigation data. 3.3 Present investigation data in a format that will assist in making a balanced interpretation.
4 Know how to implement intrusive investigations.	4.1 Describe how to select and secure suitable equipment and spares. 4.2 Describe the relevant safety arrangements and working practices that apply to intrusive investigations. 4.3 State the different personal and protective clothing and equipment that should be used by members of investigative teams. 4.4 Describe the sources of information available regarding to safe working practices and regulation.
5 Know the different techniques applicable to intrusive investigations.	5.1 Describe the different types of intrusive investigation. 5.2 Describe the different types of equipment that might be used. 5.3 Describe how different types of equipment should be maintained. 5.4 Describe how intrusive investigations should be implemented. 5.5 Describe how observations and measurements should be effectively implemented. 5.6 Describe how to adapt investigation procedures and practices to suit different conditions.

Learning outcomes		Assessment criteria	
The learner will:		The learner can:	
6	Know how to prepare records of intrusive investigations.	6.1	Describe how to record and store investigation data.
		6.2	Describe the different methods that can be used to verify investigation data.
		6.3	Describe the processes and formats suitable for presenting investigation data.
		6.4	Summarise the different types of investigation data.
		6.5	Summarise the types of data analysis.
		6.6	Critically compare the different types of presentation format that may be used.

Additional information about the unit
Unit purpose and aim(s)
This unit assesses the learner's capability and level of understanding of how to select and apply intrusive archaeological investigations. The unit follows the process from selection through to application and the analysis and reporting of findings.
Unit start date
01/11/14
Details of the relationship between the unit and relevant national occupational standards (if appropriate)
N/A
Details of the relationship between the unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
Creative and cultural skills overarching assessment principles
Endorsement of the unit by a sector or other appropriate body (if required)
N/A
Location of the unit within the subject/sector classification system
10.2 Archaeology and Archaeological Sciences
Name of the organisation submitting the unit
SQA
Guided Learning Hours
33

Regulated qualifications assessment specification

Assessment (evidence) requirements

Assessors must ensure that learners provide evidence to cover all the learning outcomes and assessment criteria.

This unit is designed to assess the skills of learners in the workplace. Evidence of occupational competence should be generated and collected through performance in workplace conditions. This includes the knowledge-based learning outcomes and assessment criteria of the competence units.

These conditions would be those typical to the learner's normal place of work. The evidence collected under these conditions should also be as naturally occurring as possible. It is accepted that not all employees have identical workplace conditions and therefore there cannot be assessment conditions that are identical for all learners. However, assessors must ensure that, as far as possible, the conditions for assessment should be those under which the learner usually works.

Collection of evidence of performance can be used to substantiate, support and expand the evidence base for competent performance. This may include:

- ◆ Observation
- ◆ Product and photographic evidence
- ◆ Relevant active documentation, reports, presentations

Performance evidence: Observation

Observation of performance at work. Assessors must provide information about the context of the assessment.

Performance evidence: Products

Work products (such as reports, letters, memos, printouts, presentations, etc) are valuable items of performance evidence. Assessors are encouraged to assess work products and record the location of evidence within their assessment records. Assessment centres using 'paperless portfolios' should first discuss their approach to assessment with their awarding body.

Guidance on methods/Instruments of assessment

This unit is designed to assess the knowledge of learners in the workplace. Learning outcomes may be assessed by a work-based assessment or by observation/product evidence/witness testimony. Online assessment may also be used. The collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may be required depending on the size of the organisation in which the learner is working.

Supplementary evidence may include:

- ◆ Questioning
- ◆ Professional discussion
- ◆ Witness testimony
- ◆ Other valid evidence which relates directly to learner performance

Guidance on methods/Instruments of assessment (cont)

Supporting evidence: Questioning

Assessment by observation and examination of work products usually results in inferred knowledge. As a result, questions should only be asked to fill gaps where knowledge is not explicit. This style of assessment still requires the assessor to confirm how knowledge and understanding has been addressed but avoids over assessment of the learner.

Questioning includes: verbal and written questioning, questionnaires, work-based tasks, reflective accounts, case studies, professional discussion and feedback reports.

Supporting evidence: Professional discussion

Professional discussion is a single, or series of structured, planned and in-depth discussions which can be recorded electronically or manually in paper, computer, audio or video files. Professional discussions can be used to support observation reports, examination of work products and knowledge questionnaires. It is more usually used to fill in gaps in existing performance and knowledge evidence. It can be used formatively and summatively, and using it enhances the assessment process for both learners and assessors.

Professional discussion is used in holistic assessment, which is rigorous, informative and cost-effective, provided the learner is competent in their job role and ready to be assessed. If these conditions are met, assessors can plan to assess naturally-occurring 'evidence-rich' opportunities at work by observation, examination of work products, professional discussion and questioning knowledge within one assessment session. It is also possible for assessors to obtain witness testimonies at the same assessment session. Such a comprehensive activity is likely to focus on major work activities that demonstrate learner competence.

Supporting evidence: Witness testimony

Witness testimony can provide valuable evidence of learner competence. In line with established principles it must be:

- ◆ a clear, authentic statement indicating how the learner carries out their job
- ◆ dated, signed and include the job title of the witness

Supporting evidence: Other qualifications

Other qualifications can be used as supporting evidence in a learner's portfolio. The qualification must be current and be benchmarked to one or more of the national occupational standards. However, it will only be supporting evidence, as assessors must still make judgements about how the learner demonstrates competence at work.

SQA's guide to assessment provides information on appropriate instruments of assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment.

The *guide to assessment* can be downloaded free from SQA's website www.sqa.org.uk.

Creative and cultural skills overarching assessment principles also supports the assessment of this unit.