



Group Award Specification for:

National Progression Award (NPA) in Beauty and Digital Communication at SCQF level 4

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1 Introduction

This is the Arrangements Document for the new Group Award: National Progression Award in Beauty and Digital Communication at SCQF level 4, which was validated in June 2011 and has been developed in accordance with SQA Design Principles for National Progression Awards (NPA). This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

The primary focus of this Group Award is to provide learners with an introduction to Beauty with a focus on creative trend Beauty where learners learn basic skills in general beauty complimented with a modern slant within an upbeat and creative environment with a focus on digital communication and self-development within society.

This Group Award was developed as an introductory award allowing for progressing onto other Beauty Awards, including the NPA Creative Facial Techniques and Digital Media and the NPA Creative Beauty. This NPA is designed to allow learners to progress on to the other NPAs at SCQF level 4. The NPA's at SCQF level 4 provides an articulated progressive qualification pathway to existing provision, ie SCQF level 5 Beauty Care and Make-Up or SVQ Beauty Therapy Level 2. (see Appendix 1 for progression chart.)

This NPA includes the use of Digital Media where Digital Communication can be produced using learned Beauty Techniques. This allows learners to focus on Self Development. Learners will be given the opportunity to evaluate and develop their own abilities, communication, problem solving skills and working with others. Learners will be gaining the knowledge on how to improve self-awareness within society. These skills will be beneficial for progression to further qualifications and/or potential career paths and would also be considered as transferable skills. Employment within the Beauty Industry generally requires maturity and a Beauty related qualification at SCQF level 8. This NPA would not be considered as a direct pathway to employment within the Beauty Industry, but would provide underpinning knowledge which could be used as initial starting point progressing to a qualification at SCQF level 5, SCQF level 6, SCQF level 7 and SCQF level 8. This progression route would allow learners to build an extensive CV which can only benefit the industry and future employers.

The NPA Beauty and Digital Communication also provide other skills by the way of Digital Design and Transferable Core Skills which can enhance future employability opportunities with Beauty or other areas of work.

The award consists of a range of new and existing NQ Units which meet the needs of learners and offer personalisation, choice and opportunities to allow an informed choice to be made with regards to future study. It offers the development of a solid foundation for progression to further study and provides skills and knowledge appropriate to the Beauty Industry as well as fully embracing the four capacities of Curriculum for Excellence (CfE).

2 Rationale for the development of the Group Award

The National Progression Award (NPA) is based on a perceived gap in the provision of nationally recognised qualifications that will meet the needs of an emerging client based as a result of increased school/college partnerships. This factor constrains the ability of centres to provide programmes of study which are appropriate to the young learners within the beauty area and will help prepare learners adequately to progress to further study and qualifications. The NPA is designed to allow natural progression into the NPA Creative Facial Techniques and Digital Media and the NPA Creative Beauty allowing centres the opportunity to provide a full time course or the NPA can be delivered as standalone. These NPAs provides short courses that allow flexibility to centres and learners.

The NPA provides a way of learning basic beauty skills with a younger and modern slant to the subject by using areas of interest to a young person and by lowering the discipline and intimacy level of this area.

The NPA provides an ideal foundation of the subject and the involvement of digital media and self-development gives learners the opportunity to gain a basic understanding of the subjects within beauty and digital communication.

This qualification is the first of the suite of NPA's this Group Award will address this gap by providing a purpose built short course that allows the learner the opportunity to develop skills in Beauty, Digital Communication and Self-Development.

The focus of the NPA Beauty and Digital Communication is to introduce a range of beauty services, basic techniques and how to perform these within a safe environment and to give knowledge and help with practical performance with a focus on the learning environment being fun, modern and trend lead. The Digital Communication Element will give the opportunity to learn about researching through the internet, electronic methods of communication, and appropriate software.

The NPA provides learners with the knowledge to make informed choices for the future and what area within the Beauty Industry they wish to progress. This could be either General Beauty Therapy, Artistic Beauty or due to the design element learners may decide they have a skill or passion for ICT.

3 Aims of the Group Award

The main aim of this Group Award: NPA: Beauty and Digital Communication at SCQF level 4, is to provide a practical, flexible programme which will enable learners to acquire and develop the skills and knowledge with the Beauty and Digital Communications disciplines, and to progress onto FE programmes within this field.

3.1 Principal aims of the Group Award

- ◆ Develop a range of Basic Beauty Skills to include: Nails, Facials, Waxing, Skin Care and Make up
- ◆ Develop skills in consultation processes
- ◆ Develop and understanding of beauty hygienic practices
- ◆ Develop a range of skills in relation to ITC Digital Communications
- ◆ Develop Core Skills through learning communication skills and self-development
- ◆ Provide a link to industry in relation to learned Beauty Skills and how to perform services to salon standards and needs
- ◆ Learn about Beauty in a fun and Modern Environment
- ◆ Option to learn up to date Basic Nail Enhancement
- ◆ Option to learn popular Waxing services
- ◆ Option to learn the link between Anatomy to the Beauty vocation
- ◆ Prepare for future learning

The tables below indicates how the principal aims map to the Units Incorporated in the Group Award: NPA: Beauty and Digital Communication at SCQF level 4:

Table 1: NPA: Beauty and Digital Communication mapping against aims of Group Award

Aims	Intro to Beauty Skills (Mandatory)	Information and Communication Technology (ICT Skills (Mandatory)	Personal Development: Self in Society (Mandatory)	Creative Nail Finishes to Hand and Foot (Optional)	Lower Leg Waxing (Optional)
◆ Develop a range of Basic Beauty Skills to include: Nails, Facials, Waxing, Skin Care and Make up	X		X	X	X
◆ Develop skills in consultation processes	X		X	X	X
◆ Develop and understanding of beauty hygienic practices	X			X	X
◆ Develop a range of skills in relation to IT Creative Design Mediums		X	X		
◆ Develop core skills through learning communication skills and self-development	X	X	X	X	X
◆ Provide a link to industry in relation to learned Beauty Skills and how to perform services to salon standards and needs	X		X	X	X
◆ Option to learn up to date Basic Nail Enhancement	X			X	
◆ Option to expand on prior leaning of Waxing	X				X
◆ Option to learn the link between Anatomy, Physiology and Physical fitness to the Beauty vocation	X				
<i>Prepare for future learning</i>	X	X	X	X	X

3.2 Other aims of the Group Award

The other aims of this Group Award are inclusive of the general aims of the suite of National Progression Awards (NPA) x 3, which are to:

- ◆ Enable progression within the Scottish Credit and Qualifications framework (SCQF).
- ◆ Provide structured awards that will recognise existing skills and competences relating to beauty.
- ◆ Prepare learners for progression to qualifications at SCQF level 5 in Beauty Care and Make up, SVQ Level 2 and/or progression to further study in alternative qualification pathways if desired and/or initiate entry into employment.
- ◆ Provide an award that supports the development of a range of transferable generic employability and essential skills (including Core Skills).
- ◆ Provide an award structure which has sufficient flexibility to allow for a number of different modes of delivery. Choice is created through the *complementary options* initiative (see Section 5), which add substance and challenge where appropriate or the fact the NPA can be obtained through the three mandatory Units and can be offered as a suite of three NPAs or as standalone NPAs giving excellent foundations for leaning the vast Beauty vocational subject.
- ◆ Allow learners to see progression and achievement fairly quickly.
- ◆ Encourage learners to take charge of their own learning and development.

3.3 Target groups

Although this Group Award is ideally suited to the 'new' young learners who have growing opportunities to attend FE establishments for vocational learning they are also ideally suited to the adult returner, with or without prior knowledge, due to the flexibility of delivery and learning challenges they provide.

3.4 Employment opportunities

It is anticipated that the majority of those completing the NPA will articulate into other programmes of study. The National Progression Awards (NPA) has the potential to enhance an individual's future progressive studies in either the vocational areas or another chosen pathway due to the range of transferable skills learned through the journey, but not as a direct pathway to employment.

4 Access to the Group Award

4.1 Access requirements

It would be expected that learners would have an interest in Beauty and an understanding that ICT will be part of the NPA. Access to the award is at the discretion of the centre. I would be expected that learners undertaking this NPA would have little or no prior knowledge of the subject.

While entry to the award is at the discretion of the centre, the following are simply recommendations and should not be seen as a definitive or prescriptive list of entry requirements. The purpose is simply to give guidance on the selection of suitable learners.

4.2 Core Skills Entry Profile

The recommended minimum Core Skills entry profile for the National Progression Award in Beauty and Digital Communication at SCQF level 4:

<i>Communication</i>	SCQF level 3
Numeracy	SCQF level 3
<i>Information and Communication Technology (ICT)</i>	SCQF level 3
<i>Problem Solving</i>	SCQF level 3
<i>Working with Others</i>	SCQF level 3

4.3 Alternative Access Arrangements

The presenting centre may operate alternative access arrangements in cases where the learner has the required competences in a given area. These arrangements are as follows:

- ◆ Assessment on demand
- ◆ Credit transfer
- ◆ Accreditation of prior learning
- ◆ Relevant work experience

5 Group Award structure

The Group Award: NPA: Beauty and Digital Communication at SCQF level 4 consists of 3 Mandatory Units totaling 120 hour programmes of study, which equates to a mandatory credit value of 3 and 18 SCQF credit points.

The optional Units would be thought of as *complementary options* meaning that the Group Award will be achieved through the three mandatory Units but where applicable optional Units in Beauty could be offered to learners as additional learning.

It would be recommended where appropriate that 1 of the *complementary optional Units* are added to the course of study and it should be noted that the same three *complementary optional Units* are offered for the three NPAs so ideally, again dependent on whether deemed appropriate.

A minimum of 18 SCQF points are required to achieve each NPA award.

5.1 Structure

NPA: Beauty and Digital Communication

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Units				
Beauty Skills: An Introduction	FW08 10	6	4	1
Basic Information and Communication Technology (ICT) Skills	DW7H 10	6	4	1
Self in Society — Mandatory Units — 1 credit needed				
Personal Development: Self in and Society	F37W 10	6	4	1
*Personal Development: Self in Community	H18N 44	6	4	1
Complementary optional Units — Additional Units which can be chosen if appropriate				
Creative Nail Finishes to Hand and Foot	FW0D10	6	4	1
Lower Leg waxing	FW0E10	6	4	1

*Refer to History of Change for Revision Details.

Mandatory Units

Successful completion of these three Units would dictate successful achievement in the NPA and form the Basis of the NPA by providing foundation learning in Beauty, Digital Communication and Self Development within a modern environment:

Introduction to Beauty Skills: Allows learners the opportunity to get an overview of varied Beauty Techniques and an understanding of related areas like Consultation and Health and Safety. They will be introduced to the Beauty Techniques and will put these skills into practice through tutor led tasks and workshops.

Basic Information and Communication Technology (ICT) Skills: Allows learners the opportunity to learn how to research by way of the Internet, use ICT to present and communicate information and to use presentation software to present found information. They will be introduced to these techniques and will put these skills into practice through tutor led tasks and workshops.

Personal Development: Self in Society: Allows learners the opportunity to become aware of their interpersonal skills, participate in planning and group projects, identify strengths and weaknesses in their performance. They will be guided on how to evaluate and improve interpersonal skills through tutor led tasks and workshops.

Complementary optional Units

These Units will provide enhancement to learning taking account of the rationale of the NPA by way of learning modern and relevant beauty skills required by industry and give an opportunity to develop essential background information of how the body functions and how this relates to Beauty Services. Addition of one of these Units is recommended where appropriate to provide additional challenge and learning but not essential to gain the NPA.

Creative Nail Finishes to Hand and Foot: Allows candidates the opportunity to learn about up to date modern nail enhancement through varied techniques. They will be introduced to the techniques and will put these skills into practice through tutor led tasks and workshops.

Lower Leg Waxing: Allows learners the opportunity to learn about a basic leg waxing using the most popular method in relation to industry requirement. They will be introduced to the technique and will put the skill into practice through tutor led tasks and workshops.

5.2 Mapping to National Occupational Standards

The Sector Skills Council (SSC) Habia, have published the National Occupational Standards for the various disciplines in Beauty. The main aim of this award is to complement the existing suite of qualifications that supports these disciplines, and the nature of this award is to provide flexibility to address the gap of provision at this level.

Table 2 provides a mapping against the selected National Occupational Standards covered within this Group Award:

Unit code	Unit title	Habia NOS Title					
		G20 — Health and Safety	G3 — Working Relationships	B1 — Prepare and Maintain Work Area	B2 — Facial Skin Care	B3 — Make-up	N1 — Nail Services
Mandatory Units							
FW08 10	Beauty Skills: An Introduction	☑	☑	☑	☑	☑	☑
DW7H 10	Basic Information and Communication Technology (ICT) Skills		☑				
F37W 10	Personal Development: Self in Society		☑				
Complementary optional Units							
FW0D 10	Creative Nail Finishes to Hand and Foot	☑	☑	☑			☑
FW0E 10	Lower Leg Waxing	☑	☑	☑			

5.3 Mapping of new and revised Units to SCQF level Descriptors

All Units within Group Award: NPA: Beauty and Digital Communication at SCQF level 4 are credit leveled at SCQF level 4, Table 3 maps the Units to the Level Descriptor for SCQF level 4 to demonstrate that the level is commensurate with the identified level of the SCQF.

Table 3: SCQF level 4 Descriptor Mapped against New and Revised Award Units National Progression Award — Beauty and Digital Communication.

Characteristics	SCQF level 4 Descriptors	Intro to Beauty Skills	Basic information and Communication Technology (ICT)	Personal Development: Self in Society	Creative Nail Techniques (Optional)	Lower Leg Waxing (Optional)
Knowledge and Understanding	Demonstrate and/or work with: Basic knowledge in a subject/discipline which is mainly factual	☐	☐		☐	☐
	Some simple facts and ideas about and associated with a subject/discipline	☐	☐		☐	☐
	Knowledge of basic processes, materials and terminology	☐	☐		☐	☐
Practice: Applied Knowledge and Understanding	Relate knowledge to personal/practical contexts	☐	☐		☐	☐
	Use a few basic/routine skills to complete routine tasks with some non-routine elements	☐	☐		☐	☐
	Select appropriate tools and materials and use safely and effectively with guidance	☐			☐	☐
Generic cognitive skills	Use given stages of a problem solving approach with guidance to deal with a situation or issue	☐	☐	☐	☐	☐
	Operate in straightforward/routine contexts, but where there may be some unusual features	☐	☐	☐	☐	☐
	Identify/take account of some of the consequences of action/inaction	☐	☐	☐	☐	☐

Characteristics	SCQF level 4 Descriptors	Intro to Beauty Skills	Basic information and Communication Technology (ICT)	Personal Development: Self in Society	Creative Nail Techniques	Lower Leg Waxing
Communication, ICT and Numeracy Skills	Use a range of routine skills, for example: Produce and respond to simple written and oral communication in familiar contexts		☐	☐		
	Use the most straightforward features of familiar applications to process and obtain information		☐	☐		
	Use simple numerical and graphical data in straightforward and familiar contexts		☐	☐		
Autonomy, accountability and working with others	Work alone or with others on routine/familiar tasks under supervision	☐	☐	☐	☐	☐
	Contribute to the setting of goals, timelines, etc.	☐	☐	☐	☐	☐
	Contribute to the review of completed work and offer suggestions for improving practices and processes	☐	☐	☐	☐	☐
	Identify own strengths and weaknesses relative to the work	☐	☐	☐	☐	☐

5.4 Opportunities to achieve Core Skills

Core Skill	Development opportunities	SCQF level	Embedded
Communication	Intro to Beauty Skills Basic Information and Communication Technology (ICT) Skills Personal Development: Self in Society Creative Nail Finishes Lower Leg Waxing	4	No
Information and Communication Technology (ICT)	Basic Information and Communication Technology (ICT) Skills	4	Yes
Problem Solving	Intro to Beauty Skills Basic Information and Communication Technology (ICT) Skills Personal Development: Self in Society Creative Nail Finishes Lower Leg Waxing	4	No
Working with Others	Intro to Beauty Skills Basic Information and Communication Technology (ICT) Skills Personal development: Self in Society Creative Nail Finishes Lower Leg Waxing	4	No

5.5 Articulation, professional recognition and credit transfer

The proposed suite of National Progression Awards (NPA) would provide articulation from existing NQ Units at SCQF level 4 in Cosmetology (where appropriate) and SVQ Level 1 to further study at National Certificate level 5/SVQ and beyond by equipping the learner with specific knowledge, skills and experience related to and in the context of Beauty and Digital Communication.

The suite of National Progression Awards (NPA) has the potential to improve progression to further study, providing learners with relevant experiences which develop skills of self-discipline, professionalism, commitment, collaboration and creative thinking. The award structure and Unit content provides a coherent and progressive curriculum which creates and promotes effective articulation and transition into further and higher education, whilst simultaneously recognising and supporting skills for future employment.

6 Approaches to delivery and assessment

Curriculum for Excellence invites schools, colleges and external training providers to think creatively about the courses and programmes they offer. The Group Award: NPA: Beauty and Digital Communication at SCQF level 4 responds to and endorses the four capacities of CfE:

- ◆ Successful learners
- ◆ Effective contributors
- ◆ Confident individuals
- ◆ Responsible citizens

Successful Learners through:

- ◆ Demonstration and application of appropriate skills and techniques from the beauty vocational area
- ◆ Demonstration and application of appropriate skills and techniques from the digital design element
- ◆ Accepting and acting upon advice from tutors and peers
- ◆ Observing and evaluating own performance and that of others
- ◆ Encouragement of creative thinking and learning

Effective Contributors through:

- ◆ Communicating, listening, evaluating and offering support to others — the process by which appropriate skills and techniques are refined in beauty
- ◆ Sharing creative themes and exploring their development

Confident Individuals through:

- ◆ Decision making as an individual and as part of a group
- ◆ Taking risks — exploring the creative potential
- ◆ Participation in presentation/practical ability

Responsible Citizens through:

- ◆ Learning through self-development and working with others
- ◆ Being prepared, punctual and constructing appropriately prepared presentations and practical performance
- ◆ Accepting responsibility if something goes wrong and helping to put it right

The suite of National Progression Awards (NPA) aims to provide a specific pathway to success whilst building on existing strengths and interests and relates to the CfE 'totality of experiences' through offering personalisation and choice within its framework. It is a flexible award that is appropriate for a variety of delivery modes and supports the development of a range of transferable generic employability and essential skills, including Core Skills.

Content and context

The nature of the collective suite of NPAs allows for flexible delivery and may be delivered by centres as part of an articulated pathway in Beauty qualifications, ie SCQF level 5: Beauty Care and Make up or SVQ Level 2.

They could also be considered as a progression route from NPA in Cosmetology G8GX 44 (level 4), although this level is the same the NPA x 3 these contain a more in depth look at specific areas and provide a more substantial learning and assessment experience. Ideally NPA Beauty and Digital Communication could be thought of as an introduction to Beauty and Digital communications and create a pathway for NPA Creative Facial Techniques and Digital Media while giving the young learner time to mature before taking on a more disciplined and thorough programme within either the vast Beauty or ITC curriculum. In relation to the rationale behind the suite of NPAs it should be remembered that they are meant as an introduction to Beauty and Digital Media using a modern slant to give learners the opportunity to make an informed choice with regards to their future study or career path. Further rationale is that the NPAs give bite sized courses that would allow learners to achieve full NPAs fairly quickly and be able to see progression and achievement in a short space of time. This gives learner motivation while providing an excellent foundation to either the Beauty subject area or Digital Media.

It should be noted that SCQF level 5: Beauty Care and Make up or SVQ Level 2 have no formal entry requirements so if the learner only achieved two of the NPAs (due to attending these on a Part Time basis), this would not hinder application to the above courses. The NPAs would only act as a foundation (not as an access course), to progression courses and the prior experience gained could only help make future plans and add substance to future applications which may aid acceptance to these advanced popular courses.

Delivery and assessment

The flexibility of the Group Award: NPA: Beauty and Digital Communication at SCQF level 4 lends itself to a variety of delivery approaches. It is suggested, however, that when considering delivery, award structure and selection of optional Units, centres should take account of:

- ◆ the individual learner
- ◆ prior learning
- ◆ expertise and specialism of those delivering the award
- ◆ required criteria laid down by other bodies for learner entry to advanced courses

The Group Award: NPA: Beauty and Digital Communication at SCQF level 4 could be delivered in colleges to college learners and school/college partnership learners. If taken into schools or outreach centres an appropriate environment would be essential. They may be delivered on a part-time basis, or as a full time programme of study.

There are a number of ways in which this award could be delivered and sequence of delivery will depend on a number of factors:

- ◆ Personnel and their expertise
- ◆ Resources
- ◆ Timetabling
- ◆ Duration of the programme of study

The NPAs are designed to flow into each other but equally work well as standalone NPAs.

Recommendation of delivery could be as follows:

Full time 1 year programme: All three NPAs could be delivered in the following order:

NPA: Beauty and Digital Communication
NPA: Creative Facial Techniques and Digital Media
NPA: Creative Beauty

If the three NPAs are offered as a full time programme, and the type of group allows, it would also be recommended one of the *complementary options* were added to each NPA so allowing the learner to achieve all three NPAs and all three *complementary options* (these options are not essential to achieve the NPAs).

P/T/Night class provision: Delivery would be dependent on the amount of weekly hours attended and type of learner group. Example would be if the learners attended college 3 hours per week it would be possible to complete in 1 year

NPA: Beauty and Digital Communication
NPA: Creative facial techniques and Digital design

It may not be possible to achieve NPA: Creative Beauty and to add in *complementary options* to this mode of delivery due to time constraints but this would be dependent on learner group and centre discretion.

Alternatively the NPA x 3 could be delivered over 2 years on a part time basis where it would then be possible to deliver all three NPAs plus *complementary options*.

Specifically in relation to NPA Beauty and Digital Communication it could be delivered as part of the NPA suite as recommended above or as a standalone NPA as a short course either on a full time or part time basis with or without complementary options.

The delivery of the Group Award: NPA: Beauty and Digital Communication at SCQF level 4 allows for a variety of teaching and learning approaches:

- ◆ Tutor led working with groups or individuals
- ◆ Individual/group tasks in the form of practice and/or beauty/creative design tasks promoting independent learning supported by evaluation of self and others
- ◆ Self-supported study
- ◆ Peer support
- ◆ e-assessment which is supported by ICT such as e-portfolios and checklists
- ◆ The NPA x 3 involve a combination of practical and theory elements lending appropriate circumstances for a variety of teaching and learning techniques
- ◆ *Complementary optional Units* are available and are recommended Units that could enhance learning but are not necessary to achieve any of the NPA x 3. The success of the three mandatory Units within each NPA allows achievement of the NPA.

A holistic approach should be considered when delivering the Group Award: NPA: Beauty and Digital Communication at SCQF level 4 and it could be considered good practice to integrate Units where appropriate. This could involve Beauty Units, Self-Development Units and Digital Communication Units all being integrated within a practical environment but it would be recommended that individual theory slots be given for these areas to provide coherent underpinning knowledge of each subject. Tutor specialist Knowledge would dictate who would deliver Units within the NPAs, ie if Beauty tutor had appropriate experience with regards to ITC/Digital Media the full NPA could be delivered utilising staff with the vocational area otherwise Core Skills specialists may have to be introduced to deliver the ITC/Digital Media element of the NPAs.

The assessment strategy for the Group Award: NPA: Beauty and Digital Communication at SCQF level 4 aims for a balanced approach to assessment as well as complementary and supplementary methods of assessment which reflect the nature of Beauty and Digital Media. The majority of assessment is practical based with written assignments/tasks, where appropriate, to contextualize learning.

It is not anticipated that assessment will be integrated across Units. However, there are opportunities for integration of assessment within Units and this would be at centre discretion in relation to programme delivery.

Unit specifications detail all mandatory Evidence Requirements, providing centres with valuable information relating to assessment procedures and conditions for each assessment event. This will assist with standardisation both in and across centres.

Formative Assessment

Formative assessment should be used throughout the delivery of NQ Units to reinforce learning, build learner's confidence and prepare learners for summative assessment.

7 General information for centres

Disabled learners and/or those with additional support needs

The additional support needs of individual learners 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.

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* (www.sqa.org.uk).

Open learning

Advice on the use of on-line and open and distance learning materials is given in individual NQ Unit specifications where it is considered that these modes of delivery are appropriate. However, where such modes of delivery are used due regard must be paid to assessment. Planning would be required by centres to ensure the sufficiency and authenticity of learner evidence.

Arrangements would be required to be put in place to ensure that the assessment or assessments were conducted under the conditions specified in the Unit specification. For example, in the case of a Unit which involved a test(s) a centre would have to make arrangements for the test(s) to be conducted under controlled, supervised conditions. Likewise, where a Unit involves a practical based assessment, a centre would have to make arrangements for learners to come into the centre (or other appropriate venue) to undertake the assessment under the conditions specified in the NQ Unit specification.

8 General information for learners

This National Progression award (NPA) offers the opportunity to learn skills in the beauty area, Digital Communication and self-development. The focus of this NPA is to mainly introduce a range of beauty services, basic techniques and how to perform these within a safe environment and to give knowledge to help with the practical performance of these services. Beauty is generally thought of as a disciplined and vast area of study but this NPA gives the opportunity to learn about beauty in a fun and modern environment. The Digital Communication element will give the opportunity to learn about researching through the internet, electronic methods of communication and software with relevance to the Beauty vocational area. The self-development part will allow time to look at individual abilities, develop group work, communication skills and self-evaluation techniques which are all essential skills within personal and work life.

To successfully complete the NPA it would be required that the following Units are successfully completed:

Intro to Beauty Skills

Basic Information and Communication Technology (ICT) Skills

Personal Development: Self in Society

The following are additional *complementary optional Units* which could be added to the NPA if deemed appropriate by the course leader; learners would be guided on these optional Units by selected college guidance staff:

Creative nail finishes: This would give the opportunity to learn and perform techniques that enhance the nail by way of polish, nail art and nail enhancements, ie gems.

Lower Leg waxing: This would give an opportunity to learn first stage waxing using one of the most popular methods of waxing to an easily assessable area.

There are no specific entry requirements, however, it would be expected that learners would have an interest in Beauty related subjects and Digital Communication. The NPA award will contain theory and practical elements alongside working on computers and relevant equipment, ie cameras.

This NPA is suitable if you are at school or college, have just left school or are an adult learner or returner and may be delivered through a part time or full time programme. The NPA in Beauty and Digital Communication at SCQF level 4 is a recognised qualification and will give a platform which may allow progression into further education. Initially this could involve progressing onto NPA Creative Facial techniques and Digital Media then NPA in Creative Beauty.

Other pathways could include progression to SCQF level 5 Beauty Care and Make Up or SVQ Level 2 in Beauty. Further progression could be onto HNC/HND. Although the focus of the NPA is Beauty an interest in Digital Communication may be discovered and so may progress to further courses within this area.

Successful completion of this NPA has the potential to enhance individual progression profiles both in Beauty, Digital Communication and in general self-awareness including transferable skills.

9 Glossary of terms

SCQF: This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at www.scqf.org.uk

SCQF credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Dedicated Unit to cover Core Skills: This is a non-subject Unit that is written to cover one or more particular Core Skills.

Embedded Core Skills: This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

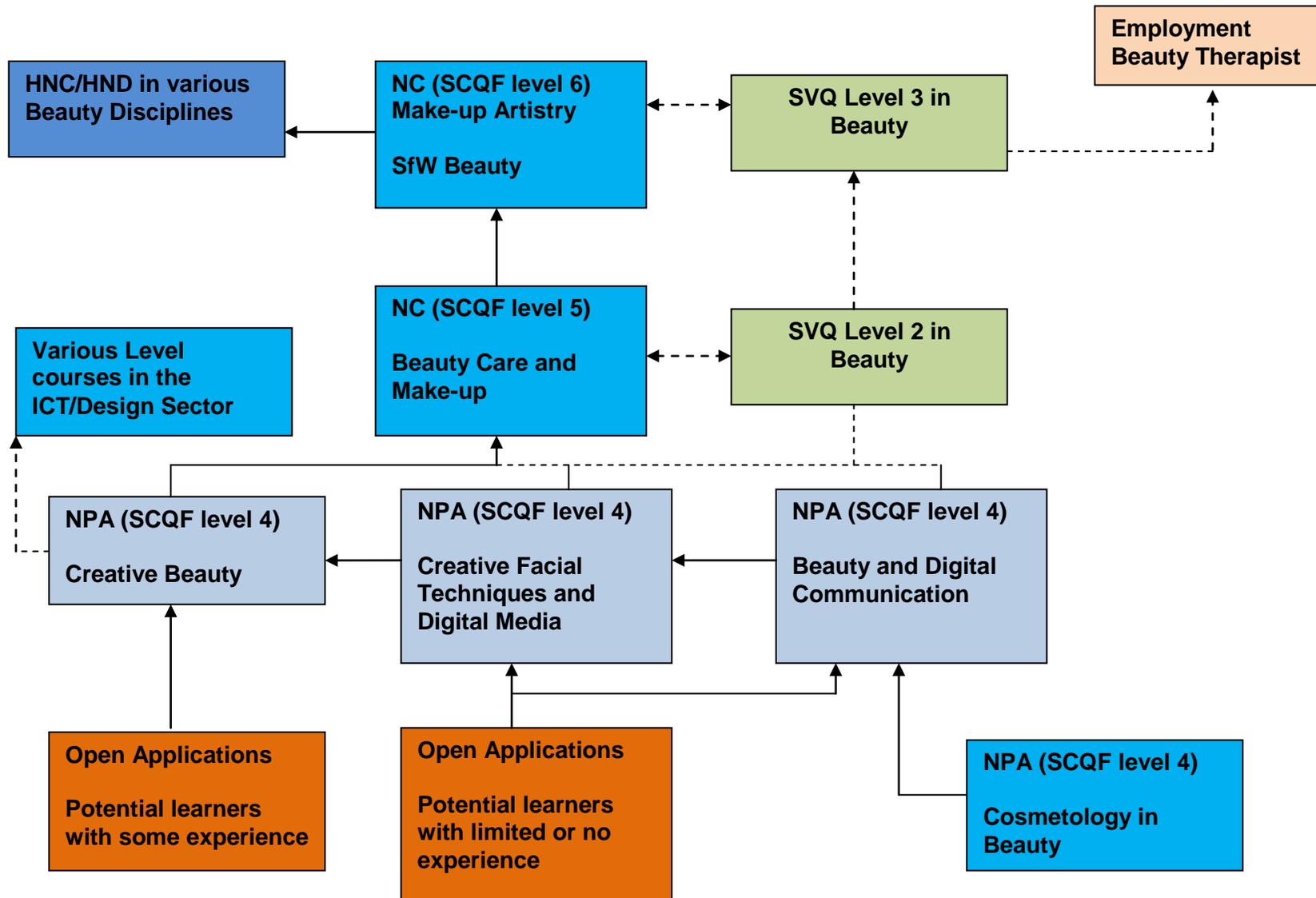
Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award from its inception/revision through to validation. The group is made up of key stakeholders representing the interests of centres, employers, universities and other relevant organisations.

Consortium-devised National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10 Appendices

Appendix 1: Progression Routes
Appendix 2: Core Skills Mapping

Appendix 1: Progression Routes



Appendix 2: Core Skills Mapping

Group Award Title: National Progression Award — Beauty and Digital Communication

Unit code	Unit name	Communications		ICT	Numeracy		Problem Solving			Working with Others
		Oral	Written	ICT	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working with Others
For each Core Skill component, enter whether the component is Signposted (S) or Certificated (C) and at what level										
Mandatory Units										
FW08 10	Beauty Skills: An Introduction									
DW7H 10	Basic Information and Communication Technology (ICT) skills									
F37W 10	Personal Development: Self in Society									
Complementary optional Units										
FW0D 10	Creative Nail Finishes to Hand and Foot									
FW0E 10	Lower Leg Waxing									