



Arrangements for:
National Progression Award (NPA)
Introduction to Spectator Safety
at SCQF level 5

Group Award Code: GF6W 45

Validation date: August 2012

Date of original publication: August 2012

Version: 01

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of National Qualification Group Awards.

Contents

1	Introduction	1
2	Rationale for the development of the Group Award	2
3	Aims of the Group Award	5
3.1	Principal aims of the Group Award.....	6
3.2	General aims of the Group Award.....	6
3.3	Target groups	7
3.4	Employment opportunities	7
4	Access to Group Award.....	7
5	Group Award structure	8
5.1	Structure.....	8
5.1	Framework.....	9
5.1	Mapping information	9
5.2	Core Skills	9
5.3	Articulation, professional recognition and credit transfer	11
6	Approaches to delivery and assessment	11
6.2	Delivery and assessment.....	12
7	General information for centres	13
8	General information for candidates.....	14
9	Glossary of terms	14

1 Introduction

This is the Arrangements Document for the new Group Award in Introduction to Spectator Safety at SCQF level 5, which was validated in August 2012. 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.

This new National Progression Awards (NPA) in Introduction to Spectator Safety at SCQF level 5 has been developed under the Design Principles for National Progression Awards. This document is the Arrangements Document for the NPA. The NPA is designed principally for use by Scotland's SQA centres, the use is not confined as the Units and Award may be suitable for training providers.

The scoping conducted in 2010/2011 identified that there was broad support for a devised qualification covering the knowledge and understanding. The qualification consists of 3 credits which would provide a coherent and consistent approach to the delivery of skills and knowledge at SCQF level 5 within the Spectator Safety Industry.

SQA have accreditation to offer SVQ Spectator Safety at Level 2. Approved Centres have indicated that candidates undertaking this Group Award would benefit from the National Progression Award, in an Introduction to Spectator Safety.

The first phase was to carry out initial research for a development at SCQF level 5 to judge the feasibility of the considerable anecdotal evidence available that such a development would be welcomed by SQA centres and of value to candidates.

The concept was based on the premise that SQA centres offering the SVQ Spectator Safety Level 2 require a level of knowledge to underpin practical aspects of the SVQ at Level 2. This is recognised as being quality assured by SQA and so achieve the National Standard.

All SQA centres delivering these Awards can make use of very different progression routes, Units, methods and resources to bring new entrants up to the stage at which they could realistically undertake further training. This was a concern shared by a sufficient number of SQA centres, to justify the work being undertaken.

There is currently a range of SQA centre devised qualifications at SCQF level 5 and/or competitor awards in these areas but there is no national qualification for Spectator Safety. This new qualification will meet a clear gap identified within the existing provision.

The award is designed to support candidates who wish to pursue (as a possible career path) and work within the Spectator Safety industry. At the same time, many of the competences achieved would enable candidates to make other career decisions and follow different pathways in the Spectator Safety industry. They are designed to support candidates towards a Scottish Vocational Qualification (SVQ) and to allow them to develop the basic skills and competence. SQA centres report these specific skills as being missing at times when candidates go straight into an SVQ programme in Spectator Safety without the underpinning knowledge that they require.

The main objective of this qualification is to develop understanding and basic skills in the areas of Spectator Safety at SCQF level 5.

The qualification structures have been devised so that candidates will receive a broad education in Spectator Safety at SCQF level 5 and this is reflected in the qualification title; Introduction to Spectator Safety.

The **NPA Introduction to Spectator Safety** was developed at SCQF level 5 and will:

- ◆ enable candidates to develop the basic skills required to seek employment at trainee level in the Spectator Safety industry.
- ◆ provide candidates with a broad introduction to these skills and the necessary knowledge and understanding of Spectator Safety.
- ◆ enable candidates to progress to workbased qualifications within the sector and the completion of National Occupational Standards.

Centres are able to use this award and the Units as they see fit in order to best support their candidates.

All Units have been mapped to National Occupational Standards and have links to Core Skills Units.

This NPA is designed to equip candidates with the knowledge and understanding required for progression to further academic and/or professional qualifications and entry into the industry at a trainee level.

2 Rationale for the development of the Group Award

At NQ level there are no nationally devised qualifications in Spectator Safety at SCQF level 5. There was no provision at this level for candidates wishing to progress to the SVQ in Spectator Safety at Level 2, this Group Award is designed to fill this gap.

The majority of students who will study the NPA — Introduction to Spectator Safety will be aged 16 years of age and above, however, if students wish to continue and undertake the SVQ Spectator Safety, students must be over the age of 18 for insurance purposes and other legal implications. It is envisaged that students completing this National Progression Award will go on to complete the SVQ Spectator Safety at Level 2 and may go on to full time or part-time employment.

This new National Progression Award (NPA) has been designed to give candidates an understanding of Spectator Safety. This qualification will allow aligned progression to the SVQ Level 2 Spectator Safety.

This Group Award has been designed to meet the needs of the delivering centres and to fill an identified gap in the market.

Research initially determined whether there was a need for specific qualifications which underpinned the knowledge and understanding required in the SVQ Spectator Safety at Level 2.

A group was set up to consider developing the NPA an Introduction to Spectator Safety in February 2012 to determine the feasibility of such an award.

The scoping exercise concluded that there was broad support for a group of nationally devised qualifications and that this would result in a more coherent approach to the delivery of skills at SCQF level 5. There was overwhelming evidence for the level 5 award to be developed at this time. The scoping report also made a number of recommendations, including the following:

- ◆ these qualifications should focus the underpinning knowledge and understanding to enable candidates to develop a foundation to further training and employment within the Spectator Safety industry.
- ◆ provide an introductory qualification.
- ◆ the focus of the qualification should be on developing the necessary knowledge and understanding which is relevant to employment in the Spectator Safety sector but which will also provide opportunities to progress into other qualifications.
- ◆ developing a suite of new Units should be part of the development process.
- ◆ each Unit structure should have sufficient flexibility to meet the differing needs of all SQA centres.

As a result of the scoping report, SQA took the decision in 2012 to develop a NPA qualification in an Introduction to Spectator Safety SCQF level 5 which could be delivered, by all SQA centres in Scotland upon meeting the SQA Approval Criteria.

The recommendations of the scoping report were accepted and the following design guidelines were established for the development process:

This qualification should:

- ◆ ensure that candidates are introduced to, and learn to use, industry methods which should develop employability skills to assist them to seek employment opportunities in the sector.
- ◆ provide clear progression routes to other Spectator Safety qualifications and provide relevant exit skills to enable a smooth transition.
- ◆ provide sufficient flexibility to enable different SQA Centres to tailor delivery programme to meet local needs.
- ◆ this qualification should facilitate entry from a wide group of potential candidates, including school leavers and adult returnees and should not assume any previous skills.
- ◆ include sufficient Units to allow candidates to develop specialist knowledge and understanding and to provide additional progression routes to employment or further study.
- ◆ be capable of being delivered independently.

SQA established a Qualification Design Team (QDT) consisting of representatives from SQA centres and Industry who contributed to the development of the qualification structure and new Units, with the support of SQA Qualification Staff.

The Qualification Design Team created a qualification structure consisting of three Units.

This qualification have been designed to meet the needs of the following target groups:

- ◆ School leavers
- ◆ Progression candidates
- ◆ Adults returning to education
- ◆ Unemployed candidates who wish to enhance their career prospects

The NPA fills an identified gap in current provision which provide flexibility of choice for candidates, reflect the National Occupational Standards, will help candidates maximise their potential and provide a variety of progression opportunities

SCQF level

Introduction to Spectator Safety at SCQF level 5, reflects the level of learning required of the candidates. For example, the qualification will require candidates to:

- ◆ demonstrate basic knowledge in a subject which is mainly factual.
- ◆ demonstrate knowledge and understanding of basic processes, materials and terminology.
- ◆ relate knowledge to practical contexts.
- ◆ complete some routine and non routine tasks using knowledge associated with a subject.
- ◆ select appropriate tools and materials and use safely and effectively.

- ◆ use a problem solving approach to deal with a situation or issue which is straightforward in relation to a subject.
- ◆ use a range of routine skills.
- ◆ work alone or with other on tasks with minimum supervision.
- ◆ take responsibility for some tasks.
- ◆ show an awareness of others' roles and responsibilities.
- ◆ use problem solving and creative solutions to meet clients individual needs.
- ◆ combine and present their ideas while communicating with clients.

The qualification goes beyond the demands of an SCQF level 4 qualification due to the degree of interpretation, planning, creativity and visual communication required and due to the level of practical skills which reflect industry standards.

The qualification does not match the requirements of an SCQF level 6 qualification which would require factual and theoretical knowledge, plan how skills will be used to address set situation and/or problems and adapt these as necessary, draw conclusions and suggest solutions, use a wide range of numerical and graphical data in routine contexts which may have non-routine elements.

Units

In total three new Units were developed by the Qualifications Design Team. The development process provided an opportunity to ensure that reference was made to the National Occupational Standards for the spectator safety industry.

The Unit validation was held in May 2012 for the three new Units.

3 Aims of the Group Award

NPA Introduction to Spectator Safety

The qualification of the proposed **NPA in Introduction to Spectator Safety** will provide an introductory Stewarding qualification, which reflects the Knowledge and Understanding required by the Stewarding industry and the SVQ Level 2 — Spectator Safety. The NPA will enable candidates to develop vocational knowledge and understanding needed to work in the spectator safety industry, together with generic transferable skills valued by the spectator industry. It will give opportunities for candidates to experience the culture required from the spectator safety sector as defined by the National Occupational Standards in an environment which is realistic but supported. The award is designed to articulate with current SVQ provision and to support candidates who may wish to follow that particular pathway.

3.1 Principal aims of the Group Award

The Principal Aims are to:

- ◆ provide a flexible approach within a national framework.
- ◆ focus on the development of candidates knowledge and understanding.
- ◆ introduce common elements of study for the vocational pathway.
- ◆ provide candidates with a positive and supportive learning environment which can foster an interest and enthusiasm in the subject area of spectator safety at SCQF level 5.
- ◆ enable candidates to understand the basic concepts of spectator safety and provide a foundation for the development of these skills.
- ◆ provide opportunities for candidates to explore and demonstrate their knowledge and understanding.
- ◆ introduce candidates to methods and techniques used in the Spectator Safety industry which, with further training, could ultimately lead to a range of employment opportunities.
- ◆ provide opportunities to progress within SCQF to further study.
- ◆ encourage candidates to take responsibility for their own learning and develop their transferable and employability skills such as planning, evaluation, presenting and team working; aspects of Core Skills such as *Communication, Problem Solving, Numeracy and Working with Others*.

The NPA is an Introduction to Spectator Safety at SCQF level 5 is designed to develop and assess a defined set of skills and knowledge in the specialist area.

3.2 General aims of the Group Award

The specific aims of this NPA in Introduction to Spectator Safety are to:

- 1 Provide candidates with a broad introduction to the spectator safety industry.
- 2 Encourage candidates to develop a good work ethic.
- 3 Provide opportunities to develop transferable skills.
- 4 Provide candidates with the knowledge and understanding required for the SVQ Level 2 Spectator Safety.
- 5 Build candidates' confidence.
- 6 Encourage candidates to take responsibility for their own learning and development.
- 7 Develop a positive attitude to learning.
- 8 Develop understanding of current relevant Legal requirements and common law, Health and Safety Legislation.
- 9 Develop understanding of current legislation in relation to disability and discrimination.
- 10 Develop understanding of a stewards roles and responsibilities at events.
- 11 Develop understanding of accidents and emergencies which may occur with a steward's area of responsibility.
- 12 Develop understanding of crowd problems and conflict situations.

3.3 Target groups

There are no formal access requirements for this qualification.

Potential target groups for this qualification include:

- ◆ school leavers who wish to learn more about a career in Spectator Safety industry.
- ◆ individuals who wish to gain an introduction to Spectator Safety at SCQF level 5.
- ◆ adult returners who wish to seek employment in the Spectator Safety sector – this could include self employment.
- ◆ individuals who wish to progress onto further awards but do not meet the entry requirements.

3.4 Employment opportunities

It is expected that successful completion of the NPA Award at SCQF level 5 may lead to employment in a trainee position in the Spectator Safety industry. This is **NOT** an award which is expected to take the student directly into full time employment as a qualified Steward at Events.

Ultimately, with further study and/or training there may be a range of self employment opportunities and career options within the sector, for example:

- ◆ Steward at events
- ◆ Supervisor steward at events
- ◆ Security Industry Authority Licence

4 Access to Group Award

Access to this award is at the discretion of the centre, however, candidates may benefit from previous relevant work experience in specific areas.

The Units are designed to be delivered individually, or using a holistic approach. This may assist centres in creating a logical timetable for delivering the Units which facilitate candidates to build the required knowledge and skills.

The Units are designed to encourage candidates to take responsibility for their own learning and work to specifications.

Aspects of *Communication, Working with Others, Problem Solving*, and *Numeracy* skills are expected to be developed within these awards.

It may be appropriate to ask potential candidates to attend an interview where they demonstrate their previous experience and aptitude for the qualification.

The over-riding criterion to be satisfied is that the applicant has a realistic chance of achieving the specific qualification for which they have applied.

5 Group Award structure

5.1 Structure

The qualification structure for the proposed **NPA** is designed to provide a flexible framework which will:

- ◆ provide a common foundation of knowledge and understanding for all candidates through three Units.
- ◆ ensure that candidates can develop techniques in key skill areas which underpin further training and study.
- ◆ provide opportunities through working in the spectator safety environment to gain knowledge of current relevant Health and Safety legislation.
- ◆ ensure that candidates have an understanding of, and build expertise in the Spectator Safety industry methods.
- ◆ allow individual SQA centres the flexibility to provide tailored programmes.
- ◆ provide a range of progression routes to further study and/or employment.

National Units at SCQF levels 1–6 comprise 40 hours guided learning and 20 hours self-directed learning. This means that each Unit in these frameworks have 6 SCQF credit points. One SCQF credit point represents a notional 10 learning hours. Credit points indicate the volume of learning required to achieve a qualification.

Candidates completing this Group Award could also be given the additional opportunity for individualised learning programmes tailored to their specific performance skills. A proportion of the learning and teaching activities will include options for self-directed study.

There were within the QDT discussions about developing optional Units in line with current trends. It was decided that there should be future opportunities to add other Units if a market need arises.

The new qualification comprises three mandatory Units, (3 credits).

Centres should note that this Group Award comprises 18 SCQF credit points.

5.1 Framework

Candidates will be awarded a NPA in an Introduction to Spectator Safety, on successful completion of 18 (SCQF level 5 award) credit points, appropriate to the award.

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Identify hazards and risks in stewarding area	H1N2 11	6	5	1
Roles and Responsibilities of stewarding	H1N4 11	6	5	1
Plan, complete and conclude stewarding activities	H1N3 11	6	5	1

5.1 Mapping information

5.2 Core Skills

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

While undertaking this NPA, the candidate is required to demonstrate that they have the knowledge and understanding of aspects within spectator stewarding at sporting or other events.

By doing this they will need to effectively communicate with others, therefore there may be opportunities for candidates to develop aspects of the Core Skill in *Communication*.

Candidates will be required carry out the necessary roles and responsibilities required as a steward. This task may involve working with other members of their peer group or other people within the industry; therefore it may present opportunities to develop aspects of the Core Skills *Working with Others*, *Problem Solving* and *Numeracy*.

Opportunities exist to gather evidence within Units which can contribute towards Core Skills. The table below highlights the Units of this award which can be used to generate evidence for Core Skills.

It is expected that on completion of these qualifications candidates would exit with an appropriate Core Skills profile as shown below.

The table below illustrates the anticipated entry and exit level Core Skills Profile.

Core Skill Unit	Entry Profile	Exit Profile
Communication	SCQF level 3	SCQF level 4
Working with Others	SCQF level 3	SCQF level 4
Problem Solving	SCQF level 3	SCQF level 4
Numeracy	SCQF level 3	SCQF level 4
Information and Communication Technology (ICT)	SCQF level 3	SCQF level 3

National Occupational Standards Mapping

NPA — Introduction to Spectator Safety at SCQF level 5 Mapping from NOS — Spectator Safety at Level 2

SQA Code	Unit title	Outcome number	Link To NOS
H1N2 11	Identify Hazards and Risks In Stewarding Area	1	C210 – K1, 4 - 29
		2	C237 – K1 – 19 C211 – K1, 4, 9, 10, 11, 12, 13, 14, 15, 16,
		3	C35 – K1 – 15
H1N4 11	Roles and Responsibilities of Stewarding	1	C210 – K2 – 5, 7 8, 17, 19, 28 C211 – K2 C35 – K1 C39 – K3–11, 17, 22 C237 – K4, 5, 11, 14, A52 – K6, 10,
		2	C210 – K5, 10, 12, 13,16, 18, C237 – K1, 2, 12, 16, 18 C211 – K7, 9, 10, 16 C29 – K15, 16, 19,
		3	C210 – K4, 7, 8, 15, 17, 19 C237 – K3 C211 – K8 C29 – K1, 2,

SQA Code	Unit title	Outcome number	Link To NOS
			C25 – K1 A52 – K1
H1N3 11	Plan, Complete and Conclude Stewarding Activities	1	C210 – K2 C29 – K4-11 A52 – K2, 4 – 8, 13-15
		2	C210 – K5, 6 C29 – K12-21 A52 – K9 - 12
		3	C29 – K15-21 A52 – K3, 16-20

5.3 Articulation, professional recognition and credit transfer

The NPA Introduction to Spectator Safety is a new qualification and at the moment there are no transition arrangements.

6 Approaches to delivery and assessment

Content and context

The NPA is **not** designed to train individuals to full industrial competence. Rather they will place an emphasis on developing the basic skills and knowledge required to engage in the next stages of acquisition of those skills and knowledge which will be attractive to future employers both within and out with the Spectator Safety Sector.

Candidates can then build on these skills when working towards achieving an SVQ award Level 2 Spectator Safety.

This award should be delivered within the context of Spectator Safety which will enable candidates to develop a greater understanding of terminology, safe working practices, personal skills, specific vocational skills as well as generic employability skills.

The intention is that candidates undertaking any of the Units will gain personal skills and knowledge which can lead towards further training/future employment. Candidates will develop an awareness of the industry and the accepted practices within.

Delivery would in all cases require that candidates are well supported in the initial stages and would require support throughout to ensure that standards were being maintained and that there was no compromise on health and/or safety issues at any time.

Assessment instruments would consist of written assessment, assessor observation checklists and accurately completed records. The skills developed will have a practical focus which can be carried out in a realistic work environment.

6.2 Delivery and assessment

The delivery approach for these awards is designed to:

- ◆ provide candidates with a positive and supportive learning environment which can foster an interest and enthusiasm in the subject area.
- ◆ enable candidates to understand the basic concepts of spectator safety at SCQF level 5 and provide a foundation for the development of their skills, knowledge and understanding.
- ◆ provide opportunities for candidates to explore and demonstrate their interpersonal skills, knowledge and understanding.
- ◆ introduce candidates to methods and techniques used in the Spectator Safety industry which, with further training, could ultimately lead to a range of employment opportunities.
- ◆ provide opportunities to progress within the SCQF to further study.
- ◆ encourage candidates to take responsibility for their own learning and develop specific vocational and transferable employability skills.

The structures of these qualifications allow a high degree of flexibility in delivery due to their practical nature. It is recommended that a realistic work environment is available for delivery.

This award can be offered on a full-time, part time, block release, day release or evening basis. Combination of delivery is also a possibility. Centres wishing to provide a full time programme might include more optional Units from other frameworks.

There are opportunities for integrative delivery of Units within these awards. A holistic approach to assessment should be encouraged within the delivery of these Units.

The assessments are designed to ensure an appropriate level of rigour whilst not imposing excessive demands on centres or candidates. The Design Principles for these awards encourage a holistic approach to assessment and this has been adopted in each Unit specification for the award.

Each Unit specification includes guidance on delivery and assessment and where applicable, any relationship with delivery and assessment of other Units.

Assessment includes written and/or recorded evidence.

Assessment Support Packs (ASPs) are available for all Units. These provide guidance on content, context, evidence required, written questions which clearly exemplify standards. Centres could use these ASPs as a template if producing their own instruments of assessments.

Assessment Guidance is provided in each Unit specification. Certain Units offer opportunities for integrative assessment covering one or more Performance Criteria. Centres can decide the order in which Units are delivered, based on candidate recruitment patterns, mode of delivery, resource issues and logical progression dictated by topics and Unit content/level.

Throughout all Units there is an emphasis on the application of relevant current Health and Safety legislation. Opportunities should be taken within the Course to integrate relevant current Health and Safety legislation in a realistic context.

7 General information for centres

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.

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**).

8 General information for candidates

What are National Progression Awards?

The award has been designed with three Units. Each Unit can be taken on its own without completing the Group Award.

Successful completion of these awards will enable you to develop:

- ◆ Specific knowledge and understanding skills in spectator safety.
- ◆ Attitudes valued by employers in the spectator safety industry.
- ◆ Generic transferable employability skills.
- ◆ Customer care skills.
- ◆ An understanding of current relevant Legal requirements and common law, Health and Safety Legislation.
- ◆ An understanding of current legislation in relation to disability and discrimination.
- ◆ An understanding of a stewards roles and responsibilities at events.
- ◆ An understanding of accidents and emergencies which may occur with a steward's area of responsibility.
- ◆ An understanding of crowd problems and conflict situations.
- ◆ A positive attitude to learning.
- ◆ Good working practice.
- ◆ Confidence to progress to further study and/or employment.

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.