



Arrangements for:
National Certificate in Greenkeeping:
An Introduction
at SCQF level 4

Group Award Code: GF6X 44

Validation date: April 2012

Date of original publication: November 2012

Version: 07 (December 2022)

Acknowledgement

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

History of changes

It is anticipated that changes will take place during the life of the qualification, and this section will record these changes. This document is the latest version and incorporates the changes summarised below.

Version number	Description	Date
07	Revision of Unit: F6TT 11 Sportsturf Industry: An Introduction to Health and Safety has been revised by J6Y3 45 Sports Turf Industry: An Introduction to Health and Safety. F6TT 11 will finish on 31/07/2024	December 2022
06	<p>Addition of unit: J581 44 - Virtual Work Placement Level 4 added as alternative to HF88 44 – Work Placement.</p> <p>Addition of unit: J581 45 – Virtual Work Placement Level 5 added as alternative to HF88 45 – Work Placement.</p> <p>Virtual Work Placement Unit (s) added to framework as an optional work experience unit to allow learners to continue with a work experience when attendance in a physical workplace is not possible or preferred.</p>	September 2021
05	Revision of Unit: First Aid (F19M 11) has been revised by Introduction to First Aid (HX1W 75) and will finish on 31/07/2020.	December 2017
04	<p>Revision of Unit: D36H 10 Work Experience <i>has been revised by</i> HF88 44 Work Placement <i>and will finish on</i> 31/07/2017.</p> <p>Revision of Unit: D36H 11 Work Experience <i>has been revised by</i> HF88 45 Work Placement <i>and will finish on</i> 31/07/2017.</p>	July 2016
03	<p>Revision of Unit: F37Y 10 Personal Development: Practical Abilities <i>has been revised by</i> H18W 44 Personal Development: Practical Abilities <i>and will finish on</i> 31/07/2016.</p> <p>Revision of Unit: F2FV 10 Personal Development: Self Awareness <i>has been revised by</i> H18X 44 Personal Development: Self Awareness <i>and will finish on</i> 31/07/2016.</p> <p>Revision of Unit: F37W 10 Personal Development: Self in Society <i>has been revised by</i> H18N 44 Personal Development: Self in Community <i>and will finish on</i> 31/07/2016.</p> <p>Revision of Unit: F37X 10 Personal Development: Self and Work <i>has been revised by</i> H18P 44 Personal Development: Personal Development: Self and Work <i>and will finish on</i> 31/07/2016.</p> <p>H23W 73 Literacy <i>has been added as an alternative to</i> F3GB 09 Communication</p> <p>H23W 74 Literacy <i>has been added as an alternative to</i> F3GB 10 Communication</p> <p>H23W 75 Literacy <i>has been added as an alternative to</i> F3GB 11 Communication</p> <p>H225 73 Numeracy <i>has been added as an alternative to</i> F3GB 09 Numeracy</p> <p>H225 74 Numeracy <i>has been added as an alternative to</i> F3GB</p>	May 2014

Version number	Description	Date
	10 Numeracy H225 75 Numeracy <i>has been added as an alternative to F3GB</i> 11 Numeracy	
02	Revision of Personal Development: Self in Society (F37W 10),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self and Work (F37X 10),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Practical Abilities (F37Y 10), (lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self Awareness (F2FV 10),(lapse date 31/07/2013,finish date 31/07/2015)	February 2013

Contents

1	Introduction	1
2	Rationale for the development of the Group Award(s)	2
3	Aims of the Group Award	9
3.1	Principal aims of the Group Award(s).....	9
3.2	General aims of the Group Award.....	10
3.3	Target groups	11
3.4	Employment opportunities	12
4	Access to the Group Award.....	12
5	Group Award structure	13
5.1	Framework.....	13
5.2	Mapping information	14
5.3	Articulation, professional recognition and credit transfer	17
6	Core Skills.....	17
7	Approaches to delivery and assessment	18
7.1	Delivery of the award	18
7.2	Delivery of Core Skills.....	20
7.3	Open Learning.....	21
8	General information for centres	21
9	General information for candidates.....	22
10	Progression Pathways	25
11	Glossary of terms.....	26
12	Appendices.....	26
Appendix 1	New Units developed for this qualification.....	27
Appendix 2	Core Skill mapping to Units	28
Appendix 3	Relationship between Units and NOS.....	32
Appendix 4	Possible opportunities for integration of assessment	34
Appendix 5	An example of one centre's delivery sequence	35

1 Introduction

This is the Arrangements Document for the new Group Award in Greenkeeping: An Introduction at SCQF level 4. 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 award is designed to meet the needs of candidates who wish to develop basic knowledge and skills to enable progression to further study or to enter employment in Greenkeeping at a junior or apprentice level.

The new National Certificate in Greenkeeping: An Introduction at SCQF Level 4 has been developed under the design principles for National Qualification Group Awards.

Candidates completing the National Certificate in Greenkeeping: An Introduction at SCQF level 4 will have gained 12 credits, 8 mandatory credits (7 Units) and 4 optional credits. The 8 mandatory credits are all at SCQF level 4, but the remaining 4 may be at levels 4 or 5, depending on the individual's and centre's choices.

The eight mandatory credits ensure that on completion of the course, candidates will have the necessary introductory hard and soft skills required in greenkeeping businesses today. For example, not only will they have gained skills in greenkeeping etiquette and rules, soils and plant health, golf course practical experience etc, they will also have developed personal, social and Core Skills and be able to work, not only independently, but as part of a team.

Note — Candidates will need access to a golf course to complete all the necessary elements of the mandatory section of the award.

The Group Award replaces a number of introductory programmes offered at local level by individual centres and provides a National Group Award. The National Certificate in Greenkeeping: An Introduction at SCQF Level 4 incorporates an introduction to skills and knowledge in a range of subjects related to the craft of greenkeeping. In addition candidates will develop personal and social skills as well as Core Skills which have been identified as necessary for entry into the world of work. On successful completion of the programme, candidates may find a trainee position which offers further workbased learning such as an SVQ Level 2 in Sportsturf, leading to a Modern Apprenticeship. Other job opportunities arising may be found in Golf Clubs and/or the Recreation and Parks Department of a Local Authority.

The National Certificate (NC) in Greenkeeping: An Introduction at SCQF level 4 has been developed as part of a portfolio of NC Qualifications in Greenkeeping.

2 Rationale for the development of the Group Award(s)

The rationale for the NC Business at SCQF level 4 is based upon three main factors, which reflect gaps in current SQA provision in this area, at this level. Firstly, this Group Award is founded on the absence of a suitable, generally acceptable Group Award, within the SQA portfolio of NC Greenkeeping Courses, at this level.

Secondly, the current proposal reflects the limited availability of relevant, up-to-date Units suitable for the needs of those studying at this level. Finally the published National Occupational Standards (NOS) provide an opportunity for centres to align existing and new Units to the NOS, thus exposing candidates to current industry standards in the greenkeeping sector.

These factors, if they are not addressed, potentially disadvantage candidates in terms of their opportunities for further study and progression to employment.

Additionally, these factors constrain the ability of centres to provide valid and reliable programmes that will prepare candidates adequately for further study and/or progression to employment.

This situation is consistent with earlier findings of the consultation on National Qualification Group Awards carried out by SQA.

Representatives from the centres and a Local Authority, who met initially, discussed their own experiences of recruiting candidates to land based programmes particularly in Greenkeeping at SCQF Level 5 and to specific job roles within the industry. The findings indicated that there are increasing numbers of pupils coming from school who do not have the required level of academic ability or experience to undertake and successfully achieve SCQF level 5 courses or enter work in the greenkeeping sector and undertake work based qualifications such as SVQ 2 Sportsturf.

Nature and purpose of the award

The NC Greenkeeping: An Introduction at SCQF level 4 is a 12 credit award which is designed to provide a practical, accessible greenkeeping education programme which will give candidates primary greenkeeping skills, knowledge and understanding and facilitate the development of successful and confident learners with appropriate transferable skills.

It recognises that NC qualifications must offer the learner opportunity and flexibility which are necessary for the challenges they will face at this stage of their learning. Consequently, the Group Award supports learners' decision making in respect of future opportunities and options. Multiple exit routes are available to candidates depending upon their aspirations and preferences.

Successful candidates will be in a strong position to embark upon further study in the same or a complementary vocational area, or to exit toward the employment market. The range of greenkeeping skills and understanding, provided to candidates within the programme, will be a major contributory factor in the successful progression of candidates.

Establishing the Need for the Qualification

At present, provision at SCQF level 4 in Greenkeeping consists of a one-year programme of study which varies from centre to centre. This provided the starting point for the work of the QDT which was influenced by a number of factors:

- ◆ The nature of existing provision at SCQF level 4 and related provision at SCQF levels 3, 5 and 6
- ◆ The destination of candidates who completed NQ Units in other landbased subject areas
- ◆ The characteristics of candidates attracted to a course in Greenkeeping and related land based subject areas
- ◆ The existence of an NC in Greenkeeping at SCQF level 5
- ◆ The possible development of a parallel development for an NC in Horticulture
- ◆ The requirement to produce an award for validation early in 2012

In March 2009, the NC in Greenkeeping at SCQF level 5 was successfully validated to provide an SQA Group Award for candidates. Prior to this, provision at SCQF level 5 in Greenkeeping had consisted of programmes of a duration of up to one year which provided successful candidates with a combination of SQA greenkeeping/horticulture and other landbased Units. The Units delivered and assessed varied from centre to centre, and typically, candidates would follow a programme comprising 17–20 Units which may have combined SQA provision with Units from other awarding bodies or examining centres. Centres would typically choose from a menu of Units and structure these into a programme designed to maximise candidate attainment and progression. These programmes were generally successful and enabled centres to adopt a flexible, pragmatic approach to the diverse and changing needs and capabilities of learners and match these to the requirements of range of associated stakeholders. The scoping exercise that was undertaken to inform the level 5 Development in Greenkeeping contributed to the research activity for the development of the NC in Greenkeeping: An Introduction at SCQF level 4.

A Qualification Development Team (QDT) was established in September 2011 with the remit to consider the extent and type of provision in greenkeeping and related areas at SCQF level 4. The QDT gathered information on existing provision from the specialist centres offering programmes at levels 4-6 in order to clarify the nature of this provision. The QDT also considered the content of the HNC in Golf Course Management during the design and development activity.

Centres identified the follow issues with the current approach to the delivery of Greenkeeping and other land based Units at SCQF level 4:

- ◆ The absence of a Group Award
- ◆ The lack of appropriate Greenkeeping Units for typical SCQF level 4 candidates

It also identified support in the following key areas:

- ◆ Positive delivery opportunities that a Group Award would provide for centres
- ◆ Increased status of a SQA Group Award
- ◆ Increased marketability of Greenkeeping at SCQF level 4
- ◆ Increase in candidate confidence, retention and attainment

As was the case for Greenkeeping at SCQF at level 5, the specialist centres offering Units in land based subjects, created their own programmes of study in Greenkeeping and Horticulture at SCQF level 4, to promote flexibility and access. Despite these benefits, the situation was not regarded as entirely satisfactory. In particular, there is no recognised national award for candidates who successfully complete a programme of study in Greenkeeping at SCQF level 4. This presents issues for successful learners who, while they may be recognised as having achieved an award, do not gain a credible, national award and the benefits this brings in terms of progression to further study and opportunities in the employment market. Given the successful validation of the NC in Greenkeeping at SCQF level 5 in March 2009, the development of the NC in Greenkeeping at SCQF level 4 provides the continuity and credibility of greenkeeping education at NC level. Additionally, it provides the basis for study of a variety of land based subjects at SCQF levels 4 and 5 whilst still attaining a Group Award in Greenkeeping.

The current Unit provision in greenkeeping is not entirely suited to the specific needs of learners at SCQF level 4. There is a need to develop new Units to meet the needs of the candidate cohort. The need to facilitate practical and experiential learning, aligned to the current NOS, which will promote successful and confident learners, is fundamental to the development of the NC in Greenkeeping at SCQF level 4.

The QDT gathered limited additional anecdotal evidence from centres regarding the destination of candidates who completed local programmes in Greenkeeping. The menu-driven approach of current centre provision means that many local courses provide wider access and act as feeder courses to a number of possible progression routes. Levels of candidate demand and operational requirements of centres often result in programmes that combine vocational areas to promote access to further study. Evidence gathered from the specialist centres represented on the QDT suggested that the most common single destination for successful candidates in existing provision at NC level was progression to another course

The menu based approach to programme design and the surrounding limitations often promoted local courses that straddled SCQF levels 4 and 5. For candidates achieving an appropriate range of Units at SCQF level 5, progression was offered to an HN programme, normally at the same institution. Traditionally this would be the HNC in Golf Course Management or HNC Golf Management. For many centres, NC level programmes are a key source of recruitment for HN provision.

The provision of a combination of SCQF level 4 and 5 Units however does not necessarily prepare candidates for the HN Units at SCQF level 7 or 8. The NC in Greenkeeping at SCQF level 5 attempted to redress this situation by providing candidates with the opportunity to study SCQF Units at level 5 and 6 which would be beneficial in terms of candidates progressing to HN level Courses. This movement toward an NC in Greenkeeping at SCQF level 5 with options at SCQF level 6 has created a gap in the NC Greenkeeping provision at SCQF level 4 with options to progress to study at SCQF level 5.

Many learners embark on current provision, at SCQF level 5, with limited prior experience and a key purpose of the SCQF level 4 programmes is to ensure that basic skills and capabilities are appropriately developed. Successful candidates may also progress into employment.

The general nature of land based programmes at all levels, and at NC level in particular, meant that there was no clear pattern of movement into particular types of jobs. The lack of a recognised award in Greenkeeping at SCQF level 4 may have influenced the status of candidate progression into employment and could continue to confuse potential employers and compromise their ability to make an appropriate recruitment decision based upon the value of candidate achievement, given the existence of a Greenkeeping award at SCQF level 5. Candidates currently can display a list of Units to potential employers but the absence of a Group Award may be interpreted by an employer as a failure by the candidate to attain all the constituent elements of a qualification.

Overall, the QDT felt that there was a requirement for a national award in Greenkeeping at SCQF level 4 which:

- ◆ leads to an award which would be recognised by employers and by educational institutions
- ◆ enables candidates to point to a significant measure of achievement
- ◆ retains the flexibility of existing arrangements including choice of options
- ◆ is compatible with successful local programmes
- ◆ provides multiple exit routes for candidates
- ◆ provides a progression route from Access Courses (SCQF level 3)
- ◆ enables candidates to develop appropriate Core Skills and skills relevant to greenkeeping
- ◆ matches the capabilities, expectations and interests of candidates enrolling for the award

Establishing the Level of the Award

In the new National Certificate in Greenkeeping: An Introduction at SCQF Level 4, new Units have been developed with a candidate profile in mind. The skills and knowledge included in each new and existing Unit are designed for basic entry level into the greenkeeping sector.

Current arrangements operated by specialist centres are designed to meet the needs of candidates at SCQF levels 2–6 as well as Access levels. As part of the longer term development of a complete suite of Greenkeeping qualifications within the NC provision, the NC in Greenkeeping : An Introduction at SCQF level 4 is designed to promote confident and

successful learners and enhance the progression opportunities, available for them, through the different NC levels and when exiting into the employment market. This approach is consistent with the needs of candidates and meets the requirements of employers. There are several reasons for this:

- ◆ Current experience in centres suggests that 12 credits was an acceptable target which most learners could achieve.
- ◆ A focus on SCQF level 4 would make it possible for learners to acquire introductory skills and capabilities, which should be meaningful and valuable to employers.
- ◆ An appropriate mandatory and options structure would enable candidates to accumulate sufficient Units at SCQF level 4 to demonstrate their suitability for an NC in Greenkeeping at SCQF level 5.
- ◆ Alternatively, a structure combining a sufficient mix of Units at levels 4 and 5 could prepare candidates for a programme of level 6 Units.
- ◆ An award at SCQF level 4 fitted more closely with available information on current provision which would make transition to the new award easier and therefore encourage take-up among centres.

Overall, the mandatory section of the award is commensurate with the SCQF specifications at level 4. It covers basic knowledge in key greenkeeping areas such as Sportsturf Grass Identification, Soils and Plant Health, Greenkeeping Etiquette and Rules, Golf Course Practical Experience and Using Machinery and Hand Tools. Out of the seven mandatory Units, six have been written specifically for the new award and are listed in Appendix 1.

Target client groups

The NC in Greenkeeping at SCQF level 4 is aimed at meeting the demand from the following client groups. They are:

- ◆ Young people who have left school in the relatively recent past
- ◆ Mature adult returners' who have decided to re-enter the educational system

The framework of the National Certificate in Greenkeeping: An Introduction at SCQF Level 4 has been carefully selected to combine practical activities and project work with the necessary underpinning knowledge and thus engage and motivate young 16+ learners to achieve a Group Award at a level more suited to their needs and capabilities. These candidates will also have the opportunity to develop core and other essential skills which are necessary and beneficial in any type of work situation.

A number of adults who are considering a career change or re-entering the world of work may be attracted to the Greenkeeping Industry. Many of these candidates do not have a related land based qualification or may have no formal qualifications. They need to start their future employment choices at a level below current NC provision at SCQF level 5

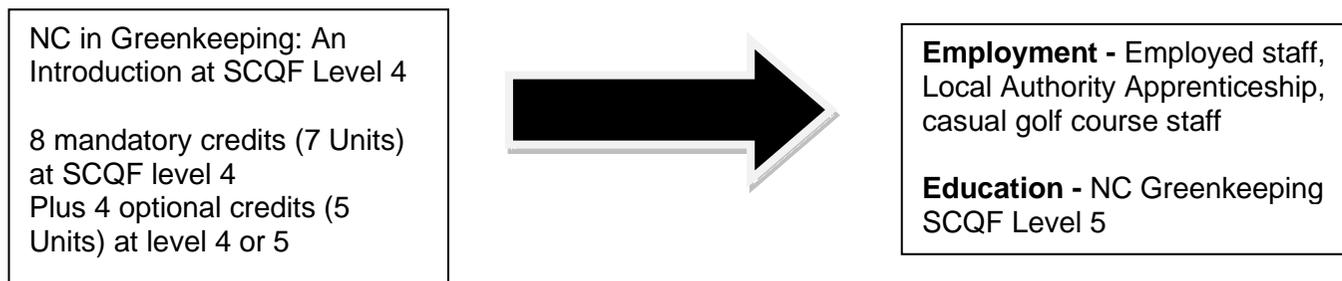
Both these client groups have quite different characteristics and as such, present a range of challenges. Many recent school leavers seeking to study at this level have limited formal school attainment. In many cases, the absence of formal attainment for that candidate is accompanied by a

perceived negative experience of the educational system and its value and applicability to the individual. Adult returners may also possess few formal qualifications. In some cases they have valuable work and life experience, but often lack confidence in their ability to learn and adapt to a learning environment and may be classed as 'fragile learners'.

It may be possible to transfer from the NC in Greenkeeping: An Introduction at SCQF level 4 to the NC in Greenkeeping at SCQF level 5, after commencing the programme, for those candidates who demonstrate appropriate skills for the higher level course early on in their studies.

Progression Routes

The National Certificate in Greenkeeping: An Introduction at SCQF level 4 provides multiple exit routes and offers candidates progression both into the employment market or further study depending upon the wishes of the candidate.



It should be noted that candidates wishing to progress to study at SCQF level 5 are likely to choose Units at SCQF level 5 in order to help them bridge the gap between SCQF level 4 and SCQF level 5. Their choice of optional Units is likely to depend upon their preferred NC programme at SCQF level 5. Candidates wishing to enter employment may find it beneficial to complete the Group Award with optional Units at SCQF level 4 though the availability of some specialist Units at SCQF level 5 within the optional section may influence the choice candidates make. It is likely also that many candidates will complete more Units than the 12 required to attain the Group Award. The additional number of Units traditionally made available by centres and the way in which centres choose to offer those Units may also influence possible progression routes.

Links to Occupational Standards

Links to the National Occupational Standards (NOS) are shown in Appendix 3

3 Aims of the Group Award

The National Certificate in Greenkeeping: An Introduction at SCQF Level 4 has been designed to offer candidates specific practical greenkeeping skills, as well as transferable and Core Skills which lead them into further training or employment options in the greenkeeping Industry.

The main aim of the Group Award is to provide a practical, flexible programme which will enable candidates to acquire and develop the skills and knowledge needed to access a higher SCQF level of study in greenkeeping or other land based subject areas or to move into the employment market in the greenkeeping sector. The provision of multiple exit routes provides candidates with achievable choices and will put them in a stronger position to move to the next stage of their study or career development and should increase their chances of doing this successfully.

3.1 Principal aims of the Group Award(s)

The Principal Aims of the qualification are to:

- 1 Provide candidates with an introduction to the skills and knowledge of the greenkeeping sector so that they can consider this occupational area for employment and further workbased study.
- 2 Facilitate a nationally recognised and standardised progression route into the NC in Greenkeeping at SCQF Level 5.
- 3 Develop candidate knowledge of sustainability, and health and safety issues relating to working within the greenkeeping sector.
- 4 Develop and improve employability skills
- 5 Provide candidates with knowledge of the different employment areas which constitute the greenkeeping sector
- 6 Allow candidates to experience an outdoor working and study environment

The table below references the above aims into the individual seven mandatory Units:

Unit Title	Unit Code	Reference to principal aims of the award
Personal Development: Self and Work	F37X 10	1,2,3,4,5,6
Greenkeeping Etiquette and Rules	H1TV 10	1,2,3,4,6
Golf Course Areas and Surfaces: Preparation and Maintenance	H1TK 10	1,2,3,4,6

Unit Title	Unit Code	Reference to principal aims of the award
Sportsturf Grass Identification	H1TR 10	1,2,3,4,6
Golf Course Practical Experience	H1TT 10	1,2,3,4,5,6
Horticulture and Greenkeeping Tools: An Introduction	H1TN 10	1,2,3,4,5,6

3.2 General aims of the Group Award

General aims of the programme are to:

- 1 Encourage candidates to develop a good work ethic including reliability, flexibility and a positive attitude to work.
- 2 Enhance personal motivation and achievement.
- 3 Enhance the level of qualifications attainment within the greenkeeping industry.
- 4 Provide candidates with a range of learning, teaching and assessment styles which motivate them to achieve their full potential.
- 5 To develop personal, social and Core Skills thus enhancing progression onto an NC in Greenkeeping at SCQF level 5

The table below references the above aims into the individual optional Units:

Unit Title	Unit Code	Reference to the general aims of the award
Skills for Customer Care	F38W 10	1,2,3,4,5
Work Experience	HF88 44*	1,2,3,4,5
Work Experience	HF88 45*	1,2,3,4,5
Safe Road User Award Understanding How to Use the Roads F6V2 10 — 1 credit Developing Positive Road User Attitude F6V1 10 — 1 credit	G9AX 44	1,2,4,5

Unit Title	Unit Code	Reference to the general aims of the award
Sporting Activity: Golf	D720 10	2,3
Personal Development Award Personal Development: Self Awareness F2FV 10 — 1 credit Personal Development: Self and Society F37W10 — 1 credit Personal Development: Practical Abilities F37Y 10 — 1 credit	C255 10	1,2,3,4,5
Landbased: Setting Out Skills	H1TS 10	1,2,3,4,5
Soft Landscaping: Introduction to Plant Groups. Selection and Use	H09F 10	1,2,3,4,5
Sportsturf Industry: An Introduction to Health and Safety	F6TT 11	1,2,3,4,5
Basic Customer Service Skills	FN93 10	1,2,4,5
Communication	F3GB 10/11	1,2,4,5
Numeracy	F3GF 10/11	1,2,4,5
ICT	F3GC 10/11	1,2,4,5
Working with Others	F3GE 10/11	1,2,4,5
Problem Solving	F3GD 10/11	1,2,4,5

3.3 Target groups

One of the key drivers in the development of the new award was to meet the needs and demands of two main client groups — young people who have left school in the relatively recent past and ‘adult returners’ who have decided to re-enter the educational system.

Both client groups present their own unique set of challenges, opportunities, and demands. The award has been designed to provide a valid and reliable framework which provides centres with sufficient flexibility to satisfy the requirements of the main client groups. The Units which comprise the mandatory section take a practical approach to both delivery and assessment. The nature of the client groups is such that this practical-based approach should help all learners develop and maintain an interest in the award. Previous experiences of educational institutions and the levels of academic attainment of members of each client group make it essential to ensure the award is as practical as is possible. The optional Units provide candidates with opportunities to undertake study which should benefit those wishing to progress to a programmes at SCQF level 5 and beyond. Adult

returners often harbour longer term ambitions and the framework is designed to maximise access to the qualification and provide robust exit routes to higher level qualifications.

3.4 Employment opportunities

The award is designed to enable candidates to develop knowledge, understanding and skills and acquire them in a contemporary greenkeeping context. As such, the award is a stepping stone to both further study and employment. The practical nature of the award is designed to promote candidate confidence and attainment and enhance their employability prospects.

Specific Units such as Personal Development: Self and Work, Golf Course Practical Experience and Greenkeeping Etiquette and Rules: An Introduction are deliberately intended to help candidates enhance their employability and employment prospects. The knowledge, understanding and skills gained through studying these Units are consistent with the employment opportunities a successful candidate may encounter in a golf course junior position.

4 Access to the Group Award

There are no specific mandatory entry requirements for this award. Although entry is at the discretion of the Centre, an interest in greenkeeping would be beneficial for candidates as would an interest in the outside environment, sustainability and conservation. Progression may also be from Skills for Work - Rural Skills C239 10. Specific entry requirements are described in each Unit specification.

Centres should check whether potential candidates are likely to cope with the award and reference to school attainment or appropriate life or work experience may provide sufficient evidence that a candidate would be able to successfully embark on an award at SCQF level 4.

Centres tend to offer interviews with potential candidates to establish suitability for a course. It is recommended that candidates with no formal qualifications are offered an interview where they can gain an insight into the course content, structure and requirements.

It is anticipated that candidates will have Core Skills at Access 3 in Communication and Numeracy. Mature adults with no formal qualifications will be given entry to the course at the discretion of individual centres. It is expected that centres will carry out Core Skills profiling where a candidate has no formal record of Core Skills achievement.

5 Group Award structure

This National Certificate in Greenkeeping has been designed at SCQF level 4 and is made up of a combination of Units at SCQF Levels 4 and 5. To achieve this Award 72 SCQF credit points are required.

This will be made up as follows:

- ◆ 48 credit points at SCQF level 4 from the mandatory Units in the award
- ◆ 24 credit points at SCQF level 4 or 5 from the optional Units in the award

5.1 Framework

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Mandatory Units: All 8 Credits (48 SCQF credit points) must be achieved in this section				
*Personal Development: Self and Work	H18P 44	1	4	6
Greenkeeping Etiquette and Rules	H1TV 10	1	4	6
Golf Course Areas and Surfaces: Preparation and Maintenance	H1TK 10	1	4	6
Soils and Plant Growth	H1TP 10	1	4	6
Sportsturf Grass Identification	H1TR 10	1	4	6
Golf Course Practical Experience	H1TT 10	2	4	12
Horticulture and Greenkeeping Tools and Machinery: An Introduction	H1TN 10	1	4	6
Optional Units: a further 4 Credits (24 SCQF credit points) will be required from the optional section at either SCQF Level 4, or 5.				
Skills for Customer Care	F38W 10	1	4	6
Work Placement	HF88* 44/45	1	4/5	6
Or Virtual Work Placement	J581 44/45*			
Safe Road User Award Understanding How to Use the Roads F6V2 10 - 1 credit Developing Positive Road User Attitude F6V1 10 – 1 credit	G9AX 44	2	4	12
Emergency First Aid at Work	G9NN 45	1	5	6

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
*Personal Development: Self Awareness	H18X 44	1	4	6
*Personal Development: Self in Community	H18N 44	1	4	6
*Personal Development: Practical Abilities	H18W 44	1	4	6
Landbased: Setting Out Skills	H1TS 10	1	4	6
Soft Landscaping: Introduction to Plant Groups. Selection and Use	H09F 10	1	4	6
Sports Turf Industry: An Introduction to Health and Safety	J6Y3 45*	0.5	5	3
Basic Customer Service Skills	FN93 10	0.5	4	3
SCQF level 3 for the following Units can also contribute towards this qualification.				
Communication or Literacy	F3GB 09/10/11	1	3/4/5	6
	H23W 73/74/75	1	3/4/5	6
Numeracy or Numeracy	F3GF 09/10/11	1	3/4/5	6
	H225 73/74/75	1	3/4/5	6
ICT	F3GC 09/10/11	1	3/4/5	6
Working with Others	F3GE 09/10/11	1	3/4/5	6
Problem Solving	F3GD 09/10/11	1	3.4/5	6

*Refer to history of changes for revision details

5.2 Mapping information

The structure of the National Certificate in Greenkeeping: An Introduction at SCQF Level 4 meets the aims and requirements of the award in a number of ways which can be summarised as follows:

- ◆ It provides skills, knowledge and capabilities needed for employment— Units are aligned to current NOS
- ◆ It provides multiple progression routes
- ◆ It retains the benefits of existing provision at this level but provides the credibility of a nationally accredited named award
- ◆ It consists of Units which are practical and will engage the interest of learners

- ◆ It is compatible with the existing arrangements currently adopted by centres
- ◆ It provides the flexibility which learners and centres value
- ◆ It provides an opportunity for learners to develop Core Skills

The flexibility of the structure is a particularly important aspect of the award. This flexibility has several dimensions and contributes significantly to the way in which the structure meets the requirements for a new award. The new award is compatible with existing arrangements, especially since the choice of Units, particularly in the optional section, was influenced by those currently provided by centres.

The content of both the mandatory and optional sections within the framework for the National Certificate in Greenkeeping: An Introduction at SCQF Level 4 is a mixture of existing and new Units. Well-established Units have the merit of being tried and tested and are known to be suitable for learners at this level. Where new Units have been produced, the main aim was to ensure that valid, up-to-date practical Units, aligned to NOS, could be delivered and assessed and would enable learners to acquire and develop knowledge, understanding and skills required in a modern greenkeeping industry.

The content of the mandatory section of the award has been chosen to include a sample of basic introductory skills and functions required in a greenkeeping environment and this content enables the award to reflect the needs and demands of learners, employers and centres.

The mandatory section of the framework includes the study of some of the primary functional areas of greenkeeping. The inclusion of Golf Course Practical Experience, provides candidates with knowledge, understanding and skills within a practical greenkeeping context and provides a foundation for future study or employment within the area of modern greenkeeping. In addition, other practical subjects such as Sportsturf Grass Identification, Soils and Plant Health: An Introduction and Personal Development: Self and Work are designed to facilitate the acquisition of greenkeeping skills which characterise the employment opportunities likely to be accessible to candidates who successfully complete the award.

The mandatory section places a high degree of emphasis upon specific skills and employability. The practical focus of the award is designed to promote learner development and confidence and enhance the positive contribution that candidates who complete the programme can offer to society as a whole. This promotes values such as citizenship, confidence and positive contribution through the following:

- ◆ Positive attitude to workplace and learning
- ◆ The importance of time-keeping and attendance
- ◆ The importance of good verbal communication
- ◆ The importance of good listening skills
- ◆ How to work co-operatively with others as a member of a team
- ◆ Self-respect and showing respect and consideration for others
- ◆ Application of appropriate legislation, eg health and safety
- ◆ Planning and preparing
- ◆ Confidence to seek feedback
- ◆ Confidence to give feedback
- ◆ Self-review and evaluation
- ◆ Customer care skills

The structure is flexible for learners who wish to pursue a range of routes depending upon their interests, objectives and their development as learners.

Centres that deliver the award have opportunities to provide a flexible programme which they can use to accommodate the needs of a range of different learners.

The award will also provide learners with the opportunity to gain knowledge, understanding and skills that would enable them to progress to the National Certificate in Greenkeeping at SCQF level 5 with a strong grounding of prior knowledge.

5.3 Articulation, professional recognition and credit transfer

Articulation

Although there is no direct articulation from the NC in Greenkeeping: An Introduction to NC Courses at SCQF level 5, candidates who have completed an appropriate programme will be well prepared to embark on an NC in Greenkeeping at SCQF level 5 or in an associated land based area.

Credit Transfer

Candidates who have suitable prior qualifications or experience may be eligible for credit transfer for Units in the NC in Greenkeeping at SCQF level 4. It is the responsibility of centres to carry out such an assessment with the co-operation of the candidate.

6 Core Skills

Achievement of the F37X 10 Personal Development: Self and Work will give automatic certification of Problem Solving at SCQF Level 4. Achievement of the Units Communication, Numeracy and ICT at SCQF Levels 4 or 5 (in the optional section) will give automatic certification of Communication, Numeracy and ICT at SCQF Levels 4 or 5 respectively. Achievement of the Unit Work Experience at either level 4 or 5 (in the optional section) will give automatic certification of Working with Others at SCQF Level 4 or 5. Therefore if these Units are selected this will ensure that all Core Skills are certificated. Additionally there are opportunities to develop all Core Skills throughout the mandatory and optional sections of the Group Award and each Unit identifies/signposts where individual Core Skills components exist. Development of Core Skills will take place through the learning and teaching activities as well as through assessment of theoretical and practical activities.

Some candidates undertaking the National Certificate in Greenkeeping: An Introduction at SCQF Level 4 will not necessarily have achieved formal Core Skills certification in all the subject areas. They are more likely to have a 'jagged profile' with advanced ICT skills but with lower level Communication, Numeracy and Problem Solving skills.

Where a candidate does not have the anticipated Access 3 Core Skills entry profile in each of the subject areas, opportunities will be given, throughout their SCQF Level 4 programme in Greenkeeping, to develop to Access 3 level and to achieve signposted SCQF level 4 components within the vocational Units. Depending on the options taken and the entry level profile of individual candidates, it may also be possible to attain either Access 3, SCQF level 4 or SCQF level 5 Core Skills.

It is one of the aims of this new National Certificate in Greenkeeping: An Introduction at SCQF Level 4 that all five Core Skills are developed throughout the programme and subjects should therefore be taught in a way that will engage learners and wherever possible Core Skills should be allowed to naturally occur in the vocational context.

Full details of Core Skills development in individual Units are provided in Appendix 2.

Mapping Units to National Occupational Standards

Full details of mapping Units to NOS are provided in Appendix 3.

7 Approaches to delivery and assessment

7.1 Delivery of the award

The delivery of the award is at the discretion of individual centres. As already noted, most centres currently offer a full-time programme of 17–20 Units to learners at NC level over an academic session. The NC in Greenkeeping: An Introduction at SCQF level 4 has been designed to be compatible with these arrangements. It would be expected, therefore, that centres would continue to offer a programme of Units, and that this will include the **eight** mandatory credits and at least **four** optional credits from the framework of the NC in Greenkeeping: An Introduction at SCQF level 4.

While it is envisaged that most centres will offer the NC in Greenkeeping: An Introduction as a full-time course, over the full academic year, incorporating a total of 17–20 Units, some centres may decide to offer the 12 credit National Certificate only as an award commencing in January each year. Alternatively, some centres may decide to offer the 12 credit course on either a part-time or distance learning basis, or as a mixture of both.

The content of both the mandatory and optional sections of the framework for the National Certificate in Greenkeeping: An Introduction at SCQF level 4 is a mixture of existing and new Units.

Within this award, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as undertaking the care of greens or setting up for the game of golf, e-assessment is not appropriate. In these cases other forms of evidence could be encouraged such as video recording and/or the use of photographs. The Units included in the framework for the NC in Greenkeeping: An Introduction at SCQF level 4 are ones which lend themselves to practical methods of delivery and of assessment. Specific learning and teaching methods will vary between and within Units, but there are many

opportunities for presenting the information, contained in the Units, in a way which will engage the interest of learners.

The practical focus of the award is illustrated in the mandatory and optional Units included in the framework. Golf Course Practical Experience, Personal Development Self and Work and Golf Course Areas and Surfaces Units are developed through practical activities such as carrying out basic maintenance activities, participating in a greenkeeper's induction programme, setting objectives and setting up a course for a game of golf. There are further opportunities for role playing and project work throughout the mandatory and optional sections as well as quizzes, discussions and visits to Golf Clubs and inviting Greenkeepers in to college to talk to the candidates. Candidates are likely to benefit from undertaking practical activities and experiential learning and opportunities for adopting these methods should be taken whenever possible. A student centred, practical and interactive approach to delivery and learning should be adopted throughout the delivery of this award. The range of methods used in delivering this award will ensure that exploratory, enquiry based and experiential learning opportunities are available to candidates.

Learning and teaching methods may be summarized as follows although this list is not exhaustive and new and innovative ways of delivering the award should be explored with the candidates:

- ◆ Tutor-led (combinations of college or work-based teaching and mentoring)
- ◆ Practical, hands on and experiential
- ◆ Facilitated student enquiry (including the use of the Internet and Virtual Learning
- ◆ Virtual Learning Environment (VLE) based resources and learning packs
- ◆ Project investigation
- ◆ Visits to local golf courses and industry related events
- ◆ Visiting speakers from the Greenkeeping Industry

In some cases delivery may be influenced by the background or prior learning and experience of candidates. In the ICT Units for example, some learners, particularly some adult returners, may lack confidence and may require a little more time to orient themselves to the demands of the Units. Conversely, some younger learners may have high levels of familiarity with IT usage and may require extension material or request an early assessment.

Throughout this award there will be many opportunities to focus on group work and developing skills in Communication, Working with Others, Planning and Organisation. All of the activities within the programme will encourage the development of self confidence and understanding of others.

Delivery of the Units within this award should be done in an integrative manner wherever possible. Many of the Units within the award link directly to the knowledge, skills and experiences developed in others. It would, therefore, be beneficial for a Course Leader to be identified prior to commencement of the course to ensure that all of those involved in delivering different areas of the award have the opportunity to discuss their plans for intended delivery and the timings. Careful planning at the timetabling stage will enable the most effective order of delivery for Units, ensuring that knowledge and skills are developed progressively throughout the duration of the programme. This approach will enable a coherent and best value experience for candidates who will be able to understand the links between Units and this should be reinforced by all staff involved in delivering this programme.

The award is designed to provide centres with a number of opportunities to enhance candidate learning and development through the integration of the delivery and assessment of Units and topic areas.

The use of a wide range of assessment methods has been proposed within the Units, including multiple choice questions, project work, short reports, portfolios, video and photography and the observation of practical tasks

The teaching team should consider the range of assessment methods available, including the use of e-portfolios. It is envisaged that at this level, candidates may be asked to develop a portfolio of evidence and this may lend itself to the development of an e-portfolio, which could be combined with some of the theoretical assessment components of the candidate's option specialist choices. It is envisaged that there will be scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as in the Setting out Skills or Golf Course Practical Experience Units, e-assessment is not appropriate. In these cases, other forms of evidence will be encouraged such as video recording or photography.

A table showing one centre's suggested delivery sequence is given as Appendix 5

A table showing where there may be opportunities for the integration of assessment of Units is given as Appendix 4.

7.2 Delivery of Core Skills

It should be noted that it is a principal aim of this introductory award to place an emphasis on signposted Core Skills development. The reason for this is that there is evidence to suggest that one of the main reasons for candidates not progressing through the levels of non-advanced courses (SCQF levels 2–6), is that candidates' Core Skills are not at an acceptable level for entry to the next level programme. Core Skills achievement is seen as a key to progression and knowledge transfer.

Individual centres may deliver the optional Core Skills Units in a discrete timetabled way. With the development of the NC in Greenkeeping: An Introduction at SCQF level 4, it is envisaged that subject specialist tutors and Core Skills tutors together can develop contextualised materials for the delivery of Core Skills, (if selected) in a way that better meets student and industry needs.

The design of this award and the writing of the Units within it have been carried out in a way which promotes the development of signposted Core Skills and other transferable skills through the delivery and assessment of the Units. This provides a wide range of opportunities for candidates to continually work towards the development of all 5 Core Skills. Achievement of the Unit Work Experience (SCQF level 4) will give automatic certification of Working with Others at SCQF Level 4, while achievement of the Units Communication at SCQF Levels 4 or 5 will give automatic certification of Communication at SCQF Levels 4 or 5 respectively. Furthermore, achievement of the Units ICT at either SCQF Levels 4 or 5 will give automatic certification of ICT at SCQF Levels 4 or 5 respectively.

There are opportunities to develop all 5 Core Skills, in a vocational context, at SCQF Levels 4 and/or 5, most of which are signposted in individual Units, as well as those identified for certification of Core Skills above.

7.3 Open Learning

Although not specifically designed as an online or open-learning programme there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, such as undertaking greenkeeping activities, e-assessment is not appropriate; in these cases other forms of evidence could be encouraged such as video recording or photography.

The majority of outcomes rely, however, on the candidate developing practical performance skills in the presence of centre staff. Practical hands-on activities underpin much of the learning, and so the opportunities for open learning are limited.

Because of the practical nature on many Units, distance/open learning may not be suitable for learning. A blended approach, however, to learning which includes on-line learning would encourage part-time study by those already within relevant employment.

8 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).

9 General information for candidates

This National Certificate in Greenkeeping: An Introduction at SCQF Level 4 has been designed to provide you with an introduction to the, mainly outdoor, subject of greenkeeping. The award is mainly a practical programme which allows you to explore a number of practical greenkeeping activities and to understand and demonstrate how to provide a high standard of ground and green care for the game of golf.

You will require access to a golf course in order to carry out many of the tasks included in the National Certificate in Greenkeeping: An Introduction at SCQF level 4. By exploring a range of greenkeeping tasks you will develop a number of different skills and experiences which are necessary for employment in the sector. There will also be some theory work necessary to succeed on the course.

The National Certificate in Greenkeeping: An Introduction at SCQF level 4 is also designed to offer you the opportunity to consider what to do when you have successfully completed your course. Depending on the optional Units you select, there may be an opportunity for you to gain employment at junior level on a golf course, undertaking such duties as mowing greens and maintaining bunkers under supervision. If you are successful and gain employment in the greenkeeping industry, you may also be able to progress onto a work-based qualification, eg SVQ Level 2 in Sportsturf. Alternatively you may wish to continue in further education and progress to the National Certificate in Greenkeeping at SCQF Level 5.

As well as the greenkeeping subjects you will study, you will also have the opportunity to develop skills requested by employers such as Communication; Problem Solving; Working with Others; Numeracy and ICT.

You should experience many different types of teaching and learning such as practical activities, visits to Golf Clubs, talks from greenkeepers, project work and working with your colleagues on the course. The course is designed to be interesting and relevant to the modern greenkeeping industry.

Course materials may be provided in many different formats to assist you with your learning.

There are 7 Units which you must complete as well as a minimum choice of 4 additional Units from a list of options. Depending on your place of study, all of these options may or may not be available to you. You must successfully complete a total of 12 credits from the qualification framework (shown below) to gain the qualification.

Structure

Unit Title	SQA Credit Value	SCQF Level	SCQF Credit Points
Mandatory Units: All 7 Units (48 SCQF credit points) must be achieved in this section			
Personal Development: Self and Work	1	4	6
Greenkeeping Etiquette and Rules	1	4	6
Golf Course Areas and Surfaces: Preparation and Maintenance	1	4	6
Soils and Plant Growth	1	4	6
Sportsturf Grass Identification	1	4	6
Golf Course Practical Experience	2	4	12
Horticulture and Greenkeeping Tools and Machinery: An Introduction	1	4	6
OPTIONS: A further 4 Units (24 SCQF credit points) will be required from the optional section at either SCQF Level 4, or 5			
Skills for Customer Care	1	4	6
Work Experience SCQF level 4/5	1	4/5	6
Safe Road User Award SCQF level 4	1	4	6
Emergency First Aid at Work	1	4	6
Sporting Activity: Golf	1	4	6
Personal Development Award	1	4	6
Landbased: Setting Out Skills	1	4	6
Soft Landscaping: Introduction to Plant Groups. Selection and Use	1	4	6
Sportsturf Industry: An Introduction to Health and Safety	0.5	4	3
Basic Customer Service Skills	0.5	4	3
Communication	1	3/4/5	6
Numeracy	1	3/4/5	6
ICT	1	3/4/5	6
Working with Others	1	3/4/5	6
Problem Solving	1	3/4/5	6

There are no specific entry requirements for the NC in Greenkeeping: An Introduction at SCQF level 4. However, for some Units, you may be able to offer your own ideas about the subject if you have any previous experience from a work experience placement or from playing golf.

You can discuss your particular situation with college staff, who will be pleased to offer you guidance, support and advice on how the course can be of help to you.

The mandatory Units are designed in order that you may gain experience and skills in the following areas:

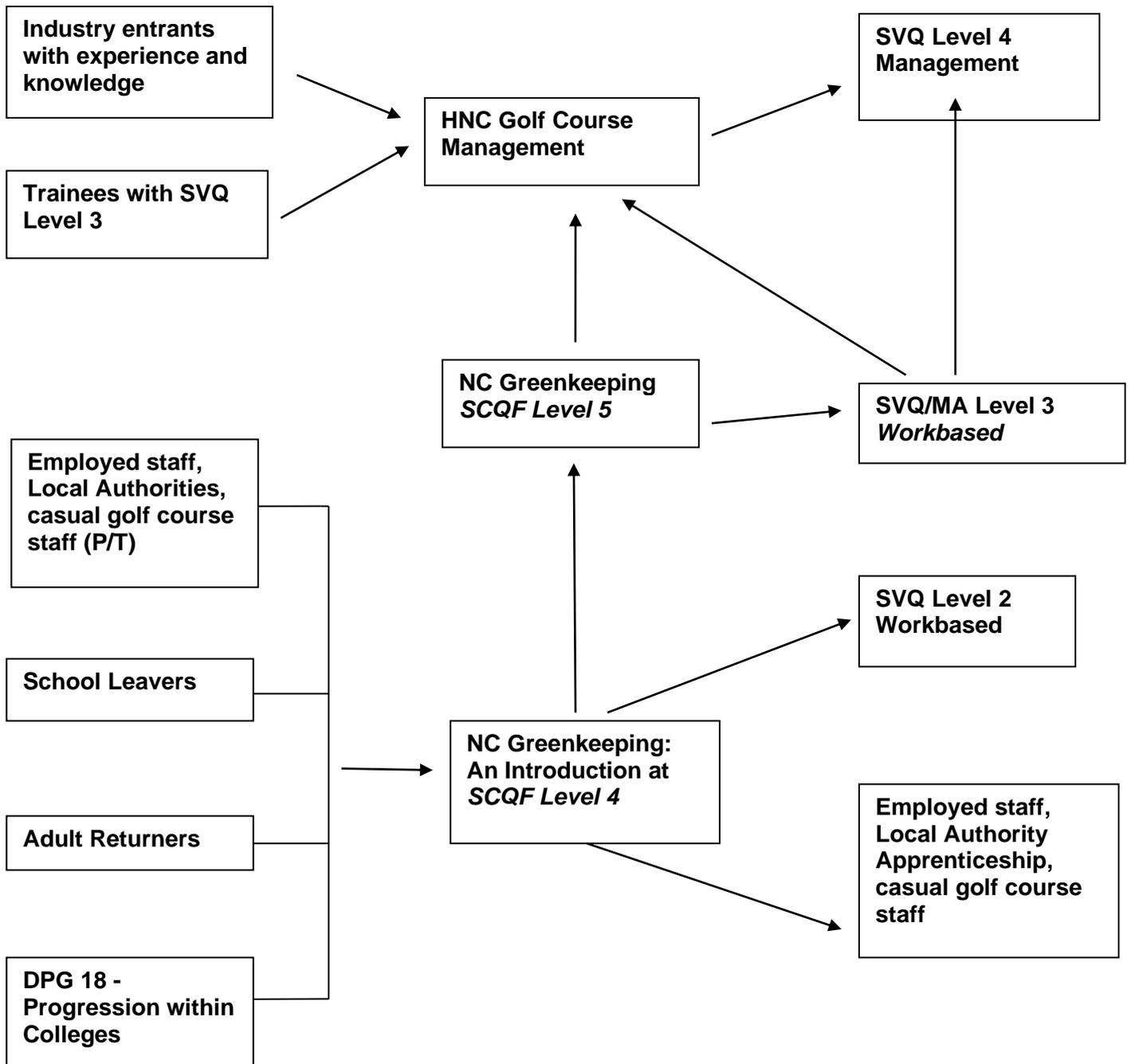
- ◆ The ability to consider the various options that are open to you and to make informed career choices about your future
- ◆ Prepare you for entry into further study such as National Certificate in Greenkeeping at SCQF level 5
- ◆ Prepare you for entry into employment in a junior or apprentice role
- ◆ Provide you with specific introductory greenkeeping skills identified by employers
- ◆ Provide you with relevant personal, social and Core Skills for greenkeeping and other land based occupations and for further study in greenkeeping or other land based courses

The mandatory Units will equip you with knowledge and skills such as:

- ◆ Greenkeeping behavior and rules
- ◆ The different areas and surfaces found on a golf course and how to maintain them
- ◆ Your ability to meet employer requirements and what you need to do to make yourself employable
 - positive attitude to workplace and learning
 - good time-keeping and attendance
 - how to work co-operatively
 - self-respect and respect and consideration for others
 - adaptability and flexibility
 - confidence to seek and give feedback
 - self-review and evaluation
 - customer care skills
- ◆ How to treat soils and plants to maintain their health and growth
- ◆ How to use hand tools and machinery safely
- ◆ How to recognise different sportsturf grasses
- ◆ Duties which are undertaken on a golf course, by a greenkeeper, over a period of time

Assessments for all the Units undertaken will be a mixture of open and closed-book, practical exercises with some written and/or oral questioning.

10 Progression Pathways



11 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.

12 Appendices

Appendix 1: New Unit titles developed for this award

Appendix 2: Core Skills Mapped to Units

Appendix 3: NOS Mapping to Units

Appendix 4: Suggested Integration of Assessment

Appendix 5: Suggested Centre Delivery Sequence

Appendix 1 New Units developed for this qualification

Mandatory Units

Title		Level	Credit
Greenkeeping Etiquette and Rules	H1TV 10	4	1
Golf Course Areas and Surfaces: Preparation and Maintenance	H1TK 10	4	1
Soils and Plant Growth	H1TP 10	4	1
Sportsturf Grass Identification	H1TR 10	4	1
Golf Course Practical Experience	H1TT 10	4	2
Horticulture and Greenkeeping Tools and Machinery: An Introduction	H1TN 10	4	1

Optional Units

Title		Level	Credit
Landbased: Setting Out Skills	H1TS 10	4	1

Appendix 2 Core Skill mapping to Units

Unit name	Core Skill				
	Communication (Written)	Communication (Oral)	Using ICT	Numeracy — Using Graphical Information	Numeracy — Using Number
Personal Development: Self and Work		s	s		s
Greenkeeping Etiquette and Rules	s	s	s		
Golf Course Areas and Surfaces: Preparation and Maintenance	s		s	s	s
Soils and Plant Growth		s		s	s
Sportsturf Grass Identification	s	s		s	
Golf Course Practical Experience		s	s		s
Horticulture and Greenkeeping Tools and Machinery: An Introduction	s	s			
Skills for Customer Care SCQF level 4	s	s			
Work Experience SCQF level 4/5	s	s			e
Safe Road User Award SCQF level 4		s	s		
Emergency First Aid at Work	s	s			s
Sporting Activity: Golf		s	s		s
Personal Development Award	s	s			s
Landbased: Setting Out Skills		s	s	s	
Soft Landscaping: Introduction to Plant Groups. Selection and Use	s	s		s	s
Sportsturf Industry: An Introduction to Health and Safety	s	s	s		
Basic Customer Service Skills	s	s	s	s	s

Unit name	Core Skill				
	Communication (Written)	Communication (Oral)	Using ICT	Numeracy — Using Graphical Information	Numeracy — Using Number
Communication	e	e			
Numeracy				e	e
ICT			e		
Working with Others			e		
Problem Solving			e		

Key:

- s** — Core Skills development is signposted in the Unit
- e** — Core Skills development is embedded in the Unit

Unit Name	Core Skill			
	Problem Solving — CT	Problem Solving — P & O	Problem Solving — R & E	Working with Others
Personal Development: Self and Work	s	s	s	s
Greenkeeping Etiquette and Rules	s			s
Golf Course Areas and Surfaces: Preparation and Maintenance				s
Soils and Plant Growth		s		s
Sportsturf Grass Identification				s
Golf Course Practical Experience		s		s
Horticulture and Greenkeeping Tools and Machinery: An Introduction		s	s	s
Skills for Customer Care SCQF level 4				s
Work Experience SCQF level 4/5	e	e	e	e
Safe Road User Award SCQF level 4				s
Emergency First Aid at Work				s
Sporting Activity: Golf	s			s
Personal Development Award		s		s
Landbased: Setting Out Skills				s
Soft Landscaping: Introduction to Plant Groups. Selection and Use	s	s	s	s
Sportsturf Industry: An Introduction to Health and Safety	s	s	s	s
Basic Customer Service Skills	s	s	s	s

Unit Name	Core Skill			
	Problem Solving — CT	Problem Solving — P & O	Problem Solving — R & E	Working with Others
Communication				
Numeracy				
ICT				
Working with Others				e
Problem Solving	e	e	e	

Key:

s — Core Skills development is signposted in the Unit

e — Core Skills development is embedded in the Unit

Appendix 3 Relationship between Units and NOS

The following table demonstrates the relationship between the Units of the National Certificate in Greenkeeping: An Introduction at SCQF level 4 and the relevant National Occupational Standards (NOS).

Unit name	Linked to NOS
Mandatory Units	
Personal Development: Self and Work	Not Applicable
Greenkeeping Etiquette and Rules	L6 Present, Maintain and Repair Sports Turf Surfaces L7 Present , Maintain and Repair Artificial Turf Surfaces
Golf Course Areas and Surfaces: Preparation and Maintenance	CU16 Assist with Maintaining Structures and Surfaces L1 Site Preparation L3 Maintain General Amenity Turf L5 Maintain the Health of Sports Turf L6 Present, Maintain and Repair Sports Turf Surfaces for Play L19 Create Grassed and Planted Areas
Soils and Plant Growth	CU61 Assist with Planting and Establishing Plants. CU62 Assist with Maintaining Plants. CU63 Assist with the Vegetative Propagation of Plants. CU64 Assist with the Propagation of Plants from Seed. CU71 Assist with the Preparation of Growing Media.
Sportsturf Grass Identification	L3 Maintain General Amenity Turf L5 Maintain the Health of Sports Turf L19 Create Grassed and Planted Areas L20 Plan the Maintenance of Sports Surfaces
Golf Course Practical Experience	CU20 Monitor and Maintain Health and Safety CU5 Develop Personal Performance and Maintain Working Relationships. CU8 Transport Supplies of Physical Resources within the Work Area CU15 Assist with the Maintenance of Grass Surfaces CU16 Assist with Maintaining Structures and Surfaces CU17 Assist with the Maintenance of Equipment L3 Maintain General Amenity Turf L5 Maintain the Health of Sports Turf L6 Present, Maintain and Repair Sports Turf Surfaces for Play L19 Create Grassed and Planted Areas

Unit name	Linked to NOS
Mandatory Units	
Horticulture and Greenkeeping Tools and Machinery: An Introduction	CU1 — Maintain Safe and Effective Working Practices CU15 — Assist with the Maintenance of Grass Surfaces CU 16 — Assist with Maintaining Structures and Surfaces CU17 — Assist with the maintenance of equipment CU61 — Assist with Planting and Establishing Plants CU62 — Assist with Maintaining Plants
Optional Units	
Skills for Customer Care SCQF Level 4	CU1 Maintain Safe and Effective Working Practices
Work Experience SCQF level 4/5	CU1 Maintain Safe and Effective Working Practices CU8 Transport Supplies of Physical Resources within the Work Area CU15 Assist with the Maintenance of Grass Surfaces CU17 Assist with the Maintenance of Equipment
Safe Road User Award SCQF level 4	Not Applicable
Emergency First Aid at Work	CU1 Maintain Safe and Effective Working Practices
Sporting Activity: Golf	CU1 Maintain Safe and Effective Working Practices
Personal Development Award	Not Applicable
Landbased: Setting Out Skills	CU 1 Maintain Safe and Effective Working Practices CU 16 Assist with Maintaining Structures and Surfaces
Soft Landscaping: Introduction to Plant Groups. Selection and Use	L2 Establish Plants Outdoors CU2 Monitor and Maintain Health and Safety L27 Use and Maintain Equipment and Machines CU5 Develop Personal Performance and Maintain Working Relationships CU8 Transport Supplies of Physical Resources within the Work Area
Sportsturf Industry: An Introduction to Health and Safety	CU2 Monitor and Maintain Health and Safety CU5 Develop Personal Performance and Maintain Working Relationships.
Basic Customer Service Skills	CS1 Maintain the Safety of Self and Others in the Workplace
Communication	Not Applicable
Numeracy	Not Applicable
ICT	Not Applicable
Working with Others	Not Applicable
Problem Solving	Not Applicable

Appendix 4 Possible opportunities for integration of assessment

	Unit Title	Possible integration with:
1	Personal Development: Self and Work	2,6,8,9,13,18,21,22
2	Greenkeeping Etiquette and Rules	3,9,12,18,21,22
3	Golf Course Areas and Surfaces: Preparation and Maintenance	2,7,9,20,21
4	Soils and Plant Growth	9,5,6,15,18,19,20
5	Sportsturf Grass Identification	3,4,15,18,20
6	Golf Course Practical Experience	4,9,14,15
7	Horticulture and Greenkeeping Tools: An Introduction	3,4,6
8	Skills for Customer Care	1,9,11,13,18,21,22
9	Work Experience SCQF level 4/5	2,4,6,8,11,12,13,14,18,19,20,15,18,19,20,21,22
10	Safe Road User Award SCQF level 4	18
11	Emergency First Aid at Work	12,18,19,20,21
12	Sporting Activity: Golf	20,21
13	Personal Development Award	1,8,9,18,21,22
14	Landbased: Setting Out Skills	6,7,18,19,20,21
15	Soft Landscaping: Introduction to Plant Groups. Selection and Use	4,7,14,21
16	Sportsturf Industry: An Introduction to Health and Safety	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,17,18,20,21
17	Basic Customer Service Skills	1,2,8,9,11,13,18,20
18	Communication	1,2,3,4,5,6,7,8,9,10,11,12,13,14,16,17
19	Numeracy	3,14,
20	ICT	1,2,4,5,8,9,10,11,13,14,16,17
21	Working with Others	3,6,7,14,15,16,18
22	Problem Solving	1,8,9,13,18,21

Appendix 5 An example of one centre's delivery sequence.

Mandatory Units

Unit title	Block delivered
Personal Development: Self and Work	2 and 3
Greenkeeping Etiquette and Rules	1
Golf Course Areas and Surfaces: Preparation and Maintenance	1
Soils and Plant Growth	2
Sportsturf Grass Identification	1
Golf Course Practical Experience	1,2,3
Horticulture and Greenkeeping Tools and Machinery: An Introduction	1

Optional Units

Unit title	Block
Skills for Customer Care	1,2
Work Experience SCQF level 4/5	
Safe Road User Award SCQF level 4	3
Emergency First Aid at Work	2
Sporting Activity: Golf	3
Personal Development Award	1,2,3
Landbased: Setting Out Skills	2,3
Soft Landscaping: Introduction to Plant Groups. Selection and Use	3
Sportsturf Industry: An Introduction to Health and Safety	1
Basic Customer Service Skills	1
Communication	1 and 2
Numeracy	1 and 2
ICT	2 and 3
Working with Others	1,2,3
Problem Solving	1,2,3

The delivery of the qualification is however at the discretion of individual centres.