



Group Award Specification for:

**National Certificate in Army Preparation at
SCQF level 4**

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1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- ◆ assist centres to implement, deliver and manage the qualification
- ◆ provide a guide for new staff involved in offering the qualification
- ◆ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- ◆ provide details of the range of learners the qualification is suitable for and progression opportunities

The National Certificate Army Preparation at SCQF level 4 focuses on core skills, fitness and transferable skills. It is an introductory award which will encourage all-round personal development, enabling learners to make an informed decision about a future in the army without any obligation to enlist.

1.1 Rationale for the revision of the group award

The revised Army Preparation award is an introductory award which will equip learners for the entry application to the army, or for civilian employment or progression to further academic qualifications.

The award structure is flexible — it is made up of mandatory and optional units. The mandatory units cover knowledge and skills in the areas of *Communication, Numeracy, Information and Communication Technology (ICT)*, map reading, land navigation, fitness, accident and emergency procedures, and assisting with an event. The army has confirmed that the revised award continues to meet its needs as an employer. However, the NC will be equally useful in other employment areas.

The Qualification Design Team met to discuss the review of the framework to ensure it continued to meet the needs of the expected learners and agreed that the NC was working well and that the aims and most of the units were still relevant. The only change to the current award has been to develop less demanding *Exercise at Fitness* units at SCQF level 4. There have been no other changes to the structure of the award.

The award is made up of National Qualification (NQ) units at SCQF levels 4 and 5. All of the mandatory units are at SCQF level 4, therefore the overall award is at SCQF level 4.

The award will assist in raising learners' confidence and motivation. Feedback from centres, on learners who have completed the award, show that learners' confidence and self-esteem are greatly enhanced by this qualification.

The Army Preparation award is designed to equip learners with the skills and knowledge required to meet the entry requirements of the army. In addition, it provides an opportunity for learners to make an informed choice with regard to a career in the army.

The award includes all five Core Skills and transferable skills and, as such, is suitable for a wide variety of employment opportunities or progression to further educational programmes.

1.2 Target groups

The target group for this award includes:

- ◆ School leavers
- ◆ Adult returners
- ◆ Those looking for a change in career

1.3 Employment opportunities

The NC Army Preparation is primarily designed for those learners interested in entering a career with the army. However, the award includes Core Skills and transferable skills which would be suitable for a wide variety of employment opportunities.

2 Qualification structure

The NC Army Preparation is made up of 12 SQA unit credits (72 SCQF credit points). It comprises 42 mandatory/restricted mandatory SCQF credit points and 30 optional SCQF credit points. Thirty six of the mandatory/restricted mandatory units are at SCQF level 4 so the award overall is at SCQF level 4. A mapping of Core Skills development opportunities is available in Section 5.3.

2.1 Structure

Learners must achieve the 6 mandatory SQA credits, at least 1 SQA credit from the restricted mandatory section and 4 or 5 SQA credits from the optional section. For successful achievement of the NC in Army Preparation, a total of 12 SQA credits must be achieved overall.

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Mandatory units: 6 SQA credits needed					
F5FK	10	Accident Prevention and Emergency Procedures	1	6	4
F3GB	10	Communication* (Core Skill)	1	6	4
H23W	74	or Literacy	1	6	4
F3GF	10	Numeracy* (Core Skill)	1	6	4
H225	74	or Numeracy	1	6	4
F3GC	10	Information and Communication Technology* (Core Skill)	1	6	4
F5FH	11	Map Reading and Land Navigation	1	6	5
F5FJ	10	Assist with an Event	1	6	4
Restricted mandatory section: 1–2 SQA credits needed					
HK4T	44	Exercise and Fitness — Circuit Training	0.5	3	4
HK4R	44	Exercise and Fitness — Resistance Training	0.5	3	4
F5FL	10	Fitness for the Army	1	6	4

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Optional: 4–5 SQA credits needed					
F3DG	10	Problem Solving* (Core Skill)	1	6	4
F828	10	Sporting Activity — Hill Walking	1	6	4
F82C	10	Sporting Activity — Orienteering	1	6	4
F827	10	Sporting Activity — Climbing	1	6	4
F82A	10	Sporting Activity — Mountain Biking	1	6	4
F829	10	Sporting Activity — Inland Kayaking	1	6	4
F82D	10	Sporting Activity — Swimming	1	6	4
F82E	10	Sporting Activity — Athletics	1	6	4
F38S	10	Uniformed and Emergency Services: Health, Safety, Fitness and Wellbeing	1	6	4
F38T	10	Uniformed and Emergency Services: Engaging with the Community	1	6	4
H18N	44	Personal Development: Self in Community	1	6	4
F38R	10	Uniformed and Emergency Services: an Introduction	1	6	4
F38V	10	Uniformed and Emergency Services: Working in Teams	1	6	4
DV06	11	Working as a Volunteer to Support a Community Project	1	6	5
F40F	11	Map Reading within Expedition Leadership	1	6	5
F40D	11	Developing Leadership within Physical Activities	1	6	5

*A hierarchy for the Core Skills units will be available to ensure learners can select a higher level of Core Skill relevant to their ability.

The *Fitness for the Army* unit has been devised to meet the army's minimum entry requirements for physical fitness. However, it is appreciated that not all learners will choose a career in the army and the award structure has therefore presented this unit in a restricted mandatory section to allow certification of the group award without the achievement of the *Fitness for the Army* unit. The award structure also provides the opportunity for learners to achieve all three units.

3 Aims of the qualification

National Certificates are designed to develop and assess a defined set of skills and knowledge in specialist vocational areas.

The aims of the award have been divided into principal aims and general aims. The principal aims define the vocationally specific competences and knowledge that learners will develop. The general aims are more general and reflect the overall thrust of the award.

3.1 General aims of the qualification

The general aims of the National Certificate Army Preparation are to:

- 1 enable progression within the SCQF.
- 2 preserve and build upon existing good practice.
- 3 ensure compatibility with feeder qualifications, in particular Skills for Work (SfW) in Uniformed and Emergency Services (Intermediate 1).
- 4 develop Core Skills.
- 5 develop transferable skill

3.2 Specific aims of the qualification

The specific aims of the National Certificate Army Preparation are to:

- 6 prepare learners who are considering a career in the army by providing an introduction to the entry requirements and induction into the army.
- 7 equip learners with skills and knowledge that will lead to a qualification which will enable the learners to reach the recruitment requirements of the army.
- 8 enable learners to make an informed judgement of their own suitability to a career within the army.
- 9 improve employability and citizenship.

4 Recommended entry to the qualification

Entry to this qualification is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only.

Learners would benefit from having attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

No formal entry qualifications are required. Access to the award will be at the discretion of the centre. The award is open to all learners who have a reasonable chance of achievement.

4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	SCQF level 3	Communication skills needed for Communication at SCQF level 4 and other mandatory units to provide evidence in the form of short reports, documents, learner logbook and restricted response answers.
Numeracy	SCQF level 3	Practical numeracy activities required for Numeracy at SCQF level 4. Numeracy also required for Map Reading and Land Navigation.
Information and Communication Technology (ICT)	SCQF level 3	Practical ICT activities required for ICT at SCQF level 4. Also beneficial for other mandatory units.
Problem Solving	SCQF level 3	Problem Solving skills required for Map Reading and Land Navigation and the fitness units.
Working with Others	SCQF level 3	Skills in working with others required for Assist with an Event, Accident and Emergency Procedures and Fitness units.

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to mandatory units

Code	Unit title	Aims								
		1	2	3	4	5	6	7	8	9
F5FK 10	Accident Prevention and Emergency Procedures	X						X		X
F3GB 10	Communication* (Core Skill)	X			X	X		X		X
H23W 74	or Literacy									
F3GF 10	Numeracy* (Core Skill)	X			X	X		X		X
H225 74	or Numeracy									
F3GC 10	Information and Communication Technology* (Core Skill)	X			X	X		X		X
F5FH 11	Map Reading and Land Navigation	X			X	X	X	X	X	
F5FJ 10	Assist with an Event	X				X			X	X
HK4T 44	Exercise and Fitness — Circuit Training	X					X	X	X	X
HK4R 44	Exercise and Fitness — Resistance Training	X					X	X	X	X
F5FL 10	Fitness for the Army	X					X	X	X	X

Aims (2) and (3) are covered by the overall group award:

- 1 Enable progression within the SCQF.
- 2 Preserve and build upon existing good practice.
- 3 Ensure compatibility with feeder qualifications, in particular Skills for Work (SfW) in Uniformed and Emergency Services (Intermediate 1).
- 4 Develop Core Skills.
- 5 Develop transferable skill
- 6 Prepare learners who are considering a career in the army by providing an introduction to the entry requirements and induction into the army.
- 7 Equip learners with skills and knowledge that will lead to a qualification which will enable the learners to reach the recruitment requirements of the army.
- 8 Enable learners to make an informed judgement of their own suitability to a career within the army.
- 9 Improve employability and citizenship.

5.2 Mapping of National Occupational Standards (NOS) and/or trade body standards

Code	Unit title	National Occupational Standard			
		SFJ6131	SFJ114	SFJ6133	SFJ441
F5FK 10	Accident Prevention and Emergency Procedures				
F3GB 10	Communication* (Core Skill)				
H23W 74	or Literacy				
F3GF 10	Numeracy* (Core Skill)				
H225 74	or Numeracy				
F3GC 10	Information and Communication Technology* (Core Skill)				
F5FH 11	Map Reading and Land Navigation			X	
F5FJ 10	Assist with an Event		X		X
HK4T 44	Exercise and Fitness — Circuit Training	X			
HK4R 44	Exercise and Fitness — Resistance Training	X			
F5FL 10	Fitness for the Army	X			

Skills for Justice NOS

SFJ6131	Meet Physical Fitness Requirements
SFJ114	Work Safely in Public Services
SFJ6133	Plan and Navigate a Cross Country Route
SFJ441	Work as a Team Member to Deliver Public Services

5.3 Mapping of Core Skills development opportunities across the qualification

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		Written (Reading)	Written (Writing)	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
F5FK 10	Accident Prevention and Emergency Procedures		S	S								S	
F3GB 10 H23W 74	Communication (Core Skill) or Literacy	E	E	E									
F3GF 10 H225 74	Numeracy (Core Skill) or Numeracy				E	E							
F3GC 10	Information and Communication Technology (Core Skill)						E	E					
F5FH 11	Map Reading and Land Navigation				E				E	S	S	S	
F5FJ 10	Assist with an Event	S					S		S			E	E
HK4T 44	Exercise and Fitness — Circuit Training			S							S	S	
HK4R 44	Exercise and Fitness — Resistance Training			S							S	S	
F5FL 10	Fitness for the Army			S	S					S	S	S	

5.4 Assessment strategy for the qualification

Unit	Assessment			
	Outcome 1	Outcome 2	Outcome 3	Outcome 4
Accident Prevention and Emergency Procedures	Portfolio of evidence	Written/oral responses to restricted questions or case study	Practical exercise	
Communication* (Core Skill) or Literacy	For unit: Short report Production of document/series of document (minimum 300 words) Participating in discussion or giving short talk			
Numeracy* (Core Skill) or Numeracy	For unit: Practical numeracy activities			
Information and Communication Technology* (Core Skill)	For unit: Practical ICT activities			
Map Reading and Land Navigation	Written/oral evidence produced under closed-book conditions Written/oral evidence (route card and review sheet)		Performance evidence	Performance evidence Written/oral evidence (route card and review sheet)
Assist with an Event	Open book Folio	Performance evidence	Open book Folio	
Exercise and Fitness — Circuit Training	Practical exercises Learner logbook	Practical exercises Learner logbook	Evaluation of strengths and areas for improvement (logbook)	
Exercise and Fitness — Resistance Training	Practical exercises Learner logbook	Practical exercises Learner logbook	Evaluation of strengths and areas for improvement (logbook)	
Fitness for the Army	Performance evidence Written/oral evidence	Performance evidence Written/oral evidence	Performance evidence Written/oral evidence	Learner logbook

6 Guidance on approaches to delivery and assessment

This NC in Army Preparation is designed to equip learners with the knowledge, understanding and skills required for success in recruitment for the army. The main aim of the award is to prepare for recruitment to the army. However, the knowledge and skills acquired in this award may allow learners to progress to civilian employment or to continue in education.

The emphasis of the award is to develop knowledge and skills with the focus on practical activities.

Delivery

The award is typically run full-time and jointly managed by the FE college/training provider and the army.

The focus of the award is based on practical activity and, as such, is unlikely to be suitable for distance or open learning delivery mode.

Learners should be encouraged not merely to solve problems but to identify the solution most likely to provide 'best fit' to the overall criteria.

Assessment

The assessment strategy is designed to ensure an appropriate level of rigour whilst not imposing excessive demands on centres or learners.

The design principles for awards encourage a holistic approach to assessment and this has been adopted in this award.

Each unit descriptor includes guidance on delivery and assessment and, where appropriate, any relationship with delivery and assessment of other units.

Transferable skills

There are opportunities to develop the following transferable skills in this award:

- ◆ Enterprise skills
- ◆ Technology skills
- ◆ Employability skills
- ◆ Attitudinal skills
- ◆ Planning/evaluative skills
- ◆ Communication skills
- ◆ Fitness skills

6.1 Sequencing/integration of units

There are many opportunities for integrative delivery of units within the award. Teaching and learning for communication and numeracy could, for example, be integrated with *Map Reading and Land Navigation* and/or *Assist with an Event*.

Centres can define the order in which units are undertaken based on learner recruitment patterns, mode of delivery, resource issues and logical progression dictated by topic and unit content.

A suggested delivery pattern is that the majority of the units will be delivered over the period of the programme allowing time to build on knowledge through continuous development of skills. This is not intended to be prescriptive.

The map reading aspect of the *Map Reading and Land Navigation* unit must be delivered before learners can take part in the route navigation.

Assist with an Event may be delivered towards the end of the award to allow the development of a team ethos.

6.2 Recognition of prior learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full group award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full group award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of units and assessments:

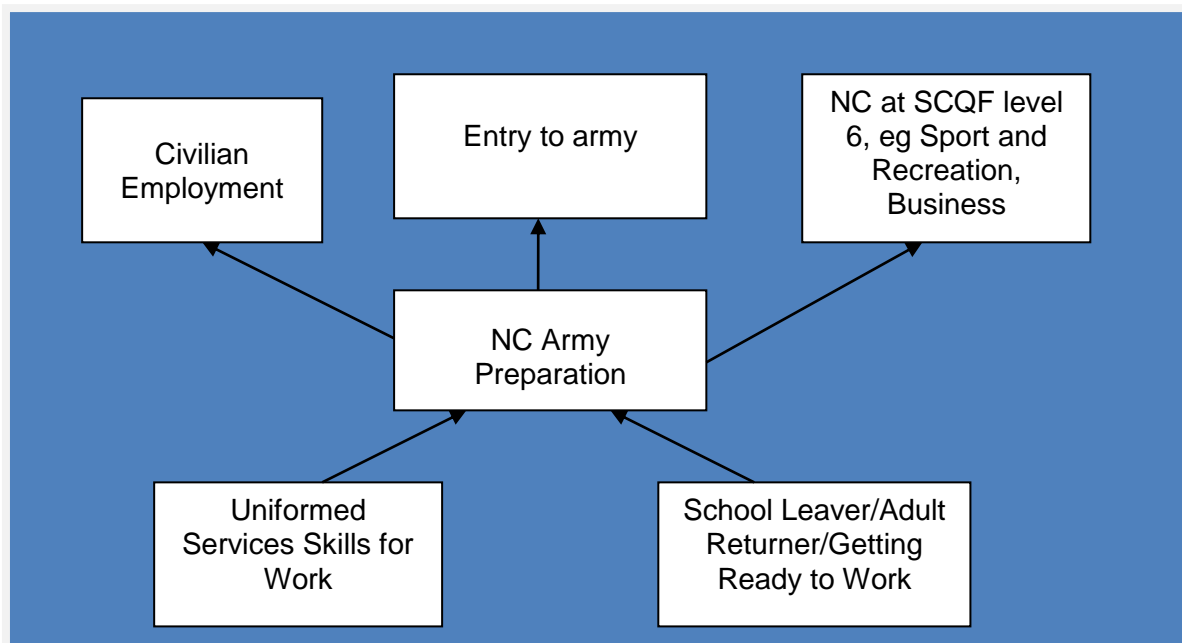
- ◆ HN Graded Units
- ◆ Course and/or external assessments
- ◆ Other integrative assessment units (which may or not be graded)
- ◆ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the unit
- ◆ Where there is an existing requirement for a licence to practice
- ◆ Where there are specific health and safety requirements
- ◆ Where there are regulatory, professional or other statutory requirements
- ◆ Where otherwise specified in an assessment strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website www.sqa.org.uk.

The following sub-sections outline how existing SQA unit(s) may contribute to this group award. Additionally, they also outline how this group award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

The NC in Army Preparation includes Core Skills and transferable skills which would be suitable for a wide variety of employment opportunities or progression in education. It also includes a number of physical fitness/sporting Units which would provide for progression opportunities in this area. The following diagram highlights possible progression opportunities.



6.2.2 Credit transfer

The following table highlights credit transfer opportunities to the revised units of the Army Preparation award:

Old unit	SQA unit code	New unit	SQA unit code	Comments
Exercise and Fitness: Circuit Training	F825 11	Exercise and Fitness: Circuit Training	HK4T 44	The NC Army Preparation now includes a level 4 Circuit Training unit which is less demanding than the level 5 and fully covers the requirements of the level 4 unit. Learners who have achieved the level 5 unit can be given credit for the level 4 unit.
Exercise and Fitness: Resistance Training	F826 11	Exercise and Fitness: Resistance Training	HK4R 44	The NC Army Preparation now includes a level 4 Resistance Training unit which is less demanding than the level 5 and fully covers the requirements of the level 4 unit. Learners who have achieved the level 5 unit can be given credit for the level 4 unit.

6.3 Opportunities for e-assessment

There are aspects of units, such as *Accident and Emergency Procedures* and *Map Reading and Land Navigation* which may lend themselves to e-learning and e-assessment.

6.4 Support materials

A list of existing ASPs is available to view on SQA's website.

6.5 Resource requirements

Centres must be satisfied through their own internal Quality Assurance systems that they are able to deliver all the mandatory units and selected options and that delivery staff and assessors have the necessary skills and experience of delivering these units.

Centres should also be satisfied that they have sufficient resources for the successful delivery of all the units. For example:

Fitness for the Army — this unit can be delivered where there is an outside space available. A council park or an area that is free from traffic is recommended for safety reason. Learners would need a route that the measured 2.4 km (1.5 mile) run can be conducted.

Exercise and Fitness: Circuit Training — the unit is best delivered in a sports hall, studio type area with a variety of equipment, eg mats, step boxes, kettle bells, bar bells and dumb bells.

Exercise and Fitness: Resistance Training — this could be delivered in a variety of ways, eg a gym which has a wide range of cardio vascular and resistance machines or an outdoor green gym.

7 General information for centres

Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. 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 qualification(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/GuideToAssessment).

8 Glossary of terms

Embedded Core Skills: is where the assessment evidence for the unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the unit will be automatically certificated for the Core Skill. (This depends on the unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

- ◆ learners may not be entered for the group award
- ◆ the group award will continue to exist only as an archive record on the Awards Processing System (APS)

Lapsing date: When a group award is entered into its lapsing period, the following will apply:

- ◆ the group award will be deleted from the relevant catalogue
- ◆ the group award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
- ◆ no new centres may be approved to offer the group award
- ◆ centres should only enter learners whom they expect to complete the group award during the defined lapsing period

SQA credit value: The credit value allocated to a unit gives an indication of the contribution the unit makes to an SQA group award. An SQA credit value of 1 given to an SQA unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used 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: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National unit credit is equivalent to 6 SCQF credit points. One National unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National units will normally be at levels 6–9 and graded units will be at level 7 and 8. 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.

Subject unit: Subject units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

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. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a unit is revised by another unit:

- ◆ No new centres may be approved to offer the unit which has been revised.
- ◆ Centres should only enter learners for the unit which has been revised where they are expected to complete the unit before its finish date.

Version Number	Description	Date

Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

9 General information for learners

This section will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

Welcome to the National Certificate for Army Preparation at SCQF level 4. This award is for you if you are considering a career in the army. It is a practical award which will give you the required knowledge and skills for the army recruitment test. The award may develop your knowledge and skills in fitness, map reading, land navigation, accident and emergency procedures and various sports which may allow you to build on your fitness. This award encourages all round personal development, including Core Skills, and could help you to make an informed decision about a future in the army without any obligation to enlist.

The award is likely to be delivered in partnership with a college or training provider and the army and you could be involved in class based learning, practical exercises outdoors, sporting activities and possible residential training events.

While the award is designed to equip you with the skills and knowledge for entry application to the army, it is equally suitable for a range of other employment opportunities or for progression to other qualifications.

In addition to the Army Preparation Certificate, on successful achievement of the award you will also be certificated for the following 4 Core Skills at SCQF level 4:

- ◆ *Communication*
- ◆ *Numeracy*
- ◆ *Information and Communication Technology (ICT)*
- ◆ *Working with Others*

In addition, you will have the opportunity to develop the following Core Skills:

- ◆ *Problem Solving*

Core Skills are important because they help you to be effective in almost everything you do. That is why employers value them. Improving your Core Skills helps you cope with today's quickly changing world. It will make you more confident, help you to learn more easily, and improve your career prospects.

Good luck with your studies.