



Group Award Specification for:

**National Progression Award (NPA) in Fitted Interiors
at SCQF level 5**

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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.

This is the Arrangements Document for the National Progression Award (NPA) at SCQF level 5 in Fitted Interiors, which was originally validated in March 2010, and updated in December 2011 to reflect changes to the National Occupational Standards (NOS). This document includes: background information on the development of the Award, its aims, guidance on access, details of the Award structure, and guidance on delivery.

This NPA at Scottish Credit and Qualifications Framework (SCQF) level 5 is designed, as a stand-alone qualification, to equip candidates with the knowledge, understanding and skills required for employment, or for progression to further academic and/or professional qualifications.

This award is aimed at candidates who are interested in pursuing a career in any occupations related to the above area, but who do not necessarily have any prior experience. The progression diagram in Section 2.1 shows how the NPA sits with other qualifications for the sector.

It is also intended that the NPA in Fitted Interiors becomes a component of the level 5 Modern Apprenticeship (MA) in Scotland. As indicated by ConstructionSkills¹, the MA will consist of three elements:

- ◆ a relevant SVQ
- ◆ Core Skills
- ◆ industry specific training

It is intended that the award will satisfy the industry-specific training requirement of the MA.

The NPA has been designed to fit with the SCQF and, by including it in the MA framework, contribute towards embedding the SCQF into the MA programme.

As part of the MA programme the NPA also supports the goal of providing '*...security of employment for the trainee whilst developing skills that are relevant within the workplace.*'²

¹ Modern Apprenticeship in Construction, Framework Qualifications and Registration Requirements Guidance Document for Training Providers/Modern Apprenticeship Centres in Scotland, January 2009 (update).

² Scottish Government, 'Skills for Scotland, A Lifelong Learning Strategy,' September 2007, p.35.

2 Qualification structure

To achieve the full award, learners must gain 10 credits (400 hours) consisting of all mandatory units.

2.1 Structure

Mandatory units — 10 credits required

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H0TD	11	Workplace Health Safety and Welfare	1	6	5
H0T4	11	Conform to Productive Work Practices	1	6	5
H0T3	11	Move, Handle or Store Resources	1	6	5
H0VT	11	Install Fitted Furniture	7	42	5

All units have been subject to the validation process using standard SQA procedures, including review by a representative external to the steering group.

3 Aims of the qualification

The NPA in Fitted Interiors at SCQF level 5 is a vocationally-related qualification which will provide practical opportunities for developing real skills that are valid and relevant to the work environment.

This award has been developed at SCQF level 5 in order to fill identified gaps in the qualifications framework for the sector, to link to the appropriate SVQ and form a component part of the Modern Apprenticeship.

This means it is comparable with other provision on the SCQF at the same level in terms of the demands made on candidates and the effort required to achieve the award.

3.1 General aims of the qualification

The NPA in Fitted Interiors at SCQF level 5 will:

- 1 Prepare candidates for career progression in the relevant occupation.
- 2 Provide specialised studies which are directly relevant to the respective occupation.
- 3 Enable candidates to make an immediate contribution in employment in the relevant occupation.

3.2 Specific aims of the qualification

The NPA in Fitted Interiors at SCQF level 5 will develop candidates’:

- 4 Employability.
- 5 Practical skills.
- 6 Problem-solving ability.
- 7 Transferable skills, eg punctuality, appropriate workplace behaviour.
- 8 Ability to work with others and be flexible.
- 9 Responsibility for own learning.
- 10 Planning, organisational and evaluational skills.
- 11 Health and safety awareness.
- 12 Basic technical skills.
- 13 Oral, written and communication skills.
- 14 Numerical and graphical skills.
- 15 Resource management abilities.
- 16 Flexibility, knowledge, skills and motivation as a basis for progression.

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:

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 would 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	3	Across relevant units.
Numeracy	3	Across relevant units.
Information and Communication Technology (ICT)	3	Across relevant units.
Problem Solving	3	Across relevant units.
Working with Others	3	Across relevant 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.

6 Guidance on approaches to delivery and assessment

Content and context

The NPA in Fitted Interiors at SCQF level 5 is designed to equip students with the knowledge, understanding and skills required for success in employment within the construction industry. It is mainly aimed at candidates who are interested in pursuing a career in the Fitted Interiors sub-sector.

This award is not designed to train people to full industrial competence. There is an emphasis on developing the basic skills normally taught to an apprentice at the very early stages of time-serving and these basic skills will be very attractive to employers. Candidates can then build on these skills when working towards achieving an SVQ.

The programme should be delivered in the context of familiarisation with terminology, basic concepts and working practices and disciplines, including Health and Safety and Sustainability. It is intended that the NPA in Fitted Interiors at SCQF level 5 will develop a broad appreciation of topics based on accepted construction practices.

Candidates may go on to work as fitted furniture installers, bathroom fitters, and kitchen fitters. They will require skills and knowledge in general workplace safety, the use of efficient working practices, moving and handling materials, installing fitted furniture.

Delivery

Owing to the very practical nature of the award, it is recommended that each teaching/training session should be of a reasonable duration — perhaps three hours.

This award could be offered on a full-time, part-time, block-release, day-release or evening basis. Combination of delivery is also a possibility. Such combined study may enable candidates to complete the award within a shorter time period.

There are many opportunities for integrated delivery of Units within the award. Teaching and learning for the 'core' mandatory Units should always be integrated with technical/practical Units as much as possible, and assessment should be encouraged to be within the application of these technical/practical Units. The Unit Specifications will identify specific opportunities for integration with other Units.

It is recognised that the NPA in Fitted Interiors at SCQF level 5 focuses on the development of candidates' practical skills. Nevertheless, there may be opportunities for the introduction of e-learning during the teaching and delivery of the award. The learning and assessments of the knowledge-based Outcomes can be conducted either by using e-learning methods (this could also be used for teaching) or else by traditional teaching techniques. For example, formal assessments may make use of IT systems and facilities when available, or alternatively can also use the standard mode of supervising candidates during classroom paper-based assignments.

It is also recognised that health and safety considerations and the lack of experience of candidates may present a challenge to centres. However, in order that the quality and integrity of assessments are maintained, centres are reminded that all practical assessments should take place in a realistic working or training environment with appropriate use of simulation where health and safety considerations are key.

6.1 Sequencing/integration of units

All units where possible should be integrated and assessed together.

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 NPA in Fitted Interiors at SCQF level 5 has been designed as a progression route to the full range of Construction SVQs, particularly the SVQ level 2 in Fitted Interiors. It was also designed as an articulation route from the Skills for Work Construction awards. This is the first time there has been a clearly defined pre-vocational/vocational route for candidates to follow, and for centres to deliver within this construction area.

6.2.2 Credit transfer

There are no current National units against which credit transfer might be considered.

6.3 Opportunities for e-assessment

There are no opportunities for e-assessment.

6.4 Support materials

A list of existing TAPs are available to view on SQA's website.

6.5 Resource requirements

As specified within the TAPs.

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 assessments 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:

- ◆ candidates 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 candidates 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 candidates 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.

The NPA in Fitted Interiors at SCQF level 5 is a practical-based qualification that requires you to undertake training in a controlled working environment.

The qualification is designed to equip you with the knowledge, understanding and skills which are required by employers in the construction industry. It also allows you to progress towards further qualifications.

To gain the qualification you must achieve a minimum of 10 credits by completing all of the mandatory units.

You will be assessed on the knowledge and skills that you have developed in each unit. There are several possible types of assessment, including multiple choice questions, practical tasks with checklists, and other practical activities working in teams. The practical units will teach you the basic skills and knowledge needed to carry out practical work. You will then be asked to complete these practical tasks yourself in order to demonstrate your range of abilities.

You will learn skills and develop knowledge in general workplace safety, the use of efficient working practices, moving and handling materials and installing fitted furniture.

Occupations are available with a variety of companies in the construction industry. If you wish to investigate career opportunities in the building industry you can contact CITB at www.citb.co.uk