XSQA

Group Award Specification for:

Professional Development Award (PDA) in:

Cemetery Operations at SCQF level 6

Group Award Code: GP5P 46

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Contents

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 PDA in Cemetery Operations at SCQF level 6 has been designed to develop the knowledge and skills required to work safely and effectively within a cemetery or burial ground.

2 Qualification structure

This group award is made up of a mandatory section containing 3 SQA unit credits (24 SCQF credit points) with a further unit credit required from the three units included in the optional section. The group award contains a mix of SCQF level 5 and level 6 units, however the overall level of the qualification is SCQF level 6.

2.1 Structure

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
Mandatory units — 18 SCQF credit points required					
H525	04	Prepare for Burials and Restore Internment Plots	1	9	6
H524	04	Dig Graves	1	9	6
J1N8	45	Manage and Maintain Cemetery and Burial Ground Memorials	1	6	5
Optional units — 1 SQA unit credit required (6 to 11 SCQF credit points)					
H513	04	Prepare and Use Equipment and Machines	1	11	5
H526	04	Exhume Coffins and Remains	1	11	6
H0SD	11	Excavate Holes and Trenches	1	6	5

3　Aims of the qualification

The principal aim of the PDA is to develop and provide formal recognition of the knowledge and skills required to operate safely and effectively in a cemetery/burial ground.

3.1　General aims of the qualification

♦ To provide new entrants to the sector with the knowledge and skills required to work safely and effectively.
♦ To provide formal recognition of the knowledge and skills of existing workers within the sector.
♦ To provide a vocational relevant qualification that can be assessed in situ and under real working conditions.

3.2　Specific aims of the qualification

1 To develop knowledge of the relevant legislation governing their work.

2 To develop the knowledge and skills required to work safely in compliance with all relevant Health and Safety requirements and industry best practice.

3 To develop the knowledge and skills required to maintain dignity and respect appropriate to the tasks being carried out.

4 To develop the knowledge and skills required to prepare for burials.

5 To develop the knowledge and skills required to dig graves.

6 To develop the knowledge and skills required to manage and maintain memorials.

7 To develop specialist knowledge and skills as required.

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 from relevant work experience within a cemeteries/burial ground environment or from an amenity horticulture or construction background.

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	4	Ensuring appropriate authorisation. Communication with colleagues.
Numeracy	4	Calculations of quantities, dimensions, etc resource requirements.
Information and Communication Technology (ICT)	4	Record keeping.
Problem Solving	5	Adjusting/adapting to changing/ emerging circumstances.
Working with Others	4	Working as part of a larger team, working with colleagues.

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 units

Code	Unit title	Aims						
		1	2	3	4	5	6	7
H525 04	Prepare for Burials and Restore Interment Plots	X	X	X	X			
H524 04	Dig Graves	X	X	X		X		
J1N8 45	Manage and Maintain Cemetery and Burial Ground Plots	X	X	X			X	
H513 04	Prepare and Use Equipment and Machines	X	X		X	X	X	
H526 04	Exhume Coffins and Remains	X	X	X				X
H0SD 11	Excavate Holes and Trenches	X	X		X			X

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

Where relevant NOS exist (Prepare for Burials and Restore Internment Plots; Dig Graves; Prepare and Use Equipment and Machines; Exhume Coffins and Remains) they have been included directly in the PDA Group Award. The National Unit *Excavate Holes and Trenches* maps directly to the equivalent NOS of the same name. National Unit *Manage and Maintain Cemetery and Burial Ground Plots* was developed specifically for this group award to address an identified gap in the existing suite of National Occupational Standards.

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
H525 04	Prepare for Burials and Restore Interment Plots	X	X	X	X	X	X		X	X		X	
H524 04	Dig Graves	X	X	X	X	X	X		X	X		X	
J1N8 45	Manage and Maintain Cemetery and Burial Ground Plots	X	X	X	X	X	X	X	X	X		X	
H513 04	Prepare and Use Equipment and Machines	X		X					X	X		X	
H526 04	Exhume Coffins and Remains	X	X	X	X	X	X		X	X		X	
H0SD 11	Excavate Holes and Trenches	X	X	X	X	X	X		X	X		X	

5.4 Assessment strategy for the qualification

Unit	Assessment		
	Outcome 1	**Outcome 2**	**Outcome 3**
Prepare for Burials and Restore Internment Plots	Observation of practical tasks supported by oral questioning.		
Dig Graves	Observation of practical tasks supported by oral questioning.		
Manage and Maintain Cemetery and Burial Ground Memorials	Completion of risk assessments	Record of two visual inspections	Short answer responses
Prepare and use Equipment and Machines	Observation of practical tasks supported by oral questioning.		
Exhume Coffins and Remains	Observation of practical tasks supported by oral questioning.		
Excavate Holes and Trenches	Short answer responses	Practical assessment	Practical assessment

6 Guidance on approaches to delivery and assessment

The PDA in Cemetery Operations is intended to be delivered in a highly practical context and the assessment should reflect this. Assessments should be carried under real working conditions and in a suitable environment.

6.1 Sequencing/integration of units

While there is no prescribed sequence of delivery for units, centres should deliver in a logical sequence wherever possible, for example *Prepare for Burials and Restore Interment Plots* should precede delivery of *Dig Graves*. Centres should also seek opportunities to integrate delivery and assessment of units, for example *Dig Graves* with *Prepare and Use Equipment and Machines*.

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

On completion of the PDA, learners could enhance their industry skills by completing additional vocational units in other areas specific to their job role such as Health and Safety, Horticulture and Landscaping or Customer Care.

6.2.2 Professional recognition

Completion of the PDA could be used to gain membership of a number of Industry bodies specialising in Cemetery and Cremations management.

6.3 Opportunities for e-assessment

Due to the practical nature of this qualification, opportunities for e-assessment will be limited, however e-assessment could be used to establish the learner's knowledge and understanding of the underpinning theory and an e-portfolio could be used to maintain and organise practical evidence.

6.4 Support materials

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

6.5 Resource requirements

Delivery will be carried out in partnership with organisations such as Local Authorities or owners of Private Burial Grounds or Churchyards who will have access to the necessary specialist equipment required for grave digging and exhumations.

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:

♦   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.

The PDA in Cemetery Operations is designed to allow you to develop the knowledge and skills required to operate safely in a cemetery environment. On completion of the PDA, you will be able to prepare and safely dig graves and to ensure that the cemetery environment, including memorials, is safely maintained. It is a highly practical qualification that will require you to demonstrate your ability to operate safely in a real working environment.

This qualification will be suitable for you if you work or wish to work in a cemetery/burial ground for example for a local authority or private burial ground.