



**Arrangements for:**

**HNC Activity Tourism**

**HND Activity Tourism**

**Group Award Codes: G99K 15, G99L 16**

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## **Acknowledgement**

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of Higher National qualifications.



# Contents

1	Introduction.....	1
2	Rationale for the development of the Group Award.....	2
	2.1 Consultation .....	2
	2.2 Links to S/NVQs.....	2
	2.3 Links to Professional Body Qualifications .....	2
3	Aims of the Group Award .....	3
	3.1 HNC in Activity Tourism .....	3
	3.2 HND in Activity Tourism .....	3
	3.3 Target groups .....	4
	3.4 Employment opportunities .....	4
4	Access to the Group Awards .....	4
5	Group Awards structure.....	6
	5.1 Framework .....	6
	5.2 Mapping information .....	9
	5.3 Articulation, professional recognition and credit transfer.....	9
6	Approaches to delivery and assessment.....	10
7	General information for centres .....	11
8	General information for candidates .....	12
	8.1 Typical candidates.....	12
	8.2 Knowledge and skills that will be developed.....	13
	8.3 Assessment Strategy .....	13
	8.4 Graded Units .....	13
9	Glossary of terms .....	15
10	Appendices .....	16
	Appendix 2 Matching Units and Occupational Standards.....	20
	Appendix 3 Mapping of Units against the Aims of the Course.....	22
	APPENDIX 4 Credit Transfer .....	24
	Appendix 5 Possible Timetable for Delivery of Mandatory Units.....	28
	APPENDIX 6 Core Skills Mapping of Group Award .....	29

# 1 Introduction

This is the Arrangements Document for the HNC Activity Tourism (G99K 15) and HND Activity Tourism (G99L 16), both of which were validated in April 2008. This document includes background information on the development of the Group Awards, their aims, guidance on access, details of the Group Award structures, and guidance on delivery.

The HNC and HND Rural Recreation and Tourism Management were first established in 1993 and were designed to meet the needs of the sector for trained *and* qualified employees. In 1999 this provision was upgraded to a degree, the BTechnology (Hons) and latterly a BA (Hons), validated by the University of Glasgow.

The revised HNC and HND are intended to allow continuation of the articulation provision which the predecessor awards had, ie to articulate with degree provision at the Scottish Agricultural College and other institutions.

The revised HNC Activity Tourism (G99K 15) replaces the following predecessor HNCs:

- G7F9 15 Rural Recreation and Tourism Management
- G7FE 15 Rural Recreation and Tourism Management and Equine Studies
- G7FC 15 Rural Recreation and Tourism Management and Heritage Studies
- G7F7 15 Adventure Tourism and Outdoor Pursuits

The revised HND Activity Tourism (G99L 16) replaced the following predecessor HNDs:

- G7FA 16 Rural Recreation and Tourism Management
- G7FF 16 Rural Recreation and Tourism Management and Equine Studies
- G7FD 16 Rural Recreation and Tourism Management and Heritage Studies
- G7F8 16 Adventure Tourism and Outdoor Pursuits

## HNC and HND Activity Tourism

The introduction of the design principles for the Higher National Modernisation Programme provided an opportunity to update the content in line with current practice and legislative requirements. The HNC and HND in Activity Tourism have optional Units within them which allow a degree of specialisation, in such areas as Equine Tourism, Nature Tourism, Active Tourism and Food Tourism.

## **2 Rationale for the development of the Group Award**

### **2.1 Consultation**

It is advisable that the links between the various teaching teams and the activity tourism industry remain strong and that many of the staff involved in delivering the course have experience in the sector. In addition, current practitioners may be employed as seasonal lecturers as this helps to maintain a close relationship between the demands of the industry and the course content and ethos.

To ensure that the revised awards are fit for purpose, extensive consultation was carried out. This consultation involved:

- ◆ employers and staff in the activity tourism sector
- ◆ candidates undertaking the existing awards
- ◆ external examiners.

The consultations confirmed the demand for the new HNC and HND and their relevance and attractiveness to the activity tourism sector. Extensive use was also made of Labour Market Intelligence (LMI), produced by Sector Skills Councils and Future Skills Scotland.

### **2.2 Links to S/NVQs**

The range of HN Activity Tourism awards also contain the underpinning knowledge and understanding for some components of Scottish/National Vocational Qualifications (S/NVQs) at levels 3 and 4. If candidates gaining the HNC and HND wish to undertake SVQs in the workplace then some of the underpinning knowledge and skills for some elements of the S/NVQs will have been covered in the HN awards, although they are not likely to be certificated. Links between these awards and National Occupational Standards can be found in Appendix 2.

### **2.3 Links to Professional Body Qualifications**

There are no formal links with professional bodies although consultation took place with the British Horse Society, LANTRA and Skills Active.

### **3 Aims of the Group Award**

#### **3.1 HNC in Activity Tourism**

##### **3.1.1 General aims of the HNC**

- 1 To develop candidates' knowledge and skills in planning, developing and evaluating.
- 2 To enable progression within the SCQF.
- 3 To develop study and research skills.

##### **3.1.2 Specific aims of the HNC**

- 4 To develop a firm foundation of knowledge in tourism, organisation and recreational activities.
- 5 To develop skills through practical experience.
- 6 To develop Core Skills of Communication, Problem Solving, Information Technology, Numeracy and Working with Others.
- 7 To introduce candidates to the application of management in the recreation and tourism industries.
- 8 To develop an awareness of the importance of considering the environmental consequences of human activities.
- 9 To ensure that candidates are aware of health and safety issues.
- 10 To provide the appropriate foundation for progression to HND in Activity Tourism.
- 11 To prepare candidates for employment as support staff in the recreation and tourism industries and for further vocational training in those industries.

#### **3.2 HND in Activity Tourism**

##### **3.2.1 General aim of the HND**

- 1 To develop candidates' knowledge and skills in planning, developing and evaluating.
- 2 To enable progression within the SCQF.
- 3 To develop study and research skills.

##### **3.2.2 Specific aims of the HND**

- 4 To develop a sound understanding of the applications of management in the activity tourism and recreation industries.
- 5 To develop skills in relation to identified niche activity tourism markets.
- 6 To further develop knowledge and understanding of sustainability issues.
- 7 To further develop Core Skills.
- 8 To prepare candidates for employment at supervisory levels in the activity tourism and recreation industries and for further vocational training in those industries.
- 9 To provide the appropriate foundation for possible progression to degree programmes.

### 3.3 Target groups

Entry to both Group Awards is open to all suitably qualified applicants but the experience of a number of deliverers of the predecessor Group Awards is that the majority of applicants were mature candidates either upskilling or seeking a career change. This meant that in the main, previous candidates tended to have significant experience prior to undertaking the Group Awards. It is expected that this trend would continue with the revised Group Awards.

However, while experience in a relevant field may be an advantage, the lack of it should not be a barrier to entry to either Group Award.

### 3.4 Employment opportunities

Candidates leaving with the HNC may have a number of career opportunities open to them including:

- ◆ Tourist Information Assistant
- ◆ Recreation Officer
- ◆ Activities operator
- ◆ Visitor Attractions Officer

Candidates leaving with the HND may have a number of career opportunities open to them including:

- ◆ Activities Instructor
- ◆ Attractions Manager
- ◆ Tourist Information Officer
- ◆ Recreation and Access Officer
- ◆ Heritage Sites Supervisor

## 4 Access to the Group Awards

Access to the Group Awards is at the discretion of the delivering centre. Applicants should possess an appropriate level of Numeracy, Communication and IT skills prior to commencing the awards, with SCQF level 5 recommended. The capacity and determination to succeed will also be required. Formal qualifications, appropriate work experience, or both, may evidence this. No prior knowledge of countryside or environmental management will be essential for entry, but relevant prior experience or qualifications would obviously be of benefit.

As with all SQA qualifications, open access is encouraged and the following recommendations are for guidance only. Suitable formal qualifications such as SQA National Qualifications (or equivalent) are specified below.



- ◆ Two Higher level passes at SCQF level 6 together with three Standard Grade passes at SCQF level 4
- ◆ Evidence of the Core Skills of *Communication, Numeracy, Problem Solving, Working with Others* at SCQF level 4, and *Information and Communication Technology* at SCQF level 5
- ◆ An appropriate group of National Units at SCQF level 5/6. These might include, for example, tourism, hospitality or travel and tourism, among others
- ◆ Appropriate vocational qualification might include an S/NVQ at level 3 in a relevant subject
- ◆ Other combinations of National Qualifications, vocational qualifications and qualifications from other awarding bodies may be acceptable at equivalent SCQF levels

Candidates with suitable work experience may be accepted for entry provided that the enrolling centre is satisfied that they are able to cope with and likely to benefit from undertaking the award.

Where English is not the first language of a prospective candidate, it is recommended that the candidate possess English for Speakers of Other Languages at an appropriate level. If using a test such as IELTS or equivalent, an entry score of 5.5 or above would provide a sound linguistic basis for the candidate to attempt this level of course. Candidates would be asked to produce a certificate to verify this.

## 5 Group Awards structure

### 5.1 Framework

#### HNC Activity Tourism

For a candidate to achieve the HNC in Activity Tourism, they must attain **all** of the mandatory Units (72 SCQF credit points/9 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit).

Candidates must **also** attain 24 SCQF credit points/3 SQA credits from the list of optional Units.

#### Mandatory Units

Candidates must achieve **all** of the following mandatory Units (72 SCQF credit points/9 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Activity Tourism: Graded Unit 1	F6J1 34	8	7	1
Structure of the Travel and Tourism Industry	DJ9W 34	8	7	1
Business Management, an Introduction	F1RJ 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Information Technology: Applications Software 1	D75X 34	8	7	1
Environmental Awareness	F2G8 34	8	7	1
Providing Information on the Scottish Tourism Product	DK03 34	16	7	2
Foundations of Activity Tourism	F504 34	8	7	1

#### Optional Units

Candidates **must** also attain 24 SCQF credit points/3 SQA credits from of the following list of optional Units:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Riding and Trek Leading Skills	F43Y 34	16	7	2
Foundations of Outdoor Activities	DF8D 34	8	7	1
Management, Organising and Practice of Outdoor Activities	DF8V 34	16	7	2
Countryside Recreation and Access	F432 34	8	7	1
Classification and Identification of Organisms	F3X2 35	8	7	1
Interpretation: An Introduction	F3SP 34	8	7	1
Role of History, Culture and Genealogy in Scottish Tourism	DJ9X 34	8	7	1

Candidates intending to progress to the HND in Activity Tourism award are strongly advised to undertake the following Units in their first year:

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Getting Started in Business	DK2K 34	8	7	1
Web Design: An Introduction	H383 34*	8	7	1
Work Experience	DV0M 34	8	7	1

### HND Activity Tourism

For a candidate to achieve the HND in Activity Tourism, they must attain **all** of the mandatory Units (160 SCQF credit points/20 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit) and two Graded Units at SCQF level 8 (16 SCQF credit points/2 SQA credits).

Candidates must **also** attain 80 SCQF credit points/10 SQA credits from the list of optional Units.

### Mandatory Units

Candidates must achieve **all** of the following mandatory Units (160 SCQF credit points/20 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Activity Tourism: Graded Unit 1	F6J1 34	8	7	1
Structure of the Travel and Tourism Industry	DJ9W 34	8	7	1
Business Management: An Introduction	F1RJ 34	8	7	1
Health and Safety Legislation: An Introduction	DF87 34	8	7	1
Information Technology: Applications Software 1	D75X 34	8	7	1
Environmental Awareness	F2G8 34	8	7	1
Providing Information on the Scottish Tourism Product	DK03 34	16	7	2
Foundations of Activity Tourism	F504 34	8	7	1
Activity Tourism: Graded Unit 2	F6J2 35	8	8	1
Activity Tourism: Graded Unit 3	F6J3 35	8	8	1
Influences on the Travel and Tourism Industry	DK08 35	8	8	1
Tourism: Sustainability and Rural Communities	F566 35	8	8	1
Scottish Tourism Product: Niche Markets	F20X 34	8	7	1
Rural Business Diversification	F2EF 35	8	8	1
Preparing to Start a Business	H7V4 34*	8	7	1
Web Design: An Introduction	H383 34*	8	7	1
Managing an Event	H91M 35*	16	8	2
Work Experience	DV0M 34	8	7	1

## Optional Units

Candidates **must** also attain 80 SCQF credit points/10 SQA credits from of the following list of optional Unit, of which:

between 8 and 64 SCQF credit points/1 and 8 SQA credits must be selected from Group 1 Units

between 16 and 72 SCQF credit points/2 and 9 SQA credits must be selected from Group 2 Units.

### Group 1

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Equine Studies: Planning Equine Facilities	DP1X 35	16	8	2
Application of Management and Organisational Skills in Outdoor Activities	DP26 35	16	8	2
Countryside Sport and Recreation in Scotland	DP2C 35	8	8	1
Land Use Systems	F2GA 35	8	8	1
Marketing Planning in Travel and Tourism	DK04 35	8	8	1
Applied Interpretation	F42Y 35	8	8	1
Food Tourism and Culture	F5DK 35	8	8	1
Heritage Studies: Scotland	F3TL 35	8	8	1
Gastronomy	DL3M 35	8	8	1

### Group 2

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Riding and Trek Leading Skills	F43Y 34	16	7	2
Physical Activity for Children	H4TG 34*	8	7	1
Management, Organising and Practice of Outdoor Activities	DF8V 34	16	7	2
Foundations of Outdoor Activities	DF8D 34	8	7	1
Countryside Recreation and Access	F432 34	8	7	1
Interpretation: An Introduction	F3SP 34	8	7	1
Classification and Identification of Organisms	F3X2 34	8	7	1
Role of History, Culture and Genealogy in Scottish Tourism	DJ9X 34	8	7	1
Equine Selection	DP1N 34	8	7	1
Equine Studies: Equine Health	DP1L 34	8	7	1
Fitness Testing for Sport	DD31 34	8	7	1
Safe Practice in Outdoor Activities	DD37 34	8	7	1
Countryside Visitor Management	F3F6 34	8	7	1
Scottish Natural Heritage Tourism	F3F5 34	8	7	1

\*Refer to History of Changes for revision changes.

## Core Skills

The importance of Core Skills has been recognised and there are opportunities to develop them throughout the awards, see Appendix 6.

## Graded Units

The three Graded Units were chosen to develop and test the skills that the candidates have acquired during their studies and their ability to integrate the material from the different Units. In HNC candidates are asked to carry out an investigation. For this they will be given some information relating to an activity tourism operation and they will be asked to develop proposals based on this information plus any additional material that they are able to gather. Candidates are given clear guidance on how to go about this task and will be supported through the assessment by means of workshop sessions and site visits. As this is the first time that they have been asked to carry out such a complex task and complete a formal report it is important that the requirements of the assessment are appropriate.

For the HND there are two Graded Units, with one being a project based on a case study. This follows similar lines to Graded Unit 1 but requires much more of the candidates in terms of gathering information and drawing more in-depth conclusions. At this level candidates will be expected to utilise an even wider range of knowledge and to draw together information from the core Units from both the HNC and HND.

The second Graded Unit in the HND is an examination. This will include both short answer and extended response questions and will test candidates' ability to produce well structured work under the pressure of a time limit. The questions will require the candidates to bring together the knowledge and skills that they have acquired and to demonstrate an understanding of a range of aspects of activity tourism.

These Graded Units were chosen to reflect the abilities that would be expected of someone working in the industry. Employees have to bring together a range of different subject areas in order to produce well thought out recommendations regarding the safe management of activity tourism operations. They also have to demonstrate an ability to recognise the potential conflicts that arise between different resource users and to arrive at acceptable compromises. It is considered that the type of Graded Units chosen will test these abilities.

## 5.2 Mapping information

The mapping of Units against the aims of the course is presented in Appendix 3, while the matching of the Units against the Occupational Standards is listed in Appendix 2.

## 5.3 Articulation, professional recognition and credit transfer

### Progression from HND Activity Tourism

Candidates achieving the HND Activity Tourism may be able to articulate to the following courses:

- ◆ Year 3 of the BA Activity Tourism Management, Equine Tourism Management, Food Tourism Management, Nature Tourism Management delivered by Scottish Agricultural College and validated by Glasgow University
- ◆ Year 2 or 3 of relevant tourism management degree programmes

## Opportunities for credit transfer

Candidates may be given credit transfer between HN Units (developed using 1988 design principles) and the revised HN Units (developed using 2003 design principles). There is no transition framework for the HND Activity Tourism but candidates may be given credit transfer for individual Units.

Credit transfer can be given where there is broad equivalence between the subject related content of the Unit or combination of Units. Candidates who are given credit transfer between predecessor Units and revised HN Units must still satisfy all other conditions of the revised HNC and HND Activity Tourism, including the mandatory Units, Graded Units, optional Units and the correct number of credits at the correct SCQF level.

Appendix 4 lists where full or partial credit transfer can be given between predecessor and revised Units.

## 6 Approaches to delivery and assessment

The curriculum design provides an awareness and understanding of *essential* skills required by those wishing to pursue a career in the activity tourism sector. The intention is to develop the candidate's ability to identify and apply individual skills in their chosen specialisation within this very diverse sector, thereby enhancing future employability.

In order to make the course as relevant as possible a wide range of delivery methods are used. There is extensive use of site visits/field trips and guest lecturers which bring candidates in touch with practitioners and the working environment. This also helps to ensure that the course is relevant in terms of current practice. While lectures are a significant part of course delivery these are supported by on-line material, presentations, case studies and simulations.

Although centres can choose in what order to teach the Units within the awards, it is envisaged that the primary elements of the mandatory Units in the first year are delivered prior to delivering the Graded Unit. It is important that the mandatory Units have been delivered before the Graded Unit is assessed. A suggested timetable for delivery is given in Appendix 5.

The Graded Units have been designed as a progression from the investigation in the HNC to a case study and an examination in the HND. This means that the candidates will be given information to collate and analyse in their first year while in the second year they will be expected to gather and analyse information themselves. The examination will test a wide range of material in terms of knowledge and understanding while also preparing progressing candidates for a more exam based assessment format in years 3 and 4 of a degree. For both the investigation and the case study and the candidates should be introduced to the project brief either at the end of term 1 or very early in term 2. In both cases it is advised that comprehensive guidance is given to ensure that candidates have a good understanding of what is required of them.

It is recommended that centres endeavour to integrate assessments wherever possible and encourage the flexible use of evidence in order to enhance the streamlining of assessment.

Open learning may be feasible for some Units in this award. Practical and hands-on activities give candidates valuable experience and should be built in wherever possible. A blended approach to learning, including on-line learning, offers many opportunities to both lecturing staff and candidates and can enable part-time study by those in work. This could be achieved by attending college and extending the HNC over a period of two years or by using some on-line material to deliver the award remotely.

Unit specifications detail the exact Evidence Requirements and provide assessment guidance.

## **7 General information for centres**

### **Disabled candidates and/or those with additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

### **Internal and external verification**

All instruments of assessment used within these Group Awards 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 and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

Activity tourism has developed over the last 20 years and is a continually changing and evolving area. The revised Activity Tourism HNC/HND will provide you with specialist expertise in this wide ranging area.

The awards aim to provide you with an understanding of the broad area of activity tourism, encompassing both active and less active activities. Whilst activity tourism may conjure up images of vigorous exercise and harsh conditions such as canoeing, climbing and mountaineering, not all ‘activity’ holidays need involve strenuous physical exercise. Other less active holidays such as nature watching and following food trails reside within the activity tourism area. The activity is often the main purpose of a holiday and a significant motivator in the decision making process.

The revised HNC/HND comprise an academic yet vocational study route, providing you with the skills and knowledge required by employers in the industry and the markets for specific tourism activities in rural areas. In addition to specific industry skills, this includes for example, management of small businesses, and development of transferable Core Skills such as *Communication* and *Information and Communication Technology*.

The Activity Tourism HNC and HND include specialist clusters in:

- ◆ Active Tourism Management
- ◆ Equine Tourism Management
- ◆ Food Tourism Management
- ◆ Nature Tourism Management

### 8.1 Typical candidates

Typical candidates for the award may come from one of the following groups:

- ◆ school leavers
- ◆ adult returners to education
- ◆ those in employment who wish to enhance their career prospects
- ◆ those changing direction/seeking a career change
- ◆ part time candidates wishing to broaden their skills and knowledge
- ◆ those who wish to pursue a vocational career in the active tourism sector

Access to the HNC and first year of HND Activity Tourism normally requires either:

- ◆ two Higher level passes at SCQF level 6 together with three Standard Grade passes at SCQF level 4
- ◆ evidence of the Core Skills of *Communication, Numeracy, Problem Solving, Working with Others* at SCQF level 4, and *Information and Communication Technology* at SCQF level 5
- ◆ an appropriate group of National Units at SCQF level 5/6 — these might include, for example, Tourism, Hospitality or Travel and Tourism, among others
- ◆ an appropriate vocational qualification which might include an S/NVQ at level 3 in a relevant subject



Other combinations of National Qualifications, vocational qualifications and qualifications from other awarding bodies may be acceptable at equivalent SCQF levels

Entry to the second year of the HND Activity Tourism may require you to have successfully completed the HNC Activity Tourism together with the three additional Units as recommended on page 7. If you have previously gained an HNC Group Award in a related subject area, such as Tourism, Hospitality, Travel and Tourism, a matching exercise will be required to identify gaps in the Units or Outcomes already achieved.

You should discuss the possibility for recognition of any relevant prior experience or alternative qualifications with your tutors. Centres will consider requests on an individual candidate basis.

## **8.2 Knowledge and skills that will be developed**

The HNC Activity Tourism and HND Activity Tourism awards provide you with technical and managerial knowledge, understanding and skills for application to the activity tourism and recreation industries. In each year, the mandatory Units will be supplemented by optional Units which allow you to develop a particular specialist interest in the sector.

These specialist routes may provide articulation to degree programmes in Activity Tourism Management, Equine Tourism Management, Food Tourism Management or Nature Tourism Management.

In order to present the programme in a practical and realistic context, considerable emphasis is placed on contact with researchers, consultants, regulatory and government organisations and commercial companies within the field of activity tourism and recreation, particularly relating to the food, land and environment sector. It is proposed that your learning experiences are augmented by the use of visiting and guest speakers and site visits, where possible.

## **8.3 Assessment Strategy**

Continuous assessment is used for years 1 and 2, with a wide range of methods employed. Practical skills will be assessed as you perform procedures, and any practical visits may be assessed by the submission of a report. Other assessment methods may include projects, assignments, case studies, and open-book or closed-book tests. You will be required to provide evidence of achieving all Outcomes in a Unit, with the level, quality and scope of performance specified by the Unit specification.

At the start of each Unit, you should be provided with an assessment schedule detailing the timing of each assessment and the nature of the assessment instrument to be used.

## **8.4 Graded Units**

Graded Units are used to judge whether you have met the principal aims of the awards, through assessment of your retention, integration and application of the knowledge and skills gained throughout the individual Units. You will be allocated a grade of A, B or C on successful completion of each Graded Unit.

You will be required to complete a single credit project based Graded Unit at SCQF level 7 for the HNC Activity Tourism which will be in the form of an investigation. This will involve you investigating and researching a topic and producing a report covering the planning, developing and evaluation stages of your investigation.

For the HND Activity Tourism, you will be required to complete two single credit Graded Units at SCQF level 8. Graded Unit 2 will be in the form of a case study based project. You will be given a brief, for example, from an organisation, such as an activity tourism operator. You will be required to provide evidence in response to the brief which displays your knowledge of the activity tourism product, the structure of the tourism industry and the activity tourism market. The brief will require you to analyse the clients' needs, provide detailed information and give conclusions and recommendations.

Graded Unit 3 comprises a three-hour closed-book examination, covering five key topic areas. You will undertake this toward the end of the HND programme. The examination will allow you to demonstrate your ability to integrate information gleaned from the Units that comprise the HND, and provide an opportunity for you to achieve a grade for reflecting the depth and scope of your knowledge and understanding within the activity tourism sector. This Graded Unit will be particularly effective in helping you prepare for degree level studies.

## 9 Glossary of terms

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a 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](http://www.scqf.org.uk).

**SCQF credits:** One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

**SCQF levels:** The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8 (see Section 6 for further information on this).

**Subject Unit:** Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**Graded Unit:** Graded Units assess candidate's ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage candidates to retain and adapt their skills and knowledge.

**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. Achievement of Units with embedded Core Skills will give automatic certification of the relevant Core Skill(s).

**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 HNC/D 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 HNCs and HNDs** are those developments or revisions undertaken by a group of centres in partnership with SQA.

**Specialist single centre and specialist collaborative devised HNCs and HNDs** are those developments or revisions led by a single centre or small group of centres who provide knowledge and skills in a specialist area. Like consortium-devised HNCs and HNDs, these developments or revisions will also be supported by SQA.

## 10 Appendices

**Appendix 1** — Skills Survey

**Appendix 2** — Links between awards and National Occupational Standards

**Appendix 3** — Mapping of Units against the Aims of the Course

**Appendix 4** — Credit Transfer table

**Appendix 5** — Suggested timetable for the delivery of Units.

**Appendix 6** — Core Skills development

## Appendix 1 Skills Survey

### Quality Assurance Agency for Higher Education 2000 Subject Benchmark for Hospitality, Leisure, Sport and Tourism Unit 25

Relevant Extracts:

#### 3.2 Knowledge

Subject specific guidelines are given in Section 6. However, graduates of all programmes in Hospitality, Leisure, Sport or Tourism will be able to demonstrate:

- ◆ a critical understanding of the development of knowledge in their particular subject domain
- ◆ an understanding of the need for both a multi-disciplinary and inter-disciplinary approach to study, drawing, as appropriate, from service, research and professional contexts
- ◆ their understanding of the subject through both academic and professional reflective practice
- ◆ their research and problem-solving abilities by critically understanding methods of acquiring, interpreting and analysing information appropriate to their context of study
- ◆ an understanding and critical awareness of, the moral, ethical, environmental and legal issues which underpin best practice

#### 3.3 Intellectual skills

The typical graduates of programmes in Hospitality, Leisure, Sport or Tourism will have developed a range of intellectual skills including being able to:

- ◆ research and assess subject specific facts, theories, paradigms, principles and concepts
- ◆ critically assess and evaluate evidence
- ◆ critically interpret data and text
- ◆ describe and analyse information
- ◆ apply knowledge to the solution of familiar and unfamiliar problems
- ◆ develop a reasoned argument and challenge assumptions
- ◆ take responsibility for their own learning and continuing professional development

#### 3.4 Skills specific to Unit 25

Skills will be developed in various ways largely depending upon the subject domain within which the student is studying. The range of skills will normally include some or all of the following with graduates being able to:

- ◆ plan, design and execute practical activities using appropriate techniques and procedures
- ◆ undertake fieldwork with due regard for safety and risk assessment
- ◆ plan, design, execute and communicate a sustained piece of independent intellectual work using appropriate media
- ◆ recognises and respond to moral, ethical and safety issues which directly pertain to the subject domain including relevant legislation and professional codes of conduct

### 3.5 Key skills

In addition to skills specific to Unit 25, all undergraduate programmes will enable students to develop the following:

- ◆ communication and presentation skills
- ◆ numeracy and C and IT skills
- ◆ interactive and group skills
- ◆ problem solving skills
- ◆ the ability to self-appraise and reflect on practice
- ◆ the ability to plan and manage learning.

Degrees in tourism typically involve the following:

- ◆ a consideration of the concepts and characteristics of tourism as an area of academic and applied study
- ◆ an examination of the nature and characteristics of tourists
- ◆ a study of the products, structure, operations and interactions within the tourism industry
- ◆ an analysis of tourism in the communities and environments that it affects.

While most include some consideration of all the above areas of study different programmes have different emphases.

Typical subject areas might include: accommodation for tourists, destination planning and development, geography of tourism, impacts of tourism, international tourism, operation of the tourism industry, passenger transportation, research methods, technology in travel and tourism, tourism and the environment, tourism economics, tourism marketing, tourism policy, tourism management, sustainable tourism

### 6.5 Tourism

A typical honours graduate in Tourism will be able to demonstrate an understanding of:

***the concepts and characteristics of tourism as an area of academic and applied study including being able to:***

- ◆ understand and appreciate the potential contributions of disciplines that help to explain the nature and development of tourism
- ◆ explain and challenge theories and concepts which are used to understand tourism
- ◆ explain and challenge the definitions, nature and operations of tourism
- ◆ demonstrate an understanding of the domestic and international nature and dimensions of tourism
- ◆ utilise a range of source material in investigating tourism
- ◆ demonstrate an awareness of the dynamic nature of tourism in modern societies
- ◆ understand the inter-cultural dimensions of tourism

***the products, structure of and interactions in the tourism industry including being able to:***

- ◆ demonstrate an understanding of the structure, operation and organisation of the public, private and not-for-profit sectors and their activities
- ◆ evaluate the factors that influence the development of organisations operating in tourism
- ◆ analyse relations between consumers of tourism and the providers of tourism services.

***the role of tourism in the communities and environments that it affects and in particular:***

- ◆ have an understanding of the relationship between tourism and the communities and environments in which it takes place
- ◆ be able to evaluate the contribution and impacts of tourism in social, economic, environmental, political, cultural and other terms
- ◆ have an understanding of and be able to evaluate the approaches to managing the development of tourism through concepts of policy and planning
- ◆ appreciate the ethical issues associated with the operation and development of tourism

***the nature and characteristics of tourists and in particular:***

- ◆ be able to explain the patterns and characteristics of tourism demand and the influences on such demand
- ◆ have an understanding of the ways in which tourists behave at destinations
- ◆ understand the cultural significance of tourism for the tourists and their societies.

Pages 6 & 15

## Appendix 2 Matching Units and Occupational Standards

### HNC Activity Tourism

Unit title	Link to relevant NOS/organisation
Activity Tourism: Graded Unit 1 IT: Applications Software 1	<b>e-skills UK</b> Operate a computer level 2 (OPU2) Presentation Software level 2 (PS2) Spreadsheet Software level 3 (SS3) Word Processing Software level 3(WP3) Use IT to Exchange Information level 2(UEI3) Use IT Systems level 3 (UIT3) Email level 2 (MAIL2) Use IT Systems and Software (CIC34)
Structure of the Travel and Tourism Industry	<b>VisitScotland/VisitBritain</b>
Business Management, an Introduction	<b>Management Standards Centre</b>
Health & Safety Legislation: An Introduction Foundations of Activity Tourism Foundations of Outdoor Activities Management, Organising and Practice of Outdoor Activities Physical Activity for Children	<b>Skills Active</b> Activity Leadership Outdoor Education, Development Training, Recreation Operations and Development Playwork SVQ
Environmental Awareness	<b>LANTRA</b> Implement environmental good practice at work (EC19)
Providing Information on the Scottish Tourism Product Role of History, Culture and Genealogy in Scottish Tourism	<b>People 1<sup>st</sup></b>
Riding & Trek Leading Skills	<b>BHS BET</b> Assistant Ride Leader



### HND Activity Tourism (as HNC plus the following)

Unit title	Link to relevant NOS/organisation
Influences on the Travel and Tourism Industry Scottish Tourism Product: Niche Markets Marketing Planning in Travel and Tourism	<b>People 1st</b>
Rural Business Diversification Equine Selection Equine Studies: Equine Health Equine Studies: Planning Equine Facilities Land Use Systems	<b>LANTRA</b> Equine Management NVQ/SVQ level 4 Negotiate improvements in land use (EC28) Assess the characteristics of site (LBMCU91)
Getting Started in Business Web Design: An Introduction	<b>e-skills UK</b>
Safe Practice in Outdoor Activities Application of Management and Organisational Skills in Outdoor Activities	<b>Skills Active</b> Activity Leadership Outdoor Education, Development, Training, Recreation Operations and Development

Although links between the Units and the NOS have been identified it is not likely that successful completion of the Unit will result in the certification for the S/NVQ.

## Appendix 3 Mapping of Units against the Aims of the Course

### Relationship of Mandatory Units to Aims of the HNC and HND

#### Specific aims of the HNC Activity Tourism (SCQF level 7)

- 4 To develop a firm foundation of knowledge in tourism, organisation and recreational activities.
- 5 To develop skills through practical experience.
- 6 To develop Core Skills of Communication, Problem Solving, Information Technology, Numeracy and Working with Others.
- 7 To introduce candidates to the application of management in the recreation and tourism industries.
- 8 To develop an awareness of the importance of considering the environmental consequences of human activities.
- 9 To ensure that candidates are aware of health and safety issues.
- 10 To provide the appropriate foundation for progression to HND in Activity Tourism.
- 11 To prepare candidates for employment as support staff in the recreation and tourism industries and for further vocational training in those industries.

Unit code	Unit title	Aim 4	Aim 5	Aim 6	Aim 7	Aim 8	Aim 9	Aim 10	Aim 11
F6J1 34	Activity Tourism: Graded Unit 1	✓		✓	✓	✓	✓	✓	✓
DJ9W 34	Structure of the Travel and Tourism Industry	✓		✓				✓	✓
F1RJ 34	Business Management, an Introduction	✓		✓	✓			✓	✓
DF87 34	Health and Safety Legislation: An Introduction			✓			✓	✓	✓
D75X 34	IT: Applications Software 1		✓	✓				✓	✓
F2G8 34	Environmental Awareness			✓		✓		✓	✓
DK03 34	Providing Information on the Scottish Tourism Product	✓		✓				✓	✓
F504 34	Foundations of Activity Tourism	✓		✓			✓	✓	✓

## Specific aims of the HND Activity Tourism (SCQF level 8)

In addition to the specific aims listed for the HNC programme, the following aims apply to the HND programme.

- 4 To develop a sound understanding of the applications of management in the activity tourism and recreation industries.
- 5 To develop skills in relation to identified niche activity tourism markets.
- 6 To further develop knowledge and understanding of sustainability issues.
- 7 To further develop Core Skills including Working with Others, Problem Solving and Oral and Written Communication.
- 8 To prepare candidates for employment at supervisory levels in the activity tourism and recreation industries and for further vocational training in those industries.
- 9 To provide the appropriate foundation for possible progression to degree programmes

Unit code	Unit title	Aim 4	Aim 5	Aim 6	Aim 7	Aim 8	Aim 9
F6J2 35	Activity Tourism: Graded Unit 2	✓	✓	✓	✓	✓	✓
F6J3 35	Activity Tourism: Graded Unit 3	✓	✓	✓		✓	✓
DK08 35	Influences on the Travel and Tourism Industry		✓	✓	✓	✓	✓
F566 35	Tourism: Sustainability and Rural Communities	✓		✓	✓		✓
F20X 34	Scottish Tourism Product: Niche Markets		✓		✓	✓	✓
F2EF 35	Rural Business Diversification	✓			✓		✓
DK2K 34	Getting Started in Business	✓			✓	✓	✓
H383 34	Web Design: An Introduction	✓			✓	✓	✓
D4WG 35	Event Management	✓			✓	✓	✓
DV0M 34	Work Experience	✓			✓	✓	✓

## APPENDIX 4 Credit Transfer

The following table shows where full or partial credit transfer may be possible between Units from the predecessor awards and the current HNC/D in Activity Tourism (NB: for Units where full transfer is allowed the candidate still requires to be entered and resulted for the new Unit – this table can be retained for internal/external verification purposes)

TITLE CURRENT UNIT	TITLE PREVIOUS UNIT	CREDIT TRANSFER CONDITIONS
Countryside Recreation and Access – F432 34	Countryside Recreation – DF1X 04	Full transfer
Information Technology: Applications Software 1 – D75X 34	Using Software Packages – DG0T 34	Full transfer
Business Management: An Introduction – F1RJ 34	Records for Business – DF8G 04	Partial transfer may be possible – matching exercise between Units would be required
Land Use Systems – F2GA 35	Land Use Systems – D7TV 04	Partial transfer may be possible – matching exercise between Units would be required
Environmental Awareness – F2G8 34	Environmental Awareness – D7TV 04	Full transfer
Foundations of Outdoor Activities – DF8D 34	Outdoor Pursuits Management: Theory & Practice 1 –D4W4 04	Partial transfer – additional evidence required for outcome 4
Management, Organising & Practice of Outdoor Activities	Outdoor Pursuits Management: Theory & Practice 1 – D4W4 04	Partial transfer may be possible – matching exercise between Units would be required
Fitness Testing for Sport – DD31 34	Skill Acquisition & Performance – A6EF 04	Partial transfer may be possible – matching exercise between Units would be required
Structure of the Travel and Tourism Industry –DJ9W 04	UK Tourism Industry – An Introduction – DG0L 04	Partial transfer may be possible – matching exercise between Units would be required

TITLE CURRENT UNIT	TITLE PREVIOUS UNIT	CREDIT TRANSFER CONDITIONS
Providing Information on the Scottish Tourism Product – DK03 04	UK Tourism Industry – An Introduction – DG0L 04	Partial transfer may be possible – matching exercise between Units would be required
Riding & Trek Leading Skills – F43Y 04	Riding & Trek Leading Skills – DF19 04	Partial transfer may be possible – matching exercise between Units would be required
Interpretation: An Introduction – F3SP 34	Interpretation: An Introduction – DF1N 04	Full transfer
Role of History, Culture and Genealogy in Scottish Tourism – DJ9X 34	Heritage Studies – DF1P 04	Partial transfer may be possible – matching exercise between Units would be required
Role of History, Culture and Genealogy in Scottish Tourism – DJ9X 34	Introduction to History & Archaeology – D5DY 04	Partial transfer may be possible – matching exercise between Units would be required
Web Design: An Introduction – DV5M 34	Information Handling and Presentation – DG0X 04	Partial transfer may be possible – matching exercise between Units would be required
Business Management: An Introduction – F1RJ 34	Economic Principles for Business – DG5J 04	Partial transfer may be possible – matching exercise between Units would be required
Getting Started in Business – DK2K 34	Economic Principles for Business – DG5J 04	Partial transfer may be possible – matching exercise between Units would be required
Business Management: An Introduction – F1RJ 34	Human Resource Management – D46K 34	Partial transfer may be possible – matching exercise between Units would be required
Getting Started in Business – DK2K 34	Human Resource Management – D46K 34	Partial transfer may be possible – matching exercise between Units would be required
Rural Business Diversification – F2EF 35	Rural Enterprise Diversification – DF83 04	Full Transfer

TITLE CURRENT UNIT	TITLE PREVIOUS UNIT	CREDIT TRANSFER CONDITIONS
Scottish Tourism Product: Niche Markets – F20X 34	Marketing Strategy – DF9F 04	Partial transfer may be possible – matching exercise between Units would be required
Marketing Planning in Travel and Tourism – DK04 35	Marketing Strategy – DF9F 04	Partial transfer may be possible – matching exercise between Units would be required
Scottish Tourism Product: Niche Markets – F20X 34	Marketing: An Introduction – DF93 04	Partial transfer may be possible – matching exercise between Units would be required
Marketing Planning in Travel and Tourism – DK04 35	Marketing: An Introduction – DF93 04	Partial transfer may be possible – matching exercise between Units would be required
Countryside Sport and Recreation in Scotland – D92C 35	Recreation Provision and the Natural Environment – DF84 04	Partial transfer may be possible – matching exercise between Units would be required
Countryside Visitor Management – F3F6 34	Recreation Provision and the Natural Environment – DF84 04	Partial transfer may be possible – matching exercise between Units would be required
Influences on the Travel and Tourism Industry – DK08 35	The UK Tourism Industry - DG0R 04	Partial transfer may be possible – matching exercise between Units would be required
Safe Practice in Outdoor Activities – DD37 34	Outdoor Pursuits Management: Theory and Practice 2 – D5BE 04	Partial transfer may be possible – matching exercise between Units would be required
Application of Management and Organisational Skills in Outdoor Activities – DP26 35	Outdoor Pursuits Management: Theory and Practice 2 – D5BE 04	Partial transfer may be possible – matching exercise between Units would be required
Managing an Event –D4WG 35	Managing an Event – D4WG 04	Full Transfer
Scottish Natural Heritage Tourism – F3F5 34	Heritage Tourism – DG0N 04	Partial transfer may be possible – matching exercise between Units would be required

<b>TITLE CURRENT UNIT</b>	<b>TITLE PREVIOUS UNIT</b>	<b>CREDIT TRANSFER CONDITIONS</b>
Applied Interpretation – F42Y 35	Applied Interpretation – DF7G 04	Partial transfer may be possible – matching exercise between Units would be required
Tourism: Sustainability and Rural Communities – F566 35	Sustainable Tourism and Rural Communities – DF1D 04	Partial transfer may be possible – matching exercise between Units would be required
Rural Business Diversification – F2EF 35	Rural Retailing Enterprises – D5BV 35	Partial transfer may be possible – matching exercise between Units would be required
Equine Selection - DP1N 34	Horse Feeding and Grazing Management – DF2J 04	Partial transfer may be possible – matching exercise between Units would be required
Equine Studies: Equine Health - DP1L 34	Horse Feeding and Grazing Management – DF2J 04	Partial transfer may be possible – matching exercise between Units would be required
Equine Studies: Planning Equine Facilities - DP1X 35	Horse Feeding and Grazing Management – DF2J 04	Partial transfer may be possible – matching exercise between Units would be required
Equine Selection - DP1N 34	Selection of the Horse – D58W 04	Partial transfer may be possible – matching exercise between Units would be required
Equine Studies: Equine Health - DP1N 34	Selection of the Horse - D58W 04	Partial transfer may be possible – matching exercise between Units would be required
Equine Studies: Planning Equine Facilities - DP1X 35	Selection of the Horse - D58W 04	Partial transfer may be possible – matching exercise between Units would be required

## Appendix 5 Possible Timetable for Delivery of Mandatory Units

### HNC

Unit title	Term 1	Term 2	Term 3
Activity Tourism: Graded Unit 1			✓
Structure of the Travel and Tourism Industry	✓		
Business Management, an Introduction		✓	
Health & Safety Legislation: An Introduction		✓	
IT: Applications Software 1	✓		
Environmental Awareness		✓	
Providing Information on the Scottish Tourism Product			✓
Foundations of Activity Tourism	✓		

### HND

Unit title			
<i>Getting Started in Business</i>	<i>It is recommended that candidates who intend to progress to HND undertake these Units during year 1, i.e. in addition to the Units required for the HNC</i>		
<i>Web Design: An Introduction</i>			
<i>Work Experience</i>			
Unit Title	Term 1	Term 2	Term 3
Activity Tourism: Graded Unit 2			✓
Activity Tourism: Graded Unit 3			✓
Event Management	✓	✓	
Influences on the Travel and Tourism Industry	✓		
Tourism: Sustainability and Rural Communities		✓	
Scottish Tourism Product: Niche Markets	✓		
Rural Business Diversification		✓	



## APPENDIX 6 Core Skills Mapping of Group Award

( S = signposted E = Embedded )

UNITS: YEAR 1	Problem Solving	Working with others	Communication		Numeracy		Information Technology
			Written Communication	Oral Communication	Using Number	Uses Graphical Information	
Graded Unit 1: Activity Tourism	S		S	S	S	S	S
Structure of the Travel and Tourism Industry		S	S	S		S	S
Business Management, an Introduction	S				S		
Health & Safety Legislation: An Introduction							
IT: Applications Software 1							E
Environmental Awareness			S	S			
Providing Information on the Scottish Tourism Product							
Foundations of Activity Tourism	S	S	S	S			S
Riding & Trek Leading Skills	S	S		S			
Management, Organising and Practice of Outdoor Activities							
Foundations of Outdoor Activities	S	S	S	S			S
Countryside Recreation and Access	S	S	S	S			S
Interpretation: An Introduction			S	S			
Classification and Identification of Organisms			S	S			

Role of History, Culture and Genealogy in Scottish Tourism							
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UNITS: YEAR 2	Problem Solving	Working with others	Communication		Numeracy		Information Technology
			Written Communication	Oral Communication	Using Number	Graphical Information	
Graded Unit 2: Activity Tourism	S		S	S	S	S	
Influences on the Travel and Tourism Industry							
Tourism: Sustainability and Rural Communities			S	S			S
Scottish Tourism Product: Niche Markets	S					S	
Rural Business Diversification			S		S	S	S
Getting Started in Business	S		S		S	S	S
Web Design: An Introduction		S					S
Event Management	S	S	S				
Work Experience	E						
Heritage Studies: Scotland		S	S	S			S
Equine Selection	S		S	S	S	S	
Equine Studies: Equine Health	S		S	S			
Equine Studies: Planning Equine Facilities	S		S	S	S	S	
Fitness Testing for Sport							
Safe Practice in Outdoor Activities							
Physical Activity for Children							
Application of Management and Organisational Skills in Outdoor Activities							
Countryside Sport and Recreation in Scotland							

UNITS: YEAR 2	Problem Solving	Working with others	Communication		Numeracy		Information Technology
			Written Communication	Oral Communication	Using Number	Graphical Information	
Land Use Systems			S	S			S
Countryside Visitor Management	S	S	S	S	S	S	S
Marketing Planning in Travel and Tourism							
Scottish Natural Heritage Tourism	S	S	S	S			S
Applied Interpretation	S		S	S			
Food Tourism and Culture	S	S		S			