



**Arrangements for:  
Higher National Certificate  
Sport and Hospitality Management**

**Group Award Code: G8P1 15**

**and**

**Higher National Diploma  
Sport and Hospitality Management**

**Group Award Code: G8RK 16**

**Validation date: June 2007**

**Date of original publication: April 2008**

**Version: 04 (March 2017)**

## **Acknowledgement**

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

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## History of changes

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

Version number	Description	Date
04	<b>Revision of Unit:</b> DV0M 34 Work Experience has been replaced by HJ4W 34 Work Placement and will finish on 31/07/19 for HND Framework only.	30/03/17
03	<b>Revision of Unit:</b> D77G 34 ‘Communication: Practical Skills’ has been revised by H7MB 34 ‘Communication: Practical Skills’ and will finish on 31/07/2015.	29/05/15
02	Applied Fitness Assessment and Diagnostic Testing DW5X 35 has been revised by H4T6 35 and will finish on 31/07/2015, Current Exercise Trends DP2E 35 has been revised by H4T8 35 and will finish on 31/07/2015, Exercise Principles and Programming DP8E 34 has been revised by H4TC 34 and will finish on 31/07/2015, Stretch Training DP2F 34 has been revised by H4TD 34 and will finish on 31/07/2015, Health Screening DP2L 34 has been revised by H4TE 34 and will finish on 31/07/2015, Nutrition for Fitness, Health and Exercise DT4W 34 has been revised by H4TF 34 and will finish on 31/07/2015, Physical Activity for Children DP2D 34 has been revised by H4TG 34 and will finish on 31/07/2015.	September 2013

# **1 Introduction**

This is the Arrangements Document for the revised HNC Sport and Hospitality Management and HND Sport and Hospitality Management, which were validated in June 2007. These replace the previous awards which were validated in 1997. This document includes: background information on the development of the Group Award, its aims, guidance on access, details of the Group Award structure, and guidance on delivery.

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

The HNC in Sport and Hospitality Management and HND in Sport and Hospitality Management have been designed to provide potential management trainees with a wide range of skills relevant to the sports, hospitality and leisure industries.

There has been a huge growth in the integration of the different aspects of the sports, hospitality and leisure industries. For example, major hotels and hospitality operations operate leisure and sporting facilities within their complexes. Similarly, the sports and leisure operations offer customers excellent food and beverage, conference and bar amenities in addition to the traditional gym, pool and sporting facilities.

### **2.1 Market research methodology**

Market research was conducted using questionnaires, which were sent to a representative sample of the target industries. This included Scottish and English hotels, health clubs, sports centres and Scottish and English councils.

Furthermore, a number of personal contacts and interviews were undertaken. A total of 72 questionnaires were returned with a further 15 telephone surveys undertaken.

### **2.2 Market research results**

Analysis of the results of market research indicated broad agreement with the aims, approach to Core Skills and transferable skills adopted by the awards and endorsed the balance between mandatory and optional Units within the frameworks.

The organisations, from across the UK, viewed the proposed course extremely favourably. Without exception they agreed that the successful candidate would be well qualified to gain employment within their particular organisation as well as in the many diverse areas of the target industries. Furthermore, respondents saw the qualification leading the candidate into trainee, supervisory, junior or deputy management positions.

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

### **3.1 General aims of the award**

The HNC Sport and Hospitality Management and HND Sport and Hospitality Management have a range of broad aims. These are to:

- ◆ develop candidate's knowledge and skills in planning and analysis
- ◆ develop problem solving
- ◆ develop study and research skills
- ◆ develop critical and evaluative thinking
- ◆ develop communication skills and presentation techniques
- ◆ develop IT skills
- ◆ develop personal effectiveness
- ◆ learn good practice from professionals at work
- ◆ enable progression into the SCQF and allow progression to a higher level of education
- ◆ meet the needs of the relevant industries
- ◆ provide opportunities for career planning

### **3.2 Specific aims of the award**

The specific aims of the HNC Sport and Hospitality and first year of the HND Sport and Hospitality Management are:

- 1 To prepare for employment in the Sports, Hospitality and Leisure industries in a supervisory level post.
- 2 To gain an understanding of the role of and application of the skills required.
- 3 To develop the candidate's knowledge and skills in the main occupational areas.
- 4 To undertake options to permit an element of vocational specialism in related areas.
- 5 To develop key transferable skills, which are relevant to industry.
- 6 To develop the ability to be flexible and to work co-operatively with others.
- 7 To develop employment skills and enhance candidates' employment chances.

The second year of the HND Sport and Hospitality Management will further develop the aims met in the first year as follows:

- 8 To introduce a wider range of competences and expanded knowledge which candidates can achieve eg accounting, human resource management, management of hospitality organisations, business skills and marketing.
- 9 To enhance the likely entry point to an organisation.
- 10 To enhance the candidate's speed of progression within an organisation.
- 11 To provide an advanced level of entry to further academic qualifications.
- 12 To allow candidates to develop in other areas relevant to future (or current) employment within the target industries or progression into relevant degree courses through selected optional Units.

### 3.3 Target groups

The target groups for these Group Awards are:

- ◆ school leavers who have a desire to enter the various associated industries
- ◆ those who wish to use the awards as a stepping-stone to related degree level courses
- ◆ mature returnees to education who have a desire to change career and enhance their career prospects
- ◆ candidates who wish to re-enter education after a break in either work or study
- ◆ candidates who wish to start their own business

### 3.4 Employment opportunities

The courses aim to address the ongoing problem faced by establishments of recruiting flexible, knowledgeable staff. It is expected that the successful candidate will be a potential manager capable of leadership in the broad areas of service offered by the Sports, Hospitality and Leisure Industries.

Employers, as well as requiring underpinning knowledge, are frequently demanding both managerial and practical skills from potential employees.

Hence, there is a recognised need for a qualification which as well as focusing on the role of practitioners will provide the candidate with a managerial input which will enable graduates to progress into supervisory and managerial positions in their chosen discipline.

Employment opportunities for candidates with an HNC could be as an activity coordinator or assistant with organisations such as PGL Adventure centre, private activity centre, hotel activity centre, 'Camp America', working abroad with hotel group, etc.

Employment opportunities for candidates with an HND could be in a supervisory/first line management role working within Golf driving range, PGL Adventure centre, private activity centre, hotel activity centre, 'Camp America', working abroad with hotel group, etc.

## 4 Access to Group Award

It is anticipated that the award will be delivered through a full-time or part-time course of study. Some candidates may come from school while others may be returnees or adults who wish a change of career.

As with all SQA qualifications, access to the award will be at the discretion of centres. The following recommendations are for guidance only. Examples of appropriate formal entry qualifications are specified below. They are not exhaustive or mutually exclusive and may be considered in a variety of combinations.

- ◆ two SQA Higher level passes at level C along with three Standard Grade passes at 3 or above. A Higher or Standard Grade in Physical Education would be an asset but not essential.
- ◆ an existing HNC award.
- ◆ appropriate Scottish Group Awards at Intermediate 2 or Higher.
- ◆ appropriate groupings of National Units.

- ◆ an SVQ at level 3 in a relevant area.
- ◆ different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable.
- ◆ relevant work experience.
- ◆ equivalent overseas qualifications which are relevant to the awards.

The recommended Core Skills entry levels for the HNC Sport and Hospitality Management and first year of HND in Sport and Hospitality Management is as follows:

<b>Core Skills</b>	<b>Recommended Entry levels</b>
Communication	SCQF level 5
Information Technology	SCQF level 5
Numeracy	SCQF level 4
Problem Solving	SCQF level 5
Working with Others	SCQF level 4

Where candidates do not come with an existing Core Skills profile, it is recommended that the centre considers carrying out a Core Skills profile with a view to providing support in areas where it may be required.

## 5 Group Award structure

### 5.1 Frameworks

#### HNC Sport and Hospitality

For a candidate to achieve the HNC Sport and Hospitality, they must attain all of the Mandatory Units (96 SCQF credit points/12 SQA credits), including one Graded Units at SCQF level 7.

#### Mandatory Units

<b>Unit title</b>	<b>Unit code</b>	<b>SCQF credit points</b>	<b>SCQF level</b>	<b>SQA credit value</b>
Coaching of Sports: Level 1	DD2W 34	16	SCQF 7	2
Exercise Principles and Programming*	H4TC 34	16	SCQF 7	2
Nutrition for Fitness, Health and Exercise*	H4TF 34	8	SCQF 7	1
Health Screening*	H4TE 34	4	SCQF 7	0.5
Principles of Fitness Training	DD34 34	4	SCQF 7	0.5
Hospitality Supervision	DL3X 34	16	SCQF 7	2
Food and Beverage Service	DL3G 34	16	SCQF 7	2
Information Technology: Applications Software 1	D75X 34	8	SCQF 7	1
Sport and Hospitality Management: Graded Unit 1	F2B9 34	8	SCQF 7	1



## HND Sport and Hospitality Management

For a candidate to achieve the HND Sport and Hospitality Management, they must attain all of the Mandatory Units (200 SCQF credit points/25 SQA credits) and Optional Units worth 40 SCQF credit points/5 SQA credits. A minimum of 64 SCQF credit points of the award should be at SCQF level 8 and therefore candidates must complete one Unit at SCQF level 8 from the Optional Units.

### Mandatory Units

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Coaching of Sports: Level 1	DD2W 34	16	SCQF 7	2
Exercise Principles and Programming*	H4TC 34	16	SCQF 7	2
Nutrition for Fitness, Health and Exercise*	H4TF 34	8	SCQF 7	1
Health Screening*	H4TE 34	4	SCQF 7	0.5
Principles of Fitness Training	DD34 34	4	SCQF 7	0.5
Hospitality Supervision	DL3X 34	16	SCQF 7	2
Food and Beverage Service	DL3G 34	16	SCQF 7	2
Alcoholic Beverages	DL3E 34	8	SCQF 7	1
Information Technology: Applications Software 1	D75X 34	8	SCQF 7	1
Sport and Hospitality Management: Graded Unit 1	F2B9 34	8	SCQF 7	1
Current Exercise Trends*	H4T8 35	16	SCQF 8	2
Work Placement	HJ4W 34*	8	SCQF 7	1
Managing Financial Resources in Hospitality	DL3A 35	8	SCQF 8	1
Behavioural Skills for Business	DE3L 35	8	SCQF 8	1
Developing Skills for Personal Effectiveness	DF4F 35	8	SCQF 8	1
Hospitality: Financial and Control Systems	DL3T 34	8	SCQF 7	1
Management: Leadership at Work	DV88 34	8	SCQF 7	1
Food Production Processes	DL3K 34	16	SCQF 7	2
Sport and Hospitality Management: Graded Unit 2:	F2BA 35	8	SCQF 8	1
Sport and Hospitality Management: Graded Unit 3	F2BB 35	8	SCQF 8	1

## Optional Units

Candidates must achieve 40 SCQF credit points/5 SQA credits

A minimum of 1 credit (8 SCQF credit points) must be achieved from this section.

A maximum of 4 credits (32 SCQF credit points) may be achieved from this section.

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Event Management in Sport	DA8X 35	8	SCQF 8	1
Fitness Conditioning in Sport	DD2L 35	8	SCQF 8	1
Applied Fitness Assessment and Diagnostic Testing*	H4T6 35	12	SCQF 8	1.5
Psychology of Sports Performance	DD2N 35	8	SCQF 8	1
Sport and Recreation Programming	DP8C 35	8	SCQF 8	1
Marketing Planning Process	DV8N 35	8	SCQF 8	1

Up to 4 credits (32 SCQF credit points) may be achieved from this section

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Physical Activity for Children*	H4TG 34	8	SCQF 7	1
Resistance Training for Sport	DD36 34	8	SCQF 7	1
Anatomy, Physiology and Energy Systems	DD2V 34	8	SCQF 7	1
Stretch Training*	H4TD 34	4	SCQF 7	0.5
First Aid for Sport	DD30 34	4	SCQF 7	0.5
Prevention and Rehabilitation of Sports Injuries	DD33 34	4	SCQF 7	0.5
Conduct and Ethics for Sports Coaches	DD2X 34	8	SCQF 7	1
Introduction To Self-Employment and Small Business	A6HD 34	8	SCQF 7	1
Food Hygiene Intermediate	DC0V 34	8	SCQF 7	1
Licensed Premises Operation	DL41 34	16	SCQF 7	2
Hospitality Front Office Procedures 1	DL3N 34	8	SCQF 7	1
Managing Hospitality Organisations 1	DL4L 34	8	SCQF 7	1
Health and Safety Legislation: An Introduction	DF87 34	8	SCQF 7	1
Communication: Practical Skills	H7MB 34*	8	SCQF 7	1
Personal Development Planning	DE3R 34	8	SCQF 7	1
Work Role Effectiveness (2003)	DG6E 34	24	SCQF 7	3

Up to 2 credits (16 SCQF credit points) may be achieved from this section

Unit title	Unit code	SCQF credit points	SCQF level	SQA credit value
Basic Communication in French 1	A5FW 33	8	SCQF 6	1
Basic Communication in French 2	A5K2 33	8	SCQF 6	1
Basic Communication in French 3	A5KH 33	8	SCQF 6	1
Basic Communication in Gaelic 1	A5FJ 33	8	SCQF 6	1
Basic Communication in Gaelic 2	A5KC 33	8	SCQF 6	1
Basic Communication in Gaelic 3	A5KJ 33	8	SCQF 6	1
Basic Communication in German 1	A5FK 33	8	SCQF 6	1
Basic Communication in German 2	A5K4 33	8	SCQF 6	1
Basic Communication in German 3	A5KK 33	8	SCQF 6	1
Basic Communication in Italian 1	A5FL 33	8	SCQF 6	1
Basic Communication in Italian 2	A5K5 33	8	SCQF 6	1
Basic Communication in Italian 3	A5KL 33	8	SCQF 6	1
Basic Communication in Spanish 1	A5FT 33	8	SCQF 6	1
Basic Communication in Spanish 2	A5KB 33	8	SCQF 6	1
Basic Communication in Spanish 3	A5KS 33	8	SCQF 6	1

### Graded Units

The Graded Units for both Group Awards are Project based. This form of assessment will enable candidates to develop their planning, organising and evaluation skills within given timelines. Based on the feedback from the market research it was agreed that this was the most appropriate way of testing the integration of knowledge and skills in the constituent Units.

Graded Unit 1 will be a project based investigation.

In addition to the above, the HND contains two single credit Graded Units. One Graded Unit takes the form of a case study where skills in gathering and interpreting information, analysing, decision-making and planning are developed. The other Graded Unit will be a practical assignment, which will reflect the candidate's abilities in leading a practical session. These types of assessment were seen as an appropriate way of testing HND mandatory Units, and a good preparation for the demands of employment entered into by HND candidates.

## 5.2 Mapping Information

### Core Skills

The recommended Core Skills exit levels for HNC and HND are as follows:

Core Skills	Recommended HNC Exit levels	Recommended HND Exit levels
Communication	SCQF level 6	SCQF level 6
Information Technology	SCQF level 6	SCQF level 6
Numeracy	SCQF level 5	SCQF level 5
Problem Solving	SCQF level 6	SCQF level 6
Working with Others	SCQF level 6	SCQF level 6

Core Skills will be developed and certified in the mandatory Units of the Group Awards, formally through assessment or through signposting opportunities. All practical teaching and learning activities of the course provide a context for developing and enhancing the five Core Skills to a significant level beyond those recommended at entry.

In addition to the recognised Core Skills, these Group Awards require candidates to be able to manage their time and plan their activities. These skills are developed throughout the Group Award.

Core Skills mapping is shown in Appendix 1.

## 5.3 Articulation

The HNC in Sport and Hospitality Management and HND in Sport and Hospitality Management provide candidates with the relevant mix of competencies to enable immediate entry to employment whilst at the same time allowing candidates an articulation route to degree level study.

A number of Universities have accepted candidates with the predecessor HND candidates into second or third year of degree courses.

Universities contacted gave their support to the revised awards and indicated that they will accept candidates on completion of the HNC Sport and Hospitality Management award. For example:

- ◆ year 1/2 Sport and Exercise Science Napier University
- ◆ year 1/2 BA/BA (Hons) Hospitality Management Napier University
- ◆ year 1/2 BA Management in Hospitality, University of Central Lancashire
- ◆ year 1/2 Management in Leisure, University of Central Lancashire
- ◆ year 1/2 Sports Management, University of Central Lancashire

Universities contacted gave their support to the revised awards and indicated that they will accept candidates on completion of the HND in Sport and Hospitality Management award. For example:

- ◆ year 3 BA Sports Management Bell College
- ◆ year 2 Sport and Exercise Science Napier University
- ◆ year 2 BA/BA (Hons) Hospitality Management Napier University
- ◆ year 2 BA Management in Hospitality, University of Central Lancashire
- ◆ year 2 Management in Leisure, University of Central Lancashire
- ◆ year 2 Sports Management, University of Central Lancashire

However, it must be remembered that while it is not the purpose of the HNC in Sport and Hospitality Management and HND in Sport and Hospitality Management to gain access into higher education institutions, it is a legitimate route that some candidates may choose. Therefore, it would be possible to continue their course of study at degree level either immediately upon completion or at some time in the future.

#### **5.4 Credit transfer arrangements**

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 Sport and Hospitality Management but candidates can 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 in Sport and Hospitality Management and HND in Sport and Hospitality Management, including the Mandatory Units, Graded Units and the correct number of credits at the correct SCQF level.

The following table lists where full or partial credit transfer can be given between predecessor Units and revised Units. These have been agreed by the External Verifier.

### Units with full credit transfer

Revised Unit title	Revised Unit code	Predecessor Unit title	Predecessor Unit code	Credit transfer conditions
Exercise Principles and Programming	DP8E 34	Exercise Principles and Programming / Fitness Testing and Assessment	DA8P 34 DA8N 34	Both predecessor Units required for Full Transfer
Principles of Fitness Training	DD34 34	Exercise Principles and Programming	DA8P 34	Full Transfer
Food and Beverage Service	DL3G 34	Food and Beverage Service	A78K 34	Full Transfer
Information Technology: Applications Software 1	D75X 34	Information Technology: Applications 1	A6AM 34	Full Transfer
Hospitality: Financial and Control Systems	DL3T 34	Control Systems for the Hospitality Industry	A781 34	Full Transfer
Food Production Processes	DL3K 34	Food Production Processes	A77S 34	Full Transfer
Event Management in Sport	DA8X 35	Event Management in Sport	DA8X 35	Full Transfer
Psychology of Sports Performance	DD2N 35	Psychology of Coaching and Sports Performance	D51H 04	Full Transfer
Work Experience	DV0M 34	Workplace Experience	A6T1 34	Full Transfer
Anatomy, Physiology and Energy Systems	DD2V 34	Anatomy and Exercise Physiology	DA8V 04	Full Transfer
Hospitality Front Office Procedures 1	DL3N 34	Front Office Procedures for the Hospitality Industry	A780 34	Full Transfer
Communication: Practical Skills	D77G 34	Communication: Presenting Complex Communication for Vocational Purposes	D5P3 34	Full Transfer

### Units with partial credit transfer

Revised Unit title	Revised Unit code	Predecessor Unit title	Predecessor Unit code	Credit transfer conditions
Coaching of Sports: Level 1	DD2W 34	Organising and Coaching of Sports	D515 04	In addition to achieving the predecessor Unit, candidates will have to produce evidence to cover Outcome 4 of the revised Unit
Health Screening	DP2L 34	Outcome 1 of Fitness Testing and Assessment and Outcome 6 of Operation of Health and Fitness Suites	DA8N 34 DA8Y 04	In addition to achieving the Outcomes listed from the predecessor Unit, candidates will have to produce evidence to cover informed consent and data protection
Applied Fitness Assessment and Diagnostic Testing	DW5X 35	Fitness Testing and Assessment	DA8N 34	In addition to achieving the predecessor Unit, candidates will have to produce evidence to cover Outcomes 1 and 4 of the revised Unit
Resistance Training for Sport	DD36 34	Circuit and Resistance Training	DA8G 04	In addition to achieving the predecessor Unit, candidates will have to produce evidence to cover Outcome 1 of the revised Unit

## 6 Approaches to delivery and assessment

It is recommended that all Units will be delivered in the context of sport, leisure and hospitality and of the Group Awards to which they belong.

Candidate placements (where applicable) must meet the design intentions of the individual Units although it is possible for centres to consider a degree of integration with Units. In this event, it is important that centres manage this so as to allow candidates to overtake the Outcomes for individual Units and meet all the requirements. The management of this is the responsibility of the centre. The evidence gathered must be available for verification.

The choice of option Units is significant and candidates should be aware that their choice of options may enhance their job prospects.

### 6.1 Graded Unit and timing of delivery

The knowledge and skill requirements of each individual Unit may influence the centre regarding the order of delivery of Units and the timing of the Graded Unit(s). The Graded Units bring together many of the competences gained by the candidate while undertaking the individual mandatory Units. They are also designed to reflect the award title. In other words, as the Graded Unit(s) draw heavily upon the skills being gained within other Units, it is recommended that the delivery takes place after some or most of the supporting Units have been completed. Centres will manage this at their discretion.

There are possibilities of integrating assessments within Units and even on work placements. Evidence to establish competence in individual Units must be available, as integration does not mean a reduction of demand level. For example integration of:

- ◆ *Exercise Principles and Programming Outcome 5 with Principles of Fitness Training Outcome 2*
- ◆ *Exercise Principles and Programming Outcome 3 with Health Screening Outcome 2*
- ◆ *Food and Beverage Service Outcome 2/3 with Hospitality Supervision Outcome 3.*

### 6.2 Flexible learning

There is some possibility of delivering parts of the award by a variety of routes. It may be delivered on a full-time or part-time basis or by a Flexible Learning route. Centres will make their own decisions in this matter. Again however, regardless of the mode of delivery, Evidence Requirements will be laid out in each Unit specification.

If assignments are completed outwith the centre, it will be the responsibility of the centre to ensure the authenticity of a candidate's work. If a candidate's duty log accurately reflects the work assessed, then this would be strong evidence of authenticity. It would be good practice to have the candidates sign or initial work that had been completed outwith the centre. There are ways to support this process: mentor reports being signed, a written record of oral questions and responses being signed and dated to name a few.



### **6.3 Assessment strategy**

Assessment approaches adopted will vary across the component Units within the programme. These may take the form of closed or open-book, written and/or oral, short questions. In many cases practical competence will be observed within the teaching environment.

Learning, teaching and assessment should, whenever possible, be contextualised to the vocational area of study and opportunities for integration of assessment will be demonstrated alongside holistic approaches to appraisal which will ensure an appropriate balance of teaching to evaluation.

## **7 General information for centres**

### **Candidates with disabilities and/or additional support needs**

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* ([www.sqa.org.uk](http://www.sqa.org.uk)).

### **Internal and external verification**

All instruments of assessment used within this/these Group Award(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment and Quality Assurance for Colleges of Further Education* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## **8 General information for candidates**

The Sport and Hospitality awards will provide you with the knowledge and skills needed to make a career in integrated areas of the sport, hospitality and leisure industries. The HNC is designed to equip you for employment at a supervisory level whereas the HND is designed to introduce a wider range of competences to enhance your starting point and/or your progression within an organisation.

Most candidates who successfully complete the HNC/HND go on to work in areas of the sport, hospitality and leisure industries where the ability to operate within different aspects of the organisation is an attribute. For instance, hotel groups operate sporting facilities within their complexes whilst sports and leisure organisations offer food and beverage, conference and bar facilities in addition to the traditional gym, pool and sporting facilities. However, there are also opportunities to progress to the second or third year of a degree course at a variety of universities.

You will study a mix of mandatory and optional Units

The main mandatory topics of study include:

- ◆ Principles of exercise and fitness
- ◆ Nutrition and Health
- ◆ Coaching of sports
- ◆ Professional Cookery
- ◆ Service of Food and Drink
- ◆ Supervisory and leadership skills
- ◆ Financial management
- ◆ Developing personal effectiveness

The optional Units delivered by your college may differ from those offered at another college; however, they will all give you an opportunity to study certain aspects of your course in greater depth. The content of each Unit will be delivered through a series of lectures and practical sessions and you will also be expected to make a commitment to self directed study. Tutorial sessions will support you throughout this programme and will help build up your confidence. Each Unit is individually assessed and you will be expected to hand in work to meet specified deadlines. Many of your tasks will be practical tasks, but you will also be required to carry out research activities, write up reports and evaluate some of your practical tasks and activities. Towards the end of each year of study you will undertake a 'Graded Unit' which pulls together many of the main themes which you have studied. The Graded Units provide an opportunity for you to consolidate your studies and gain a graded award for these particular Units.

During the learning process you will have the opportunity to acquire the following skills:

- ◆ Planning and organising
- ◆ Communication skills and presentation techniques
- ◆ IT skills, information collection and research
- ◆ Logical and analytical thinking
- ◆ Decision making and problem solving
- ◆ Develop personal effectiveness
- ◆ Co-operating with others (and team working)
- ◆ Vocational adaptability

The content of the HNC and HND in Sport and Hospitality Management reflects the needs of employers across a diverse range of industries. The courses give you an opportunity to develop the skills and underpinning knowledge needed to operate effectively in these industries.

## 9 Glossary of terms

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk)

**SCQF credit points:** 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.

**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 candidates' 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.

**Dedicated Core Skill Unit:** This is a Unit that is written to cover one or more particular Core Skills, eg HN Units in Information Technology or Communications.

**Embedded Core Skills:** This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

**Signposted Core Skills:** This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

**Qualification Design Team:** The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the 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: Core Skills Signposted opportunities

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	Mandatory Units	Comm. written	Comm-Oral	SCQF Level	Numeracy	SCQF level	Problem Solving	SCQF level	IT	SCQF level	Working with Others	SCQF level
DD2W 34	Coaching of Sports: Level 1	√	√	6			√	6				
DP8E 34	Exercise Principles and Programming		√	6			√	6	√	6	√	6
DT4W 34	Nutrition for Fitness, Health and Exercise	√		6					√	6		
DP2L 34	Health Screening		√	6							√	6
DL3X 34	Hospitality Supervision		√	6			√	6			√	6
DL3G 34	Food and Beverage Service										√	6
DL3E 34	Alcoholic Beverages	√		6								6
D75X 34	Information Technology: Applications Software 1								√*	6		
DV0M 34	Work Experience						√	6	√	6	√	6
DL3A 35	Managing Financial Resources in Hospitality				√	5			√	6		
DF4F 35	Developing Skills for Personal Effectiveness						√*	6				
DL3T 34	Hospitality: Financial and Control Systems				√	5			√	6		
DL3K 34	Food Production Processes								√	6	√	6
√* Embedded/certificated Core Skill												
√ Signposted Core Skill												