

Arrangements for:
HNC Sign Design and Graphics
(G8F6 15)

Validation date: September 2006

Date of original publication: March 2007

Version: 04 (May 2015)

Acknowledgement

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

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	Revision of Unit: DE1K 33 Workplace Communication in English has been revised by H8T2 33 and finishes on 31/07/2016.	13/05/15
03	Revision of Unit: DK2K 34 Getting Started in Business <i>has been revised as</i> H7V4 34 Preparing to Start a Business <i>and will finish on</i> 31/07/2016. DE3N 34 Communication: Analysing and Presenting Complex Communication <i>has been revised as</i> H7TK 34 Communication: Business Communication <i>and will finish on</i> 31/07/2016.	11/12/14
02	Revision of Unit: DJ43 33 Customer Care has been revised by H49P 33. The old Unit will finish on 31/07/2015.	27/09/13

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1 Introduction

This is the Arrangements Document for the revised HNC Group Award in Sign Design and Graphics, which was validated in September 2006. 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.

Previously two different awards in Sign Design were available. These have now been combined into a single Group Award, HNC Sign Design and Graphics.

2 Rationale for the revision of the Group Award

The HNC Sign Design and Graphics is designed to offer a broad based education through establishing a balance between practical signwork design skills and a programme of relevant supportive studies.

The HNC will meet the vocational needs of those already in employment in the sign industry or those seeking employment at a higher level. It will provide an opportunity for persons from a range of educational and experiential backgrounds to prepare for a professional career in the sign industry.

The main changes to this Group Award are in terms of the level of IT input and the greater focus on design as part of the overall competency needed for the industry. This approach was endorsed by employers contacted and is reflected in the National Occupational Standards for the industry.

2.1 Market research methodology

Market research was conducted with the employers in the sign industry, current and former HNC candidates, and further education colleges to ascertain the support for this Group Award. The research with industry was done in two stages. The initial questionnaire included questions on the importance of Core Skills and the broad content of the existing course and the second stage questionnaire asked the industry what they thought of the proposed revised Group Award. Questionnaires were followed up with telephone calls in some cases.

2.2 Market research results

Evidence indicated that there was a continuing need for this type of Group Award. Members of the signwork industry were positive in supporting the programme, with an acknowledgment that the content of the original Group Awards no longer met the needs of the stakeholders. Considerable strides in advancing technologies and changes to the industry are reflected in the review and revision of the content of the Group Award. Following the necessary market research and consultation the revised HNC was designed to take into consideration the following:

- ◆ Employer needs and opinions
- ◆ HNC candidate experience
- ◆ The diversity of the sign industry
- ◆ The British Sign and Graphics Association documentation
- ◆ Teaching staff experience
- ◆ Scottish Executive targets for numeracy and literacy

As a result of the market research undertaken the Qualifications Design Team devised a framework with constituent Units which was sent out to employers for further consultation. Overall the results of market research with both employers and with present and former candidates were positive in support of the review of the Group Award.

3 Aims of the Group Award

The aims of the Group Award have been split into General Aims and Specific Aims and each aim has been referenced to the Units contained in the Group Award.

3.1 General aims of the Group Award

- 1 To extend the competences developed within the unitised National Certificate programme.
- 2 To enable the candidate to develop an appropriate mix of higher level vocational competences, technical knowledge, business and management skills.
- 3 To enable the candidate to acquire knowledge and experience to enhance personal versatility and adaptability.
- 4 To provide a base for further study or access to higher level work for individual candidates.
- 5 To develop the candidate's skills in the following areas:
 - ◆ Organisation
 - ◆ Communication (spoken, written, graphical and data transfer)
 - ◆ Information collection (Research)
 - ◆ Logical thinking
 - ◆ Analytical thinking
 - ◆ Decision making
 - ◆ Problem Solving
 - ◆ Co-operating with others (Teamwork)
 - ◆ Vocational Adaptability
- 6 Provide choice for candidates by basing the study programmes on subjects plus options.

3.2 Specific aims of the Group Award

- 7 Help candidates to maximise their own potential. This will be achieved by incorporating candidate-centred project activities, tutorial sessions where appropriate, and by retaining reasonable breadth to the study programme. The Group Award will reflect vocational needs, by encouraging and fostering personal development across a range of related skills.
- 8 To meet more effectively the changing needs of the sign industry.
- 9 To provide a Group Award that is recognised by local employers in the sign industry.

- 10 To provide the sign industry with well-trained competent operatives with the ability to respond to current and future needs.
- 11 To develop in the candidate an awareness of the impact of sign design and graphics on society and the environment, and how new technology may improve service to customers.
- 12 To provide a sound knowledge of the economics, design and practical procedures, production methods and materials which are integral to the subject area.
- 13 To provide optional Units which encourage candidates to consider self-employment as an option.

3.3 Target groups

This Group Award would be suitable for a wide range of potential candidates — school leavers, adult returners, those already in work or the self-employed. The broad range of skills involved in the Group Award develops competence in several different craft skill areas and this makes it a suitable award for progression for candidates who have already completed a locally devised National Certificate course in sign design, graphics, or a related area.

3.4 Employment opportunities

The majority of candidates completing at HNC go on to employment in signwork resulting in high Post Course Success Rates. Most sign design and sign making workshops are small in scale so it is important that candidates are multi-skilled. Many of these workshops specialise in particular types of signage work, for example, vehicle work or in the areas of display or advertising. Many candidates opt for self employment at the end of their studies and cater for niche markets in the sign industry. This has been taken into account by the inclusion of several optional Units aimed at those wishing to set up their own businesses.

The number of candidates articulating to HND awards is small. However the Group Award has been designed to include some of the Units common to other awards to improve the feasibility of articulation.

4 Access to Group Awards

While access to this Group Award will be at the discretion of the centre, it would be beneficial if candidates had some previous experience of signwork or in a related area. This could be evidenced by one or a combination of the following:

- ◆ A locally devised National Certificate course in Signwork, Graphics or equivalent qualification a SCQF level 5/6
- ◆ Work experience in the signwork industry or in a related industry
- ◆ NVQ level 3 or equivalent in Signmaking or a related area
- ◆ One National Qualification at Higher at level C or above and four Standard Grades at general or credit level

- ◆ Where English is not the first language of the candidate, it is recommended that they possess English for Speakers of Other Languages at an appropriate level
- ◆ Direct entry to the programme would be offered to those applying with equivalent qualifications from other countries, providing the competencies can be identified and are appropriate.

In addition, it is recommended that candidates should possess the following minimum Core skills profile on entry.

Table 1 — Core Skills entry profile

Communication	level 4
Numeracy	level 4
IT	level 4
Problem Solving	level 4
Working with Others	level 4

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

5 Group Award structure

Throughout the Units there has been significant updating to reflect the place that computer generated images and design now plays within the industry. The choice of a Project – practical assignment as the Graded Unit reflects the practical nature of the Group Award and the importance of bringing together problem solving and planning skills as well as the practical competences required to present design solutions to clients. The links between the Graded Unit and the stated aims of the Group Award are clearly shown in Section 5.2.

The Core Skills which will be developed and certificated in the mandatory Units of the Group Award are shown below. This would be the minimum Core Skills exit level for successful candidates.

Table 2 — Core Skills exit level

Communication	level 5 Signposted
Numeracy	level 5 Embedded
IT	level 5 Embedded
Problem Solving	level 5 Embedded level 6 Signposted
Working with Others	level 5 Signposted

In addition to the recognised Core Skills, this Group Award requires candidates to be able to manage their time and plan their activities. These skills are developed throughout the Group Award and in particular are apparent in the Units which have signposted Problem Solving. For further information, please see Section 6.6.

The Graded Unit in this Group Award is a Project — Practical Assignment. This form of assessment will enable candidates to develop their planning, organising and evaluation skills within given timelines. Those consulted through market research agreed that this was the most appropriate way of testing the integration of knowledge and skills in the constituent Units.

Although it was decided to leave Communication as an Optional Unit to allow for speakers of other languages to access the Group Award through a specialist Unit, it is likely that a Communications Unit will be included as part of the HNC Sign Design and Graphics programmes offered.

5.1 Framework

The following table shows the framework of the HNC Sign Design and Graphics Group Award.

Unit Title	Code	SCQF credit points	SCQF level	SQA credit value
Mandatory Units				
Using Software Application Packages	D85F 34	8	7	1
Properties and Applications of Signwork Materials	F03L 34	8	7	1
Job Costing and Business Calculations	F03K 33	8	6	1
Sign Design and Colour Application	F03V 34	8	7	1
Fabricated Lettering and Signs	F03J 34	8	7	1
Sign Design and Graphics: Planning and Legislation	F0N8 34	8	7	1
Sign Design and Graphics: Graded Unit 1	F13T 34	8	7	1
Optional Units				
Communication: Analysing and Presenting Complex Communication*	DE3N 34	8	7	1
Sign Design and Graphics: Illumination	F07M 34	8	7	1
Reverse Image Graphics	F03M 34	8	7	1
Sign Painting Techniques	F03G 34	8	7	1
Vehicle Graphics and Vehicle Wrap	F03H 34	8	7	1
Customer Care*	H49P 33	8	6	1
Getting Started in Business*	DK2K 34	8	7	1
Personal Development Planning	DE3R 34	8	7	1
Personal Enterprise Skills	F3HT 34*	8	7	1
Workplace Communication in English	H8T2 33*	8	7	1

*Refer to History of Changes for revision details

Candidates have to achieve all of the Mandatory Units 7 SQA credits (56 SCQF credit points) and Optional Units 5 SQA credits (40 SCQF credit points). HNCs should incorporate at least 48 SCQF credit points at SCQF level 7.

5.2 Mapping information

The aims of the Group Award have been mapped to the Units. This information is detailed in Appendix 1.

The following is the structure of the NVQ level 3 Signmaking:

Mandatory Units

- 1 Monitor and maintain the safety of the workplace
- 2 Create, develop and maintain effective working relationships
- 3 Receive, interpret and confirm client instructions
- 4 Assess production feasibility
- 5 Prevent damage during transportation and storage of sign products

Optional Units (any **two** from the following list)

- 6 Prepare and produce quotations
- 7 Configure, set and adjust processing systems to production requirements
- 8 Establish the condition of items and recommend action
- 9 Plan and maintain production process
- 10 Assemble and dismantle access structures
- 11 Plan work methods, resources and systems to meet installation project requirements
- 12 Implement work to meet installation project requirements
- 13 Specify and produce graphical images using information technology solutions
- 14 Establish and develop detailed design work
- 15 Conduct site survey and prepare planning applications
- 16 Recommend and advise on the selection of a tailored project sign
- 17 Maintain sign products

While most of these areas will have been introduced to candidates who have studied at NC level, the following table shows where each of the above Units has been further developed to SCQF level 7 HNC. This relationship is shown in Appendix 2.

5.3 Articulation, professional recognition and credit transfer

There are no direct articulation routes to degree programmes identified for this Group Award although individual candidates have progressed to various HND programmes in the past.

Those with a particular interest in Graphics have in the past progressed to studying for graphic designer positions via an HND in Graphic Design but it is hoped that with the introduction of SCQF levels, progression to other Group Awards would now be more open. Candidates should be advised to research articulation preferences prior to choosing optional Units.

It is recommended that current candidates whether part-time or full-time, complete the existing HNC rather than switching to the revised Group Award. However there may be occasions when it is not possible for candidates to complete the existing HNC eg where they were unable to complete their studies due to ill health or difficulties with employers and where the centre has gone on to offer the new Group Award. In these cases it is recommended that the following suggested credit transfer arrangements be considered.

These credit transfer arrangements should be regarded as guidelines and centres should bear in mind that the Group Award has been revised to update the skills required in the industry eg increased use of IT and that these skills are considered by the QDT and market research to be essential to employment in the Sign industry. As a result centres may consider credit transferring Units achieved to the new Group Award and ensuring that some of the integral skills eg Core Skills in problem solving are overtaken by the candidate undertaking the Graded Unit. Additionally where credit transfer is not a direct match, guidance is included in the comments column and should be addressed by the presenting centre. For example if only one Outcome of four is indicated as a possibility for Credit Transfer, then the centre may decide it would be better for the candidate to be enrolled for the revised Unit.

The following table identifies likely Credit Transfer Arrangements for those who have completed part of an 'old' HNC Group Award. It should, however, be noted that the change in ethos in this Group Award towards a more graphics and IT oriented Group Award means that credit transfer possibilities are limited. The information on credit transfer arrangements has been checked and agreed by external verifiers.

Table 3 — Credit Transfer arrangements

Old Unit Name and Code		New Unit Name		Comments
None		Using Software Application Packages	D85F 34	Was not available in previous award Significant move to IT in the industry demands new technology
None		Properties and Applications of Signwork Materials	F03L 34	Was not available in previous award Wider range of materials now used in the industry
Costing and Specification	A2SC 04	Job Costing and Business Calculations	F03K 33	Similar content now incorporates IT
Sign Design Colour Application	A2S0 04 A2S1 04	Sign Design and Colour Application	F03V 34	Amalgamates the content of two units. Possible Credit transfer
Fabricated Lettering 1	A2S4 04	Fabricated Lettering and Signs	F03J 34	Similar content Credit transfer possible
Planning Conservation and Legislation	A2S7 04	Sign Design and Graphics: Planning and Legislation	F0N8 34	Similar Content. Credit transfer possible
None		Sign Design and Graphics Graded Unit 1	F13T 34	Was not available in previous award

Old Unit Name and Code		New Unit Name		Comments
None		Communication: Analysing and Presenting Complex Communication	DE3N 34	Was not available in previous award
None		Sign Design and Graphics: Illumination	F07M 34	Not available in previous award. Required for new signage
Window Decoration	A2S9 04	Reverse Image Graphics	F03M 34	Similar content. Some credit transfer possible. Outcome 1
Letter Effects 1 and Letter Effects 2	A2S5 04 and A2S8 04	Sign Painting Techniques	F03G 34	Amalgamated content of previous two Units. Credit transfer possible
Vehicle Livery 1 and Vehicle Livery 2	A2TL 04 and A2S6 04	Vehicle Graphics and Vehicle Wrap	F03H 34	Extended content in new Unit. Some Credit transfer possible. Outcome 1
None		Customer Care	DJ43 33	Was not available in previous award
None		Getting Started in Business	DK2K 34	Was not available in previous award
None		Personal Development Planning	DE3R 34	Was not available in previous award
None		Personal Enterprise Skills	DK2M 34	Was not available in previous award
None		Workplace Communication in English	DE1K 33	Was not available in previous award

6 Approaches to delivery and assessment

The diversity of the sign industry means candidates are required to be competent in a large number of skills in addition to design and graphics. The skills required demonstrate adaptability and include skills such as measuring, cutting, joinery skills, electrical knowledge, use of IT applications including specialist software, working out costings and wastage, presentation skills, fabricating skills, display skills, working with others and planning skills.

6.1 Possible full-time pattern of delivery

The full-time programme of delivery suggested in the following table shows how skills are built up during the Group Award and eventually integrated into the Graded Unit. This guide is based on a three block year. This enables the candidate to use the IT and craft skills developed throughout the Units to best effect in the Graded Unit. The candidates will also develop their knowledge and skills in using different types of materials and costing them throughout their programme of study.

Table 4 — Full time Schedule of Delivery

Unit	Unit Code	Block 1	Block 2	Block 3
Fabricated Lettering and Signs	F03J 34	M		
Properties and Application of Signwork Materials	F03L 34	M		
Sign Design and Colour Application	F03V 34	M		
Using Software Application Packages	D85F 34	M		
Job Costing and Business Calculations	F03K 33		M	
Sign Design and Graphics: Planning and Legislation	F0N8 34		M	
Sign Design and Graphics Graded Unit 1	F13T 34		M	
Communication: Analysing and Presenting Complex Communication	DE3N 34		O	

Plus five Units from the following list of options

Sign Design and Graphics: Illumination	F07M 34			O
Getting Started in Business	DK2K 34			O
Vehicle Graphics and Vehicle Wrap	F03H 34			O
Sign Painting Techniques	F03G 34			O
Reverse Image Graphics	F03M 34			O
Customer Care	DJ43 33			O
Personal Development Planning	DE3R 34			O
Personal Enterprise Skills	DK2M 34			O
Workplace Communication in English	DE1K 33			O

M = Mandatory

O = Optional

6.2 Possible part-time pattern of delivery

Candidates enrolled in a part-time course of study are likely to undertake six Units per year. The following table indicates a possible delivery pattern.

Table 5 — Part-time Delivery Schedule

	Unit name	Unit code
Block 1	Properties and Applications of Signwork Materials	F03L 34
	Sign Design and Colour Application	F03V 34
Block 2	Using Software Application Packages	D85F 34
	Job Costing and Business Calculations	F03K 33
Block 3	Sign Design and Graphics: Planning and Legislation	F0N8 34
	Fabricated Lettering and Signs	F03J 34

	Unit name	Unit code
Block 1	Choice of Options*	
	Choice of Options*	
Block 2	Choice of Options*	
	Choice of Options*	
Block 3	Graded Unit	

*From:

- F07M 34 *Sign Design and Graphics: Illumination*
- F03M 34 *Reverse Image Graphics*
- F03G 34 *Sign Painting Techniques*
- DE3N 34 *Communication: Analysing and Presenting Complex Communication*
- F03H 34 *Vehicle Graphics and Vehicle Wrap*

6.3 Delivery of the Graded Unit

The Graded Unit in the Group Award is a Project — Practical Assignment and needs a different approach to delivery from that taken for the other Units in the framework. The Graded Unit is designed to develop the candidate in terms of independent planning, development and evaluation. Ideally there should be a structure in place where the candidate will experience a similar format either in the form of a formative assessment or in a project based approach taken in other contributing Units. Candidates should be given dates along the time span of the Graded Unit that link to specific tasks. The tutor can then monitor the volume and quality of the work, give guidance on any restructuring of work needed and give the candidate one-to-one feedback on their progress.

An important aspect of the delivery and assessment of this Group Award is the working of a Course Team. All lecturing staff involved in the Group Award should be part of the Course Team. It is recommended that they should meet a minimum of three times a year to identify any problems involved in delivery, extra support needed and any corrective action required. Throughout delivery of the Units, reference should be made to the Graded Unit. It is hoped that this will encourage an overarching approach to the delivery of the Graded Unit and will encourage candidates to integrate the knowledge and skills gained from each of the constituent Units. Good practice would be to encourage involvement from all delivering lecturers, particularly in relation to the client presentation.

It is envisaged that the delivery of the Graded Unit would start in Block 2 in full-time provision as key skills acquired in the Units would have mainly been covered. It is envisaged that the Graded Unit work covered in Block 2 would be approximately one hour per week and this would extend to at least two hours a week in Block 3. By Block 3 this time should be spent in a workshop. By the time they have completed all of the mandatory Units at the end of Block 2, candidates will have developed their skills in managing time constraints, budgetary control and will have developed skills in both oral and written communication.

Note that in the case of discrete part-time provision, the Graded Unit would run right at the end of the Group Award over the last block in year 2.

6.4 Open learning

Full details on the suitability of individual Units for Open learning are contained in each individual Unit specification. Overall the Qualification Design Team did not consider the workshop-based Units in the Sign Design and Graphics Group Award to be suitable for Open learning although some of the Units or parts of the Units may be appropriate for delivery in this way. For example, the following Units may be appropriate:

- F0N8 34 *Sign Design and Graphics: Planning and Legislation*
- DK2K 34 *Getting Started in Business*
- DE3N 34 *Communication: Analysing and Presenting Complex Communication*
- DE3R 34 *Personal Development Planning*
- F03K 33 *Job Costing and Business Calculations*

6.5 E-Learning and e-assessment

There will be opportunities for elements of the teaching materials and some formative assessment to be delivered by electronic means. As centres are encouraged to reduce face-to-face delivery and expect candidates to take more responsibility for their learning, the use of e-learning and assessment will develop. Research on websites on Signmaking Materials, Colour Theory, Local Authority Planning Regulations as an example could have immediate relevance in three different Units involving these subjects, namely Properties and Applications of Signwork Materials (F03L 34), Sign Design and Colour Application (F03V 34) and Sign Design and Graphics: Planning and Legislation (F0N8 34).

Virtual Learning Environments and e-assessment tools are already being utilised and will undoubtedly increase. Formative assessments based on VLEs are recommended for use in this Group Award but should be used where they will enhance the learning experience. The increasing use of technology in the content of the revised Group Award should encourage lecturing staff to use more technology in their approaches to delivery.

Centres delivering this qualification will be well placed to ensure that candidates have the necessary ICT and ILT facilities and support mechanisms for example, access to discussion forums and e-mail for candidates. Delivery of parts of Units in this way would not alter the sequences of delivery already suggested above.

6.6 Core skills

Core Skills and their development are signposted and embedded throughout the Group Award. A summary of the suggested entry level and the exit level is given in Section 4 and Section 5. A full Core Skills mapping is shown in Appendix 3.

Lecturers should familiarise themselves with the Core Skills framework and the content of each of the Core Skills at levels 5 and 6.

Good practice would be to include a College Core Skills practitioner as part of the Course Team and seek advice where required in the delivery and assessment of Core Skills. This is particularly important where Core Skills are embedded.

6.7 Resource requirements

Resource requirements will vary depending on the options offered by each centre. All centres will require to have resources to deal with large format printing and will also need stocks of materials, workshop machinery, computing facilities and preferably specialist software.

Staff development requirements will vary from centre to centre but staff are likely to require development in:

- ◆ Fabricating skills, probably including sign boxes, illuminated, curved and irregular shapes, three dimensional letters and sign box extrusions.
- ◆ Vehicle wrap encompassing the application of printed vinyl applied to three dimensional vehicle in fabricated sections.
- ◆ Large format digital printing producing wide format graphics that can be laminated and different kinds of ink.
- ◆ Training in the use of specialist computer applications.

Workshop equipment required for this Group Award includes:

- ◆ Dimension saw
- ◆ Band saw
- ◆ Thermo-forming equipment
- ◆ Various power tools commonly used in workshops
- ◆ Hand tools commonly used in workshops
- ◆ Computer facilities with appropriate software
- ◆ Dust extraction equipment to meet legal requirements

6.8 Assessment schedule

An indication of the likely time of assessment for the mandatory Units of the Group Award are shown in Appendix 4. This corresponds with the advice on delivery given above. Where there are opportunities for integration between Units these should be taken, but it is likely that the integration of assessment will take place within rather than between Units. This approach would enable those following a part-time course of study to infill into a full-time course.

6.9 Assessment Strategy

Overall the assessment strategy in this award is holistic assessment within Units and signposted Core Skills where opportunities are apparent within Units. Many different types of assessment tasks are used in the Units of this Group Award. These are indicated in the table below:

Table 6 — Summary of Assessment Tasks

Mandatory Units	Unit code	Assessment
Using Software Application Packages	D85F 34	Practical tasks
Properties and Application of Signwork Materials	F03L 34	Description, Evaluation and practical task
Job Costing and Business Calculations	F03K 33	Costing project and completion of business documents
Sign Design and Colour Application	F03V 34	Collate examples of signage, create colour schemes and designs and suggest changes to signage
Fabricated Lettering and Signs	F03J 34	Description, produce flat cut lettering and fabricated lettering
Sign Design and Graphics: Planning Legislation	F0N8 34	Research, apply procedures and apply planning legislation
Sign Design and Graphics: Graded Unit 1	F13T 34	Practical task
Optional Units		
Communication: Analysing and Presenting Complex Communication	DE3N 34	Analyse and produce business communications and organise and participate in a meeting
Sign Design and Graphics: Illumination	F07M 34	Design and make illuminated signage
Reverse Image Graphics	F03M 34	Working drawings, developed drawings and a practical task
Sign Painting Techniques	F03G 34	Produce thumbnails, working drawing and practical sign painting task
Vehicle Graphics and Vehicle Wrap	F03H 34	Working drawings, developed drawings and a practical task
Customer Care	DJ43 33	Identify key principles of customer care and develop customer care strategy.
Getting Started in Business	DK2K 34	Assessment of individual qualities, an evaluation and production of a business plan
Personal Development Planning	DE3R 34	Prepare a portfolio, implement a personal development plan and monitor and evaluate the plan
Personal Enterprise Skills	DK2M 34	CV, interview and development of personal competencies
Workplace Communication in English	DE1K 33	Produce written communication and participate in oral communication

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).

Internal and external verification

All instruments of assessment used within this/these Group Award(s) should be internally moderated, 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).

8 General information for candidates

The following information is intended for candidates interested in undertaking the Group Award.

The Higher National Certificate in Sign Design and Graphics is a broad based programme of study which will give you skills in display, graphics, computer aided design, and using signwork materials to make signs.

Some Units are mandatory and others are optional, meaning you may choose options to suit your strengths eg hand lettering.

Most people who successfully complete the HNC go on to work in the sign industry but there may also be opportunities to progress to other areas of study.

Who would apply for this HNC?

This HNC would best suit you if:

- ◆ You are creative and enjoy design and production
- ◆ You already have NVQ or SQA certification at NC level
- ◆ You wish to work in the sign industry
- ◆ You are working in the sign industry
- ◆ You work or have ambitions to work in a supervisory capacity within the sign trade
- ◆ You are seeking a career change

Staff in the college will usually interview applicants to find out if they are suitable and consider any support needs they might have.

What kind of study is involved?

The HNC has a series of Scottish Qualifications Authority Units devised to reflect the needs of the sign industry. It is anticipated that this HNC will require approximately 36 weeks of study within one academic year and you will have to successfully complete 12 SQA credits (96 SCQF credit points) to achieve the award. This will include 7 mandatory Units (56 SCQF credit points), and 5 optional Units (40 SCQF credit points) being required from a list of choices offered by your college.

The main topics of study include:

- ◆ Sign design and colour
- ◆ Using computer software
- ◆ Signwork materials
- ◆ Costing and specifying for signs
- ◆ Fabrication of lettering
- ◆ Local authority planning requirements

The Optional Units delivered by your college will depend on the college's knowledge of your local employment prospects.

The content of each Unit will be delivered through a series of lectures, practical workshops and with your own commitment to self directed study. Tutorial sessions will support you through this programme and will help build up your confidence. The learning content will increase your ability to create a quality portfolio of work. Each Unit is individually assessed and you will be expected to hand in work to meet specified deadlines. Meeting the deadlines is an essential element of the Group Award.

Many of your assessments will be practical tasks but you may also be required to carry out research activities, write up technical notes and evaluate some of your practical tasks.

During the learning process you will acquire the following skills:

- ◆ Organising
- ◆ Communicating
- ◆ Information collection or research
- ◆ Logical and Analytical thinking
- ◆ Decision making
- ◆ Problem Solving
- ◆ Co-operating with others (Teamwork)
- ◆ Vocational Adaptability

The HNC content reflects the needs of employers across a diverse industry. This is your opportunity to develop the practical skills and gain the underpinning knowledge necessary for work in an expanding sign and graphics industry.

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

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.

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 Communication.

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.

Post Course Success Rate (PCSR): The number of candidates who go into employment or on to Higher Education at the end of the Group Award.

Candidate Achievement Rate per Unit (SARU): The percentage of candidates entered, who pass the Unit.

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

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Appendix 1

The relationship of aims to Units

Title of Unit	Unit code	General aims	Specific aims
Using Software Application Packages	D85F 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12
Properties and Applications of Signwork Materials	F03L 34	1, 2, 4, 5, 6	7, 8, 9, 10, 11, 12
Job Costing and Business Calculations	F03K 33	1, 2, 4, 5, 6	7, 8, 9, 10, 11, 12
Sign Design and Colour Application	F03V 34	1, 2, 3, 4, 5, 6	7, 8, 9, 10, 11, 12
Fabricated Lettering and Signs	F03J 34	1, 2, 4, 5, 6	7, 8, 9, 10, 11, 12
Sign Design and Graphics: Planning and Legislation	F0N8 34	1, 2, 4, 5, 6,	7, 8, 9, 10, 11, 12
Sign Design and Graphics Graded Unit 1	F13R 34	1, 2, 3, 4, 5, 6,	7, 8, 9, 10, 11, 12
Communication: Analysing and Presenting Complex Communication	DE3N 34	1, 2, 3, 4, 5, 6,	7, 9, 10, 11
Sign Design and Graphics: Illumination	F07M 34	1, 2, 4, 5, 6,	7, 8, 9, 10, 11, 12
Reverse Image Graphics	F03M 34	1, 2, 4, 5, 6,	7, 8, 9, 10, 11, 12
Sign Painting Techniques	F03G 34	1, 2, 4, 5, 6,	7, 8, 9, 10, 11, 12
Vehicle Graphics and Vehicle Wrap	F03H 34	1, 2, 4, 5, 6,	7, 8, 9, 10, 11, 12
Customer Care	DJ43 33	1, 2, 3, 4, 5, 6,	7, 8, 9, 10
Getting Started in Business	DK2K 34	1, 2, 3, 4, 5, 6,	7, 9, 10
Personal Development Planning	DE3R 34	1, 2, 3, 4, 5, 6,	7, 9, 10
Personal Enterprise Skills	DK2M 34	1, 2, 3, 4, 5, 6,	7, 9, 10
Workplace Communication in English	DE1K 33	1, 2, 3, 4, 5, 6,	7, 9, 10

Appendix 2

Links to National Occupational Standards

Unit code	Unit name	NVQ Unit
F03G 34	Sign Painting Techniques	1, 3, 4, 7, 8, 9, 11, 12, 13, 14, 15, 16
F03K 33	Job Costing and Business Calculations	1, 3, 4, 6, 11, 12, 16
F03V 34	Sign Design and Colour Application	1, 3, 4, 8, 9, 11, 12, 13, 14, 15, 16
F03H 34	Vehicle Graphics and Vehicle Wrap	1, 2, 3, 4, 7, 8, 9, 11, 12, 13, 14, 16
F03L 34	Properties and Applications of Signwork Materials	1, 4, 5, 7, 9, 11, 12, 13, 14, 16, 17
F03M 34	Reverse Image Graphics	1, 4, 7, 8, 9, 11, 12, 13, 14, 16,
F0N8 34	Sign Design and Graphics: Planning and Legislation	3, 4, 6, 8, 9, 13, 14, 15, 16
F07M 34	Sign Design and Graphics: Illumination	1, 3, 4, 5, 7, 9, 11, 12, 14, 15, 16, 17
D85F 34	Using Software Application Packages	13, 14
DJ43 33	Customer Care	2, 3, 4, 16
DK2K 34	Getting Started in Business	2, 3, 4
DE3R 34	Personal Development Planning	2, 3, 9
DK2M 34	Personal Enterprise Skills	2, 3
DE1K 33	Workplace Communication in English	2, 3, 4
DE3N 34	Communication: Analysing and Presenting Complex Communication	2, 3, 4

Table 6 — Core Skills Mapping

Group Award title

Unit Code	Unit Name	Written Comms — Reading	Written Comms — Writing	Oral Comms	Using Graphical Info	Using Number	Using IT	Problem Solving — C T	Problem Solving — P & O	Problem Solving — R & E	WWO
D85F 34	Using Software Application Packages						level 5 E				
F03L 34	Properties and Applications of Signwork Materials	level 5 S	level 5 S	level 5 S				level 5 S	level 5 S	level 5 S	level 5 S
F03K 33	Job Costing and Business Calculations				level 6 E	level 6 E					
F03V 34	Sign Design and Colour Application						level 5 S	level 5 S	level 5 S	level 5 S	
F03J 34	Fabricated Lettering and Signs							level 5 S	level 5 S	level 5 S	level 5 S
F0N8 34	Sign Design and Graphics: Planning and Legislation	level 5 S	level 5 S	level 5 S			level 5 S				
F13T 34	Graded Unit	level 5 S	level 5 S	level 5 S			level 5 S	level 5 E	level 5 E	level 5 E	
F03G 34	Sign Painting Techniques							level 5 S	level 5 S	level 5 S	

Unit Code	Unit Name	Written Comms — Reading	Written Comms — Writing	Oral Comms	Using Graphical Info	Using Number	Using IT	Problem Solving — C T	Problem Solving — P & O	Problem Solving — R & E	WVO
F03H 34	Vehicle Graphics and Vehicle Wrap				level 5 S	level 5 S	level 6 S	level 6 S	level 6 S	level 6 S	level 6 S
F03M 34	Reverse Image Graphics					level 5 S	level 6 S	level 6 S	level 6 S	level 6 S	level 5 S
F07M 34	Sign Design and Graphics: Illumination						level 5 S				
DE1K 33	Workplace Communication in English	level 5 E	level 5 E	level 5 E							
DE3N 34	Communication: Analysing and Presenting Complex Communication	level 6 E	level 6 E	level 6 E							
No Core Skills are signposted in these Units											
DJ43 33	Customer Care										
DK2K 34	Getting Started in Business										
DE3R 34	Personal Development Planning										
DE2M 34	Personal Enterprise Skills										

E = Embedded S = Signposted The number indicates the SCQF level of the Core Skill

Appendix 4

Assessment Plan

		R — Remedial M — Monitor Assign A — Assignment																									
Programme Plan Yearly Course Plan		Numbers show which weeks assessments take place																									
Week	1/2	3	4-5	6	7	8-10	11	12	13-14	15	16	17-18	19	20-21	22	23	24	25-26	27	28-29	30	31	32-33	34	35	36	
Unit																											
Fabricated Lettering & Signs (F03J 34)		1/2		3			4	R																			
Properties and Applications .of Signwork Materials (F03L 34)		1			2		3	R																			
Sign Design & Colour App (F03V 34)							P	R																			
Using Software App. Packages (D85F 34)			1		2		3	R																			
Sign Design and graphics Planning and legislation (F0N8 34)										1		2			3		R										
Job Costing and Business Calculations (F03K 33)													1			2	R										
Graded Unit (F13T 34)										M			M			M			M			M			A	R	R
Sign Design and Graphics Illumination (F07M 34)										1		2				3	R										
Vehicle Graphics & Vehicle Wrap (F03H 34)																			1		2					3	R
Sign Painting Techniques (F03G 34)																										P	R
Reverse Image Graphics (F03M 34)																			1		2					3	R
Customer Care (DJ43 33)		1		2			3	R																			
Personal Development Planning (DE3R 34)		1/2	M			M	3	R																			
Personal Enterprise Skills (DK2M 34)			1		2		3	R																			
Workplace Comm in English (DE1K 33)				1			2	R																			
Getting Started in Business (DK2K 34)		1		2		M	3	R																			
Communication (DE3N 34)			1		2		3	R																			