



## **Arrangements for:**

**HNC Urban Development  
Group Award Code: G965 15**

**HND Property Valuation  
Group Award Code: G967 16**

**HND Town Planning  
Group Award Code: G966 16**

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## **Acknowledgement**

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



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# 1 Introduction

This is the Arrangement Document for the revised HNC Urban Development, HND Property Valuation and HND Town Planning, which were validated in May 2008. 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.

The revised HNC Urban Development (G965 15) replaces the predecessors G055 15 and G04A 15

The revised HND Property Valuation (G967 16) replaces the predecessor G1KG

The revised HND Town Planning (G966 16) replaces the predecessor G1KG

The Awards will provide candidates with qualifications to work as technicians for the specialist property valuation and town planning sectors of the development industry, or to progress to obtain degree level qualifications in these sectors.

# 2 Rationale for the revision of the award

## HND Property Valuation

Market research evidence received as a consultation indicated the potential demand for property valuation technicians. Sizeable transfers of social housing stock to large social landlords potentially offer substantial opportunities for technicians with property management and related building surveying skills. Qualified technicians will be well-placed to train as housing inspectors required under the forthcoming required sellers' Home Reports, and a relatively large number could be required. The Royal Institution of Chartered Surveyors in Scotland has given its support to these awards and the career opportunities they offer, particularly on gaining Technical membership.

Market research for the revised awards indicated a need for greater procedural knowledge and skills, covering valuation skills, property inspection and management skills, and technical functions such as preparing survey records. Other responses referred mainly to procedural knowledge and skills, which inferred some background knowledge was an assumed pre-requisite. For example, most property valuation responses considered property inspection an essential role for technicians, but only two specified a knowledge of construction. Valuation principles and methods were mentioned, however, by over half the respondents, along with other subjects already delivered. The knowledge and skills to execute over 15 specialist technical functions could possibly be required. Familiarity by technicians with IT software such as MS Office, database management systems, and Geographic Information Systems, was considered necessary for present duties, and in the future up-dating would be required as new programmes emerge. Report writing and correspondence were skills which were specifically identified, but competency in numeracy was an implied necessity within valuation and associated functions.

## HND Town Planning

The shortage of skilled staff within the town planning sector, specifically in planning authorities, has received wide-spread publicity for its effect on implementing development projects. Labour market intelligence also demonstrates that opportunities regularly exist for planning technicians in Scotland, witness 36 posts advertised over a two year period, and vacancies should continue to exist. The need for more technicians may be expected as a result of the additional duties imposed by the Planning Act 2006. Support for these awards was offered by the Royal Town Planning Institute in Scotland and the government funded Improvement Service's Planning Development Programme.

Research for the revised awards indicated a need for greater contextual and procedural knowledge and skills though not equally. Procedural skills can be divided into those required for Development Management and those required for Development Plans, Implementation etc. A wide-range of knowledge and skills is required in both groups, with a knowledge of planning legislation being prominent in the former group along with associated practice in giving pre-planning application advice. Contextual skills serving to augment the technician's procedural skills included knowledge of planning policies, relevant for Development Management, and knowledge of urban planning and design in Development Plan tasks.

Graphical and Visual Presentation skills are primarily associated with Development Plan work, though they are increasingly utilised in all aspects of planning authorities' functions, witness web-based planning applications and local plans. To produce a suitable product technicians need the contextual understanding that e-planning increases information accessibility, community engagement, and political transparency. The specialist IT programmes involved can be distinguished from more general software, which employers require technicians to use but even these are becoming more complex such as database management systems and Geographic Information Systems. Other Core Skills such as report writing or dealing with the public related to Development Management technician functions.

## HNC Urban Development

The HNC Urban Development will provide people qualified as trainee technicians to help meet the demand for technical support staff in the property valuation and town planning sectors as identified in the two preceding sub-sections. The previous responses regarding the strategic requirements for such staff and the knowledge and skills required, are relevant to this award as an introductory course.

The existence of the HNC serves two markets.

First there are the candidates who want to obtain an industry-recognised qualification within one year of full-time study, which will equip them to apply for trainee technician positions in either sector.

Second, a one year HNC award is also attractive for applicants as being a possible stepping-stone towards educational advancement without an initial over-commitment, in this instance progressing towards either HND Property Valuation or HND Town Planning.

### 3 Aims of the award

#### Introduction

The aims of the awards have been formulated taking account of:

- ◆ the different achievements and employment opportunities for candidates at HNC and HND levels
- ◆ the differences between the HND Property Valuation and HND Town Planning

#### 3.1 HNC Urban Development — Aims

##### General aims

- 1 To develop the candidates' knowledge and skills in order to enhance their employment prospects.
- 2 To enable the candidates to progress within the Scottish Credit Qualifications Framework.
- 3 To develop study and research skills as appropriate to SCQF level 7.
- 4 To develop transferable skills including Core Skills.
- 5 To develop generic knowledge and skills, such as planning, organisational and review/evaluation skills.
- 6 To provide a basis for future career, educational and personal development.

##### Specific aims

- 1 To provide the candidates with appreciation of urban development concepts as appropriate to SCQF level 7.
- 2 To provide the candidates with the relevant practical skills and knowledge for employment as a trainee technician working in a sector of the urban development industry as appropriate to SCQF level 7.
- 3 To prepare the candidates with an appreciation of the context of their potential employment through their practical skills and knowledge so as to be able to make an immediate contribution.
- 4 To provide flexibility within the programme so that candidates may gain skills and knowledge to their employment requirements.
- 5 To provide a basis for candidates to progress their future career and personal development, such as becoming a technical member of the Royal Institution of Chartered Surveyors or the Royal Town Planning Institute.
- 6 To provide a basis for candidates to progress their educational and personal development with a further qualification, such as the second year of HND Property Valuation or HND Town Planning, or onto a degree at an appropriate stage.

## 3.2 HND Property Valuation — Aims

### General aims of the award

- 1 To develop the candidates' knowledge and skills in order to enhance their employment prospects.
- 2 To enable the candidates to progress within the Scottish Credit Qualifications Framework.
- 3 To develop study and research skills as appropriate to SCQF level 8.
- 4 To develop the candidates ability to take responsibility for their own learning.
- 5 To develop transferable skills including Core Skills.
- 6 To develop generic knowledge and skills, such as planning, organisational and review/evaluation skills.
- 7 To provide a basis for future career, educational and personal development.

### Specific aims

- 1 To provide the candidates with appreciation of property valuation concepts as appropriate to SCQF level 8.
- 2 To provide the candidates with the relevant practical skills and knowledge for employment as a technician working in the property valuation sector as appropriate to SCQF level 8.
- 3 To prepare the candidates with an appreciation of the context of their potential employment through their practical skills and knowledge so as to be able to make an immediate contribution.
- 4 To prepare the candidates' ability to and appreciation of organising and prioritising their workload, which will enhance their effectiveness for their employer and their own development.
- 5 To provide a basis for candidates to progress their future career and personal development, such as through an appropriate degree or as a technical member of the Royal Institution of Chartered Surveyors.



### 3.3 HND Town Planning — Aims

#### General aims

- 1 To develop the candidates' knowledge and skills in order to enhance their employment prospects.
- 2 To enable the candidates to progress within the Scottish Credit Qualifications Framework.
- 3 To develop study and research skills as appropriate to SCQF level 8.
- 4 To develop the candidates ability to take responsibility for their own learning.
- 5 To develop transferable skills including Core Skills.
- 6 To develop generic knowledge and skills, such as planning, organisational and review/evaluation skills.
- 7 To provide a basis for future career, educational and personal development.

#### Specific aims

- 1 To provide the candidates with appreciation of town planning concepts as appropriate to SCQF level 8.
- 2 To provide the candidates with the relevant practical skills and knowledge for employment as a technician working in the town planning sector as appropriate to SCQF level 8.
- 3 To prepare the candidates with an appreciation of the context of their potential employment through their practical skills and knowledge so as to be able to make an immediate contribution.
- 4 To prepare the candidates' ability to and appreciation of organising and prioritising their workload, which will enhance their effectiveness for their employer and their own development.
- 5 To provide a basis for candidates to progress their future career and personal development, such as through an appropriate degree or as a technical member of the Royal Town Planning Institute.

### **3.4 Target groups**

The main target groups for entry into Year 1 of the two year HND Property Valuation or the HND Town Planning are school leavers and entrants from further education with a relevant National Qualification. Scope exists for people out-with these groups, for example with relevant industrial experience, a Scottish Vocational Qualification in a related subject, or with an HNC or higher qualification.

One target group for the HNC Urban Development are people employed in the property valuation or town planning sectors seeking personal and career advancement, appropriately by part-time study. A second group are people seeking an industry-recognised qualification within one year of full-time study, and a third group are those seeking the option of progressing to an HND award after one year of full-time study without committing themselves at the beginning. These two groups could include School Leavers, entrants from Further Education or non-standard entrants (see the previous paragraph).

### **3.5 Employment opportunities**

Someone with an HNC Urban Development would be able to apply for a position as a Trainee Technician in a property valuation or town planning office. He or she would be able to apply for either a property valuation or a town planning Technician position as appropriate to the HND achieved. With relevant experience someone may be suitable for a position as an Assistant Property Valuer or Assistant Town Planner which would then involve studying for a professional qualification.

## **4 Access to awards**

While access to the HNC Urban Development will be at the discretion of the centre, candidates would be expected to possess one of the following:

- ◆ One National Qualification at Higher level C, preferably in Geography or Economics, or above and three Standard Grades or equivalent at Intermediate level 2
- ◆ A National Qualification in Building at SCQF level 6
- ◆ Relevant work experience in property valuation, town planning or related sectors
- ◆ SVQ level 3 in property valuation, town planning or related sectors
- ◆ Equivalent qualifications from other awarding bodies, providing the competencies can be identified and are appropriate

In addition, it is recommended that:

- ◆ 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
- ◆

While access to Year 1 of either HND Property Valuation or HND Town Planning will be at the discretion of the centre, candidates would be expected to possess one of the following:

- ◆ Two National Qualifications at Higher level C, preferably in Geography or Economics, or above and three Standard Grades or equivalent at Intermediate level 2

- ◆ A National Qualification in Building at SCQF level 6
- ◆ Relevant work experience in property valuation, town planning or related sectors
- ◆ SVQ level 3 in property valuation, town planning or related sectors
- ◆ Equivalent qualifications from other awarding bodies, providing the competencies can be identified and are appropriate

Entry is at the discretion of the college, and applications from people without the specified, formal entry qualifications are encouraged. When an applicant for the HNC Urban Development, the HND Property Valuation or the HND Town Planning courses do not have the specified formal entrance qualifications, consideration will be given to candidates with relevant work experience. Procedures exist to provide support to students who require assistance with learning difficulties or other disabilities, or where English is not their first language.

#### Core Skills Entry profile

The table below indicates the preferred Core Skills profile for entry to the HNC Urban Development and the two HND awards. Where a candidate does not come with an existing Core skills profile, it is recommended that the centre consider carrying out a Core Skills profiling exercise. If the recommended certificated profile is not met in some or all areas, other evidence of experiential learning may be sought and accepted. A pre-entry top-up course might be available to provide the necessary underpinning knowledge and skills.

Core Skill	Recommended SCQF Entry profile	Recommended SCQF HNC Exi profile
Communication	5	6
Numeracy	5	6
ICT	5	6
Problem Solving	5	6
Working with Others	4	5

## 5 Awards structure

### 5.1 Framework

Higher National Certificate in Urban Development (G965 15)

For a candidate to achieve the HNC in Urban Development, they must attain all of the mandatory Units (48 SCQF credit points/6 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit), plus 16 SCQF credit points/2 SQA credits from the restricted option group and 32 SCQF credit points/4 SQA credits from the list of optional Units.

Mandatory Units

Candidates must achieve all of the following mandatory Units (48 SCQF credit points/6 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Urban Development Graded Unit 1	F553 34	8	7	1
Communication: Business Communication	H7TK 34*	8	7	1
Using Software applications packages	D85F 34	8	7	1
Town Planning: local development plans	F4Y6 34	8	7	1
Town Planning: development management introduction	F4N8 34	8	7	1
Digital Mapping introduction	F501 34	8	7	1

\*Refer to History of Changes for revision changes

Restricted optional Units

Candidates must achieve two of the following restricted optional Units (16 SCQF credit points/2 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Property Valuation: property measurement and drawing	F4YT 34	8	7	1
Property Valuation: valuation principles	F4YX 34	8	7	1
Geographic Information Systems	F502 34	8	7	1
Town Planning: graphical presentation introduction	F4NA 34	8	7	1

## Optional Units

Candidates must also attain **four** of the following optional Units (34 SCQF credit points/4 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Building Concepts: an introduction	F4YP 33	8	6	1
Town Planning: an introduction	F4N6 34	8	7	1
Construction Technology: domestic construction	DW54 33	8	6	1
Property Valuation: valuation techniques	F4YN 35	8	8	1
Construction Technology: industrial/commercial superstructure	DW55 34	8	7	1
Property Valuation: valuation standards	F4YY 34	8	8	1
Work Experience	DV0M 34	8	7	1
Town Planning: development management advanced	F4Y4 35	8	8	1
Town Planning: graphical presentation advanced	F4N9 35	8	8	1
Town Planning: local development plan-making concepts	F4Y5 35	8	8	1
Town Planning: urban design	F4NC 34	8	7	1
Town Planning: survey and analysis	F4NB 35	8	8	1
Mathematics for construction	DW4F 33	8	6	1
Construction Site Surveying A	DW5H 34	8	7	1
Geographic Information Systems	F502 34	8	7	1
Town Planning: urban planning practice	F4ND 34	8	7	1

## Higher National Diploma in Property Valuation (G967 16)

For a candidate to achieve the HND in Property Valuation, they must attain all of the mandatory Units (184 SCQF credit points/23 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit) and one Graded Unit at SCQF level 8 (16 SCQF credit points/2 SQA credits), plus 16 SCQF credit points/2 SQA credits from the restricted option group and 40 SCQF credit points/5 SQA credits from the list of optional Units.

### Mandatory Units

Candidates must attain **all** of the following mandatory Units (184 SCQF credit points/23 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Property Valuation: Graded Unit 2	F557 35	16	8	2
Urban Development: Graded Unit 1	F553 34	8	7	1
Property Valuation: valuation techniques	F4YN 35	8	8	1
Property Valuation: valuation standards	F4YY 35	8	8	1
Property Valuation: development investment and appraisal	F4YS 35	8	8	1
Property Valuation: property ownership	F4YV 35	8	8	1
Property Valuation: property management	F4YW 35	8	8	1
Property Valuation: building contracts and costs	F4YR 35	8	8	1
Scottish Law for Construction	DW42 35	8	8	1
Construction Technology: Industrial commercial superstructure	DW55 34	8	7	1
Building Maintenance Technology	DW52 34	8	7	1
Architectural Conservation: factors affecting building decay	F4Y9 34	8	7	1
CAD 2-D1	DW1E 34	8	7	1
Geographic Information Systems	F502 34	8	7	1
Communication: Business Communication	H7TK 34*	8	7	1
Using Software applications packages	D85F 34	8	7	1
Town Planning: local development plans	F4Y6 34	8	7	1
Town Planning: development management introduction	F4N8 34	8	7	1
Digital Mapping introduction	F501 34	8	7	1
Construction Technology: domestic construction	DW54 33	8	6	1
Town Planning: urban planning practice	F4ND 34	8	7	1
Economics and the Built Environment	DW3G 35	8	8	1

\*Refer to History of Changes for revision changes

### Restricted optional Units

Candidates must achieve **two** of the following restricted optional Units (16 SCQF credit points/2 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Property Valuation: valuation principles	F4YX 34	8	7	1
Property Valuation: property measurement and drawing	F4YT 34	8	7	1
Town Planning: graphical presentation introduction	F4NA 34	8	7	1

### Optional Units

Candidates must also attain **five** of the following optional Units (40 SCQF credit points/5 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Building Services — Introduction	DW4P 33	8	6	1
Town planning: creating a sustainable environment	F4Y3 35	8	8	1
IT in Business: Databases	F84X 34*	8	7	1
3D Design: Digital Modelling	FOMC 34	8	7	1
Town Planning: survey and analysis	F4NB 35	8	8	1
Mathematics for construction	DW4F 33	8	6	1
Construction Site Surveying A	DW5H 34	8	7	1
Building Concepts: An introduction	F4YP 33	8	6	1
Town Planning: an introduction	F4N6 34	8	7	1

\*Refer to History of Changes for revision changes.

## Higher National Diploma in Town Planning (G966 16)

For a candidate to achieve the HND in Town Planning, they must attain **all** of the mandatory Units (168 SCQF credit points/21 SQA credits), including one Graded Unit at SCQF level 7 (8 SCQF credit points/1 SQA credit) and one Graded Unit at SCQF level 8 (16 SCQF credit points/2 SQA credits), **plus** 16 SCQF credit points/2 SQA credits from the restricted option group **and** 56 SCQF credit points/7 SQA credits from the list of optional Units.

### Mandatory Units

Candidates must attain **all** of the following mandatory Units (168 SCQF credit points/21 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Town Planning: Graded Unit 2	F554 35	16	8	2
Urban Development: Graded Unit 1	F553 34	8	7	1
Town Planning: local development plan-making concepts	F4Y5 35	8	8	1
Town Planning: development management advanced	F4Y4 35	8	8	1
Town Planning: community engagement	F4N7 35	8	8	1
Town Planning: urban design	F4NC 34	8	7	1
Town Planning: townscape conservation	F4XW 35	8	8	1
Town Planning: creating a sustainable environment	F4Y3 35	8	8	1
Town Planning: countryside planning principles	F4XY 35	8	8	1
Town Planning: graphical presentation advanced	F4N9 35	8	8	1
Communication: Using IT and Desktop Publishing	D7LW 34	8	7	1
Geographic Information Systems	F502 34	8	7	1
Communication: Business Communication	H7TK 34*	8	7	1
Using Software applications packages	D85F 34	8	7	1
Town Planning: local development plans	F4Y6 34	8	7	1
Town Planning: development management introduction	F4N8 34	8	7	1
Digital Mapping: An Introduction	F501 34	8	7	1
Construction Technology: domestic construction	DW54 33	8	6	1
Town Planning: urban planning practice	F4ND 34	8	7	1
Economics and the Built Environment	DW3G 35	8	8	1



### Restricted optional Units

Candidates must achieve **two** of the following restricted optional Units (16 SCQF credit points/2 SQA credits):

Unit title	Code	SCQF credit points	SCQF level	SQA credit value
Property Valuation: property measurement and drawing	F4YT 34	8	7	1
Town Planning: graphical presentation introduction	F4NA 34	8	7	1
Property Valuation: valuation principles	F4YX 34	8	7	1

### Optional Units

Candidates must also attain **seven** of the following optional Units (56 SCQF credit points/7 SQA credits):

Unit title	Code	SCQF Credit points	SCQF level	SQA Credit Value
Digital Imaging	FD69 34*	8	7	1
Photography: Image Editing 1	H37X 34*	8	7	1
3D Design: Digital Modelling	F0MC 34	8	7	1
Web Design: An introduction	H383 34*	8	7	1
IT in Business: Databases	F84X 34*	8	7	1
Town Planning survey and analysis	F4NB 35	8	8	1
Mathematics for construction	DW4F 33	8	6	1
Construction Site Surveying A	DW5H 34	8	7	1
Building Concepts: An introduction	F4YP 33	8	6	1
Town Planning: an introduction	F4N6 34	8	7	1

\*Refer to History of Changes for revision changes.

## 5.2 Mapping information

Mapping of the units of these awards to the award aims can be found in Appendix 1. Mapping of the units to the National Occupational Standards can be found in Appendix 2.

## 5.3 Articulation, professional recognition and credit transfer

Variations between the stages on courses which candidates can articulate into depend on differences between individual course constraints and between universities' admissions policies:

BSc (Hons) Property Management and Valuation, Glasgow Caledonian University:

- ◆ Level 2 with at least Grade B, HND Property Valuation.
- ◆ Level 1 with at least Grade B, HNC Urban Development.

BSc (Hons) Environmental Management and Planning, Glasgow Caledonian University:

- ◆ Level 3 with Grade A, HND Town Planning, subject to the condition that a professional placement is not taken in Semester A which is used to study subjects not covered in the HND
- ◆ Level 2 with at least Grade B, HND Town Planning, subject to the condition that relevant level 1 modules not covered in the HND are studied
- ◆ Level 1 with at least Grade B, HNC Urban Development

BSc (Hons) Planning and Property Development, Heriot Watt University:

- ◆ Year 2 with at least Grade C, HND Property Valuation or HND Town Planning
- ◆ Year 1 with Grade B, HNC Urban Development

BSc (Hons) Real Estate Management, Heriot Watt University:

- ◆ Year 3 with Grade B, HND Property Valuation
- ◆ Year 2 with Grade C, HND Property Valuation
- ◆ Year 1 with Grade B, HNC Urban Development

BSc (Hons) Urban and Regional Planning, Heriot Watt University:

- ◆ Year 2 with Grade C, HND Town Planning
- ◆ Year 1 with Grade B, HNC Urban Development

Because the formal articulation routes to degree courses vary, the following guide indicates the courses which each Award can lead to and the level of Graded Unit to achieve as a minimum entry requirement. There is, however, no automatic progression, and all offers are at the discretion of each university department.

## HND Property Valuation

### Glasgow Caledonian University

- ◆ Level 2, BSc (Hons) Property Management and Valuation — Grade B **min.** (HND Property Valuation Graded Unit)

### Heriot Watt University

- ◆ Year 3, BSc (Hons) Real Estate Management — Grade B **min.** (HND Property Valuation Graded Unit)
- ◆ Year 2, BSc (Hons) Real Estate Management — Grade C **min.** (HND Property Valuation Graded Unit)
- ◆ Year 2, BSc (Hons) Planning and Property Development — Grade C **min.** (HND Property Valuation Graded Unit)

## HND Town Planning

### Glasgow Caledonian University

- ◆ Level 3, BSc (Hons) Environmental Management and Planning — Grade A **min.** (HND Town Planning) and subject to the condition that Semester A is used to study subjects not covered in the HND instead of taking a professional placement
- ◆ Level 2, BSc (Hons) Environmental Management and Planning — Grade B **min.** (HND Town Planning), and subject to the condition that relevant level 1 modules not covered in the HND are studied

### Heriot Watt University

- ◆ Year 2, BSc (Hons) Urban and Regional Planning — Grade C **min.** (HND Town Planning Graded Unit)
- ◆ Year 2, BSc (Hons) Planning and Property Development — Grade C **min.** (HND Town Planning Graded Unit)

## HNC Urban Development

### Glasgow Caledonian University

- ◆ Level 1, BSc (Hons) Property Management and Valuation — Grade B **min.** (HNC Graded Unit)
- ◆ Level 1, BSc (Hons) Environmental Management and Planning — Grade B **min.** (HNC Graded Unit)

### Heriot Watt University

- ◆ Year 1, BSc (Hons) Planning and Property Development — Grade B **min.** (HNC Graded Unit)
- ◆ Year 1, BSc (Hons) Real Estate Management — Grade B **min.** (HNC Graded Unit)
- ◆ Year 1, BSc (Hons) Urban and Regional Planning — Grade B **min.** (HNC Graded Unit)

The Royal Institution of Chartered Surveyors recognises the HND Property Valuation and the HNC Urban Development as qualifications which assist someone working in the property sector gain Technical membership status. The Royal Town Planning Institute recognises the HND Town Planning and the HNC Urban Development as qualifications which assist someone working in the property sector gain technical membership status. Both organisations require someone seeking such status to have gained the relevant experience and structured training.

The credit transfer arrangements for previous award units can be found in Appendix 3

## **6 Approaches to delivery and assessment**

### Content and context

It is intended that each Group Award is delivered as coherent, integrated awards of study, and that the selected options reflect the specialist nature of the discipline selected by the candidate or centre.

The content of each award will be delivered through a series of lectures, small projects supported by tutorials, and practical workshops, all of which will be supported by each candidate's commitment to self-study. The candidates will develop their appreciation of the content and focus of the award being studied, build upon previously-acquired knowledge and skills, and gain the confidence to progress through the study programme to the eventual Graded Unit.

Candidates will be expected to submit work to meet specified deadlines. Meeting deadlines is an essential element of the course.

### Suggested full-time programmes of study

The HNC Urban Development course is an introduction to the development industry, and specialist knowledge and skills are learnt on the HND Property Valuation and HND Town Planning courses. The HNC course consists of Units relating to property valuation and town planning, and also some Core Skills Units for candidates' personal development. The property valuation Units introduce building, land surveying, and valuation concepts. The town planning Units cover the content of town plans and the planning application process. Relevant graphic skills are taught, along with subjects such as information technology and communications. On completion, candidates will have obtained an all-round understanding and skills for seeking employment or to enter Year 1 of a degree course.

Another option on gaining the HNC Award is to continue onto one of the two HND courses. The HND Property Valuation concentrates on subjects essential for the work of a qualified technician relating to the valuation process, managing property and its maintenance, and property investment theory. Support subjects include economics, construction technology, computerised mapping and databases, and computer drawing. It is recommended that the property valuation and town planning Units in the HNC Urban Development should run concurrently in Blocks 1 and 2 of the course. On completion, candidates will be qualified to seek employment as a technician or to enter Year 2 of a degree course in property or Year 3 in exceptional cases.

The HND Town Planning contains Units on sustainability, historic townscapes, urban design, countryside planning. This theory is relevant to the Unit on the concepts involved in making plans for towns, and for the Unit on advanced planning applications. Computer-based practical skills form a significant part of the course, such as computerised mapping and databases, graphical presentation, and as optional subjects. Such a wide-range of knowledge and skills will enable qualified candidates to seek employment as a town planning technician in a specialist position or in an office requiring a multi-skilled generalist. Alternatively candidates will be able to apply to enter Year 2 of a town planning degree course.

The formats of the HNC Urban Development and the two HND programmes enable assessments to be designed around a case-study common to at least three Units in each of Blocks 1 and 2 on all three programmes. The Unit specifications are written with the aim of encouraging integration of Units, and to develop a candidate's understanding by a holistic approach to delivery.

Suggested part-time programmes of study

#### HNC Urban Development

The Award can concentrate on the key knowledge and skills required for someone employed in either the property valuation sector or the town planning sector, which would also form the basis for progression to a higher qualification. The components can respectively be grouped around key property valuation knowledge and skills, including an introduction to the types of construction, associated knowledge and Geographic Information Systems respectively, and relevant Core Skills, or around the key skills in town planning, associated graphic presentation and Geographic Information Systems, and the *Communication* and *IT* Core Skills.

To comply with the Aim 'To provide flexibility within the programme so that candidates may gain skills and knowledge to their employment requirements', this delivery programme should be designed to offer opportunities for part-time candidates. Having several Units in common enables the first year of the HNC Urban Development to be delivered to part-time property valuation and town planning candidates as a discreet cohort to the full-time course, which has educational advantages. In the second year the part-time candidates could if required in-fill into the second year of the respective full-time HND awards, which can benefit both full-time and part-time candidates.

#### Guidance on Open and Distance Learning

Full details on the suitability of individual Units for Open Learning are contained in each individual Unit specification. Delivery by Open Learning would require planning by the centre to ensure sufficiency and authenticity of candidate evidence. Arrangements would have to be made to ensure closed-book assessments were conducted under supervision.

## 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 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* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

This specialist group of one HNC and two HND Awards developed by a college with an established record of providing these subjects has been specially re-designed during the validation process to meet the needs of students and employers across the country. If you want a one year course, the opportunity exists to take the HNC Urban Development Award. For a more specialist education, you can choose to take either the HND Property Valuation or the HND Town Planning Award. The programme has been devised to maximise the opportunity for study, whether through careful integration at the HNC level, or the HND's focused second years, and which contain the most recent industry practices and content. The following information is intended to help prospective candidates.

The HNC Urban Development course is an introduction to the development industry, and consists of Units relating to property valuation and town planning, and also some core skill units for candidates' personal development. Its property valuation Units introduce building, land surveying, and valuation concepts, and the town planning Units cover the content of town plans and the planning application process. Relevant graphical skills are taught, along with subjects such as information technology and communications. On completion, you will have obtained an all-round understanding and skills for seeking employment or to enter Year 1 of a degree course.

Another option on gaining the HNC Award is to continue onto one of the two HND courses. The HND Property Valuation concentrates on subjects essential for the work of a qualified technician relating to the valuation process, managing property and its maintenance, and property investment theory. Support subjects include economics, construction technology, computerised mapping and databases, and computer drawing. On completion, you will be qualified to seek employment as a technician or to enter Year 2 of a degree course in property or Year 3 in exceptional cases.

The HND Town Planning contains Units on sustainability, historic townscapes, urban design, countryside planning, which is important for the Units of making plans for towns and advanced planning applications. Computer-based practical skills form a significant part of the course, such as computerised mapping and databases, graphical presentation, and as optional subjects. When qualified, this wide-range of knowledge and skills will enable you on to seek employment as a town planning technician in a specialist position or in an office requiring a multi-skilled generalist. Alternatively you will be able to apply to enter Year 2 of a town planning degree course.

Part-time candidates can take the HNC Urban Development, concentrating on either property valuation or town planning. You will take 12 credits including one Graded Unit, and after completing, it is possible to take more credits in your subject area.

The HNC comprises 12 credits, including the Graded Unit, all of which you will need to complete successfully. The HND programme consists of 30 Units, and is aimed at students in full-time study who have completed the HNC Urban Development which provides 12 of the required Units. For each Unit, except the Graded Unit, you will need to perform sufficiently well to achieve a Pass.

The Graded Unit task for the HNC Award will be a Project involving a Case Study, and for an HND Award it will be a Project involving an Investigation.

The HNC Urban Development Graded Unit is based on a case study of an urban area and the development of a site. You will use the knowledge and skills gained from the Units to identify and review local town planning factors relevant to the site and the surrounding area, and consider the possible development of the site.

The Property Valuation Graded Unit is based on an investigation of the property valuation issues associated with the development of a site, a property portfolio, or one relevant topic. You will use the knowledge and skills gained from the Units to define the property valuation characteristics of the chosen subject, and/or any proposals involved.

The Town Planning Graded Unit is based on an investigation of the town planning issues associated with an area site, a development, or one related topic. You will use the knowledge and skills gained from the Units to define the town planning characteristics of the chosen subject, and/or any proposals involved, such as how a land-use plan for an area would be implemented.

The Graded Units are designed to assess your ability to retain and integrate the knowledge and skills gained in the award and also to grade your overall achievement. There are three grades:

- ‘A’ if you achieve 70% or over
- ‘B’ if you achieve between 60% and 69%
- ‘C’ if you achieve between 50% and 59%.

## 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 Unit to cover Core Skills:** This is a non-subject Unit that is written to cover one or more particular Core Skills.

**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/HND 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 — Mapping of the units of these awards to the award aims

Appendix 2 — Mapping of the units to the National Occupational Standards

Appendix 3 — Credit transfer arrangements for previous award units

## Appendix 1 — Mapping of aims to Mandatory Units

### Introduction

This Appendix shows the relationship of individual aims to the mandatory Units in each of the three awards.

### HNC Urban Development

Unit number	Unit title	General aims	Specific aims
F553 34	Urban Development: Graded Unit	UD 1, UD 2, UD 3, UD 4, UD 5, UD6	UD 7, UD 8, UD 9, UD 10, UD 11, UD 12
DE3N 34	Communication: analysing and presenting complex information	UD 1, UD 2, UD 3, UD 4, UD 5, UD6	UD 8, UD 9, UD 11, UD 12
D85F 34	Using software applications and packages	UD 1, UD 2, UD 3, UD 5, UD6	UD 7, UD 8, UD 9, UD 10, UD 11, UD 12
F4Y6 34	Town Planning: local development plans	UD 1, UD 2, UD 3, UD 4, UD 5, UD6	UD 7, UD 8, UD 9, UD 11, UD 12
F4N8 34	Town Planning: development management introduction	UD 1, UD 2, UD 3, UD 5, UD6	UD 7, UD 8, UD 9, UD 11, UD 12
F501 34	Digital mapping introduction	UD 1, UD 2, UD 3, UD 4, UD6	UD 7, UD 8, UD 9, UD 11, UD 12

## HND Property Valuation

Unit number	Unit title	General aims	Specific aims
<b>Year 2 Units</b>			
F557 35	Property Valuation: Graded Unit	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4YN 35	Property Valuation: valuation techniques	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4YY 35	Property Valuation: valuation standards	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4YS 35	Property Valuation: development investment appraisal	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4YV 35	Property Valuation: property ownership	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4YW 35	Property Valuation: property management	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4YR 35	Property Valuation: building contracts and costs	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
DW42 35	Scottish Law for Construction	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12
DW55 34	Construction Technology: industrial and commercial superstructures	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12
DW52 34	Building Maintenance Technology	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
F4Y9 34	Architectural Conservation: factors affecting building decay	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 8, PV 9, PV 10, PV 11, PV 12
DW1E 34	CAD 2-D 1	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12
F502 34	Geographic Information Systems	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12
<b>Year 1 Bridging Units</b>			
DW54 33	Construction Technology: domestic construction	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12
F4ND 34	Town Planning: urban planning practice	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12
DW5G 35	Economics and the Built Environment	PV 1, PV 2, PV 3, PV 4, PV 5, PV 6, PV 7	PV 9, PV 10, PV 11, PV 12

## HND Town Planning

Unit number	Unit title	General aims	Specific aims
<b>Year 2 Units</b>			
F553 34	Town Planning: Graded Unit	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F554 35	Town Planning: local development plan-making concepts	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4Y4 35	Town Planning: development management advanced	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4N7 34	Town Planning: community engagement	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4NC 34	Town Planning: urban design	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4Y3 35	Town Planning: creating a sustainable environment	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4XY 35	Town Planning: countryside planning principles	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4XW 35	Town Planning: townscape conservation	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
F4N9 34	Town Planning: graphical presentation advanced	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
D7LW 34	Communication: Using IT and Desktop Publishing	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 9, TP 10, TP 11, TP 12
F502 34	Geographic Information Systems	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 9, TP 10, TP 11, TP 12
<b>Year 1 Bridging Units</b>			
DW54 33	Construction Technology: domestic construction	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 9, TP 10, TP 11, TP 12
F4ND 34	Town Planning: urban planning practice	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 8, TP 9, TP 10, TP 11, TP 12
DW5G 35	Economics and the Built Environment	TP 1, TP 2, TP 3, TP 4, TP 5, TP 6, TP 7	TP 9, TP 10, TP 11, TP 12

## Appendix 2 — Mapping of Occupational Standards to Units

### Building Concepts: an introduction

- ◆ Maintain compliance with statutory and policy requirements (O61NCICA32)
- ◆ Investigate and assess regulatory factors affecting potential developments (O61NCICB32)

### Property Valuation: property measurement and drawing

- ◆ Collect, analyse and present measured survey data (SPML3/O06)

### Property Valuation: valuation principles

- ◆ Appraise and value property (O61NCICE11)
- ◆ Assess the condition of property (O61NCICE12)

### Property Valuation: valuation techniques

- ◆ Appraise and value property (O61NCICE11)
- ◆ Assess the condition of property (O61NCICE12)

### Property Valuation: property management

- ◆ Control property use (O61NCICE32)
- ◆ Develop and implement property management plans (O61NCICE31)

### Property Valuation: development investment appraisal

- ◆ Optimise property investment performance (O6NCIC41)
- ◆ Negotiate and agree a brief and development programme (O61NCICB13)
- ◆ Assess and recommend options for capital development (O61NCICB43)
- ◆ Investigate development factors (O6NCICB31)

### Property Valuation: property ownership

- ◆ Process property agreements (O6NCICE23)
- ◆ Investigate and assess regulatory factors affecting potential developments (O61NCICB32)
- ◆ Investigate and assess legal factors affecting potential developments (O61NCICB33)

### Property Valuation: valuation standards

- ◆ Progress property disposals (O61NCICE21)
- ◆ Process property acquisitions (O61NCICE22)
- ◆ Process property agreements (O6NCICE23)
- ◆ Assess the condition of property (O61NCICE12)

### Town Planning: an introduction

- ◆ Monitor and review changes and needs in the environment (O61NCICA12)

### Town Planning: local development plans

- ◆ Investigate and assess regulatory factors affecting potential developments (O61NCICB32)
- ◆ Investigate development factors (O6NCICB31)
- ◆ Implement and monitor policies and proposals (O61NCICA22)
- ◆ Monitor and review changes and needs in the environment (O61NCICA12)

Town Planning: development management introduction

- ◆ Maintain compliance with statutory and policy requirements (O61NCICA32)

Town Planning: urban planning practice

- ◆ Implement and monitor policies and proposals (O61NCICA22)
- ◆ Investigate development factors (O6NCICB31)

Town Planning: survey and analysis

- ◆ Monitor and review changes and needs in the environment (O61NCICA12)

Town Planning: community engagement

- ◆ Maintain compliance with statutory and policy requirements (O61NCICA32)
- ◆ Investigate and assess regulatory factors affecting potential developments (O61NCICB32)
- ◆ Investigate development factors (O6NCICB31)
- ◆ Implement and monitor policies and proposals (O61NCICA22)
- ◆ Monitor and review changes and needs in the environment (O61NCICA12)

Town Planning: local development plan-making concepts

- ◆ Implement and monitor policies and proposals (O61NCICA22)

Town Planning: development management advanced

- ◆ Maintain compliance with statutory and policy requirements (O61NCICA32)
- ◆ Investigate and assess regulatory factors affecting potential developments (O61NCICB32)
- ◆ Implement and monitor policies and proposals (O61NCICA22)

Town Planning: creating a sustainable environment

- ◆ Implement and monitor policies and proposals (O61NCICA22)
- ◆ Monitor and review changes and needs in the environment (O61NCICA12)

## Appendix 3 — Transition arrangements

The equivalencies of all Units are internally verified under SQA devolved powers.

EQUIVALENCIES of UNITS ATTAINED to NEW UNITS	
UNIT ATTAINED YEAR 1	NEW UNIT EXEMPTION
Preparing Display Materials for Exhibition	TP: graphical presentation introduction
Construction Site Surveying	Construction Site Surveying A
Information Technology Applications	Using software applications and packages
Construction Technology 1: Domestic Construction	Construction Technology: Domestic Construction
Valuation Concepts and Data Sources	PV: valuation principles
Town and Country Planning: Planning Law 1	TP: development management introduction
Construction Technology 2 or 3	Construction Technology: industrial and commercial superstructure
Technology Drawing	PV: property measurement and drawing
Town and Country Planning: Land-Use Theory and Practice Urban Planning Project	TP: urban planning practice
Digital Mapping	Digital mapping introduction
YEAR 2	
Town and Country Planning: Countryside Planning Principles	TP: countryside planning principles
Town and Country Planning: townscape conservation	TP: townscape conservation
Desktop Publishing	Communication: Using IT and Desktop Publishing
Town and Country Planning: Integrated Unit	TP: graphical presentation advanced
Contracts and Costs	PV: building contracts and costs
Property management	PV: property management
Property analysis and application	PV: valuation techniques
Property law	P V: property ownership
Financial Investment & Appraisal	P V: development investment appraisal
Building materials selection & deterioration	Building maintenance technology or Architectural Conservation: materials affecting decay
GIS	Geographic Information Systems
AutoCAD	CAD 2D-1