



Scottish Qualifications Authority (trading as SQA)

Qualification Statement of Purpose

SQA Level 3 Diploma in Cultural Heritage (QCF) 60149838

Type of qualification	QCF (Qualifications and Credit Framework)
Credit	60
Guided Learning Hours	338 - 406

Overview of the Qualification

The Level 3 Diploma in Cultural Heritage is a competence based qualification, the primary purpose of which is to confirm that you have developed the knowledge and skills required to carry out a particular job role within the Cultural Heritage sector. There are six different pathways within the qualification, allowing you to specialise in a specific area of the industry.

The qualification is ideal for those of you who may already work or volunteer in a cultural heritage setting as it is based on the day-to-day demands of working in a cultural heritage premise such as museums or galleries. Throughout the qualification, you will be expected to apply your knowledge in a considerable range of work activities, performed in a variety of contexts, most of which are complex and non-routine. You are also likely to have a high level of responsibility and autonomy in your role and the supervision or guidance of others is often required.

As this is a competence based qualification, it will be delivered primarily through on-the-job training and can be assessed in a variety of ways such as:

- observations from an assessor who will watch you carry out your work and ensures that you can perform the work-based tasks effectively whilst also complying with any relevant health, safety, security and environmental regulations
- witness testimonies and supporting evidence from your supervisor in the workplace
- professional discussions or question and answer sessions to back up evidence of your knowledge.

Your assessor will work with you to confirm that you have met the requirements set out in this qualification and are therefore competent in your role.

The minimum total number of credits you will need to achieve to be awarded this qualification is 60.

There are four mandatory units worth 18 credits which are:

- *Taking responsibility for work in a creative and cultural context:* this Unit ensures you are clear about your own role and levels of responsibility, your individual work objectives, and the standard of work expected of you
- *Maintain competence and undertake work-related learning in the creative and cultural sector:* which will help you to acquire and maintain an up-to-date knowledge of your own role, responsibilities and sector, by evaluating any internal or external changes, and by taking appropriate action to identify suitable further learning opportunities
- *Ensure responsibility for actions to reduce risks to health and safety:* this Unit will help you, within your own level of responsibility, to identify and deal with any risks/hazards that might occur, whilst also being aware of all the relevant policies and processes for your own workplace with regard to health and safety
- *Work effectively with other people in a creative and cultural context:* which will equip you with a variety of techniques and approaches for ensuring that the working relationships you have with colleagues and customers within the cultural heritage sector are the best they can be.

You will then need to achieve a minimum of 42 credits from a wide selection of optional units contained within one of six 'pathways'. You will be able to choose whichever pathway best suits the job role you wish to progress into. The pathways are:

- **Cultural Heritage** – this pathway will help you gain a broad-spectrum understanding of the cultural and heritage sector, whilst also providing an opportunity to gain skills and knowledge across a wide range of individual job roles in the cultural heritage sector. Some of the units available include: contributing to the care of a cultural heritage premise and engaging with communities on behalf of your organisation; cataloguing objects and collections; raising funds for creative and cultural organisations
- **Learning and Interpretation** – which includes you developing and delivering a learning environment across all age groups, informal and formal, and providing improved intellectual and physical access to materials/activities in a creative and cultural context; providing interpretations for exhibitions and displays; and planning and monitoring the use of resources
- **Conservation** – this includes you making and maintaining conservation records; handling, cleaning and repositioning cultural heritage objects; assessing and applying preventative care, and implementing routine interventive conservation procedures to items;

- **Collections Management** – includes the design and building of exhibitions and displays for cultural heritage; monitoring the security and environment of cultural heritage objects; and handling, packing and transporting cultural heritage items and objects
- **Marketing and Fundraising** – which may include you representing a creative and cultural organisation to a range of diverse stakeholders in order to raise funds; promoting and selling goods and services in a creative and cultural organisation;
- **Photography** – undertaking photography assignments relating to cultural heritage objects; sourcing, manipulating and exporting the images; maintaining an image management system; building cultural heritage exhibitions and displays.

There are also a number of optional units available which are common to all six pathways, such as: managing budgets; demonstrating good customer care skills; and developing, leading and motivating others – all of which will be undertaken within a cultural heritage environment.

Who is the qualification for?

This qualification is ideal for those of you who:

- have already completed a level 2 Certificate in Cultural Heritage and now want to progress your career within the industry
- might already have attained a certain academic level but need the competency skills and knowledge required by cultural heritage employers
- may already be working or volunteering within the cultural heritage sector but who wish to gain recognition for the skills and knowledge previously achieved
- wish to transfer from another career.

The qualification is intended to provide the business, entrepreneurial, technical and specialist knowledge and skills that you will need to work in a variety of job roles such as an Assistant Archivist, Assistant Exhibition Organiser or Assistant Museum/Gallery Curator

Age range

There are no formal age restrictions for this qualification.

Entry requirements

It is likely that many of you wishing to undertake this qualification may already hold a Level 2 qualification in a Cultural Heritage context. Alternatively, you may already have a high level of academic attainment but now need to develop the skills and knowledge required by the industry to undertake an assistant role in the sector.

Apprenticeships/ Other qualifications

Although this qualification can form part of a wider Level 3 Apprenticeship framework in Cultural and Heritage Venue Operations, many learners will access this Cultural Heritage qualification outside of an apprenticeship, typically:

- those of you who are currently volunteering or working part time who wish to use achievement of the qualification to gain paid/full employment
- those of you who are older and/or existing members of staff, who are using this qualification to gain recognition and certification for existing practice
- as the basis for continuing professional development, either by gaining a more senior position or by progressing onto a Level 4 or Level 5 qualification within, for example, a Cultural Heritage, Management or Business context.

Other qualifications specific to the Cultural Heritage environment are:

- the Level 2 Certificate in Cultural Heritage which is the first step along the 'professionalising' path for those learners who wish to gain a general grounding in cultural heritage or to develop the knowledge and skills required to undertake a junior role within the sector
- the Level 4 Cultural Heritage Management Certificate which is a continuing professional development course, providing an opportunity to gain recognition at a higher level or in another role
- the level 5 Diploma in Cultural Heritage which is for those who aspire to operate at manager level within the cultural heritage sector.

What can the qualification lead to?

This qualification provides you with the opportunity to work in a wide variety of 'assistant' job roles within the Cultural Heritage Sector such as:

- Assistant Archivist – support acquisition of records & documents for preservation, assisting with cataloguing & indexing, developing knowledge regarding the use/interpretation of material, assisting exhibitions and events, researching grant opportunities
- Assistant Exhibition organiser – assisting planning, project management and maintenance of exhibitions and displays, supporting laying out, hanging and interpreting objects, liaising with other staff such as lead project content curator and publicity staff
- Museum assistant – working in a wide range of museums, from small, local and family collections to large, interactive visitor attractions, customer service; welcoming visitors, providing information and answering questions
- Assistant Museum/Art Gallery Curator. – Working with others who catalogue and promote collections,

researching, assisting with storing and cleaning items in a collection, supporting the organising of exhibitions and displays.

Any other relevant information

The qualification is based on the National Occupational Standards (NOS) for Cultural Heritage which define what employees must be able to do, how well, and in what circumstances, to show they are competent in their workplace and able to carry out activities in relation to their specific job role. The NOS are developed by the Sector Skills Council (SSC) for the Creative and Cultural industries to ensure they are 'fit for purpose' to meet the needs of employers.

The qualification has been designed by the SSC who work with employer representatives from the Cultural Heritage sector as well as educationalists, professional bodies and trade unions to ensure that successful learners meet the industry's specific needs and are "job ready".

This qualification is also recognised and supported by a professional body within the Cultural Heritage sector.

SQA website

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