Arrangements for:

National Certificate in Personal and Vocational Skills at SCQF level 3

Group Award Code: GF9F 43

National Certificate in Personal and Vocational Skills at SCQF level 4

Group Award Code: GF99 44

Validation date: June 2012

Date of original publication: September 2014

Version: 12, January 2022

Acknowledgement

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
12	**GF9F 43** **Revision of Unit**: J614 43 Enterprise Skills has replaced D36N 09 Enterprise Activity. D36N 09 Enterprise Activity will finish on 31/07/2024.	01/02/22
11	**GF99 44** **Revision of unit:** J581 44 -Virtual Work Placement added to framework as an alternative to HF88 44 Work Placement. **GF9F 43** **Revision of unit:** J581 43 -Virtual Work Placement added to framework as an alternative to HF88 43 Work Placement.	06/07/21
10	**GF99 44** **Revision of Unit:** Digital Media: Audio Acquisition (F1JT 10) has been revised by Digital Media: Audio (HW4W 44) and will finish on 31/07/2020. **Revision of Unit:** Digital Media: Still Images Acquisition (F1JY 10) has been revised by Digital Media: Still Images (HW4X 44) and will finish on 31/07/2020. **Revision of Unit:** Digital Media: Video Acquisition (F1JW 10) has been revised by Digital Media: Moving Images (HW4Y 44) and will finish on 31/07/2020. **Revision of Unit**: Care of Children (DM85 10) has been revised by Care of Children (HX1K 74) and will finish on 31/07/2020. **Revision of Unit:** Child Development (DM83 10) has been revised by Child Development (HX1L 74) and will finish on 31/07/2020. **Revision of Unit:** Parenting (DM86 10) has been revised by Contemporary Families (HX1M 74) and will finish on 31/07/2020. **Revision of Unit:** Maintenance of a Safe Environment for Children (DM5V 10) has been revised by Maintenance of a Safe Environment for Children (HX1T 74) and will finish on 31/07/2020. **Revision of Unit:** Play in Early Education and Childcare (DM41 10) has been revised by Play in Early Education and Childcare (HX1R 74) and will finish on 31/07/2020. **Revision of Unit**: Working in Early Education and Childcare (DM84 10) has been revised by Working in Early Education and Childcare (HX1V 74) and will finish on 31/07/2020.	December 2017
9	**GF99 44** **Revision of Unit**: F59A 10 Health Sector: Life Sciences Industry has been revised by F59A 74 Health Sector: Life Sciences Industry and will finish on 31/07/2018.	March 2017

	Revision of Unit: F599 10 Health Sector: Working Safely has been revised by F599 74 Health Sector: Working Safely and will finish on 31/07/2018. **Revision of Unit**: F598 10 Health Sector: Health Awareness has been revised by F598 74 Health Sector: Health Awareness and will finish on 31/07/2018. **Revision of Unit**: F58R 10 Health Sector: Roles and Responsibilities has been revised by F58R 74 Health Sector: Roles and Responsibilities and will finish on 31/07/2018. **Revision of Unit**: F58P 10 Health Sector: An Introduction has been revised by F58P 74 Health Sector: An Introduction and will finish on 31/07/2018.	
8	**GF9F 43** **Revision of Unit**: D36H 09 Work Experience *has been revised by* HF88 43 Work Placement *and will finish on* 31/07/2017. **GF99 44** **Revision of Unit**: D36H 10 Work Experience *has been revised by* HF88 44 Work Placement *and will finish on* 31/07/2017.	July 2016
7	**GF99 44** H225 74 Numeracy has been added as an alternative to F3GF 10 Numeracy.	February 2016
6	**GF99 44** **Revision of Unit**: D04G 10 Basic Customer Service Skills *has been revised by* FN93 10 Basic Customer Service Skills *and finished on* 31/07/2013.	September 2014
5	**GF9F 43** **Revision of Unit**: DV38 09 Art and Design: Design Activity *has been revised by* H204 73 Art and Design: Design Activity *and will finish on* 31/07/2016. **Revision of Unit**: D193 09 Drama Skills *has been revised by* H231 73 Drama Skills *and will finish on* 31/07/2016. **Revision of Unit**: D272 09 Fashion and Clothing Industry: An Introduction *has been revised by* H251 73 Fashion and Textile Technology: Fashion and Textile Choices *and will finish on* 31/07/2016. **Revision of Unit**: DF14 09 Media Analysis: Fiction *has been revised by* H235 73 Analysing Media Content *and will finish on* 31/07/2016. **Revision of Unit**: DV46 09 Music: Performing *has been revised by* H240 73 Music: Performing Skills *and will finish on* 31/07/2016. **Revision of Unit**: F37Y 09 Personal Development: Practical Abilities *has been revised by* H18W 43 Personal Development: Practical Abilities *and will finish on* 31/07/2016. **Revision of Unit**: F37W 09 Personal Development: Self in Society *has been revised by* H18N 43 Personal Development: Self in Community *and will finish on* 31/07/2016. **Revision of Unit**: F37X 09 Personal Development: Self and Work *has been revised by* H18P 43 Personal Development: Self and Work *and will finish on* 31/07/2016. **GF99 44**	May 2014

	Revision of Unit: DV38 10 Art and Design: Design Activity *has been revised by* H204 74 Art and Design: Design Activity *and will finish on* 31/07/2016. **Revision of Unit**: F17W 10 Values and Principles in Care *has been revised by* H21C 74 Care: Values and Principles *and will finish on* 31/07/2016. **Revision of Unit**: D193 10 Drama Skills *has been revised by* H231 74 Drama Skills *and will finish on* 31/07/2016. **Revision of Unit**: DM3R 10 Information Technology for Administrators *has been revised by* H1YW 74 IT Solutions for Administrators *and will finish on* 31/07/2016. **Revision of Unit**: D194 10 Theatre Production Skills *has been revised by* H232 74 Drama: Production Skills *and will finish on* 31/07/2016. **Revision of Unit**: D272 10 Fashion and Clothing Industry: An Introduction *has been revised by* H251 74 Fashion and Textile Technology: Fashion and Textile Choices *and will finish on* 31/07/2016. **Revision of Unit**: DF14 10 Media Analysis: Fiction *has been revised by* H235 74 Analysing Media Content *and will finish on* 31/07/2016. **Revision of Unit**: DV46 10 Music: Performing *has been revised by* H240 44 Music: Performing Skills *and will finish on* 31/07/2016. **Revision of Unit**: F37Y 10 Personal Development: Practical Abilities *has been revised by* H18W 44 Personal Development: Practical Abilities *and will finish on* 31/07/2016. **Revision of Unit**: F2FV 10 Personal Development: Self Awareness *has been revised by* H18X 44 Personal Development: Self Awareness *and will finish on* 31/07/2016. **Revision of Unit**: F37W 10 Personal Development: Self in Society *has been revised by* H18N 44 Personal Development: Self in Community *and will finish on* 31/07/2016. **Revision of Unit**: F37X 10 Personal Development: Self and Work *has been revised by* H18P 44 Personal Development: Self and Work *and will finish on* 31/07/2016. H23W 74 Literacy *has been added as an alternative to* F3GB 10 Communication	
4	Scottish Context Units added as alternatives: Hospitality: Working in the Hospitality Industry - Scotland - (H6MP74) added as an alternative to Hospitality: Working in the Hospitality Industry (F19E10), Creative Digital Media: An Introduction to the Industry - Scotland -(H6ML74)added as an alternative to Creative Digital Media: An Introduction to the Industry - (H2M610), Health Sector: An Introduction - Scotland - Nat4(H6N074) added as an alternative to Health Sector: An Introduction - (F58P10)	April 2014
3	Revision of Personal Development: Self in Society (F37W 09),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self and Work (F37X 09),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Practical Abilities	February 2013

	(F37Y 09), (lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self in Society (F37W 10),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self and Work (F37X 10),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Practical Abilities (F37Y 10), (lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self Awareness (F2FV 10),(lapse date 31/07/2013,finish date 31/07/2015)	
2	Revision of Creative Digital Media: An Introduction to the Industry (F5CV 10) (lapse date 31/07/2012,finish date 31/07/2014)	November 2012

Contents

1 Introduction

This is the Arrangements Document for the National Certificates (NC) in Personal and Vocational Skills (at SCQF levels 3 and 4) which were validated in June 2012. This document includes: background information on the development of the Group Awards, their aims, guidance on access, details of the Group Award structures, and guidance on delivery.

The National Certificates seek to harmonise their mandatory content so that learners will be given the opportunity to attain a nationally recognised qualification to enable them to undertake further learning, training, volunteering or employment (see Appendix 1). The optional Units allow candidates to specialise in areas of their choice and progress to the next SCQF level above, through achievement of a recognised Group Award.

These National Certificates provide a structure to enable course programmes to be delivered in an integrated way to allow learners the opportunity to gain other SQA qualifications as listed below.

- Personal and Social Development Course at SCQF level 3 (C250 09) or level 4 (C255 10)
    - F37W 09 or 10 Personal Development: Self in Society
    - F37Y 09 or 10 Personal Development: Practical Abilities
    - F37X 09 or 10 Personal Development: Self and Work
    - F2FV 10 Personal Development: Self Awareness

- Steps to Work Award at SCQF level 3 (G9P0 43) or level 4 (G9RW 44)
    - 1 appropriate credit from the Person Centred section for Steps to Work
    - 1 appropriate credit from the Practical Context section for Steps to Work

- The Personal Finance Award (GA1Y 44) at SCQF level 4
    - FC63 04 Money Management
    - FC64 04 Principles of Money

2 Rationale for the development

A survey conducted with colleges in Scotland identified a need for a qualification to support learners who are not yet ready to embark on a course of study in their area of vocational choice, as they need to develop other necessary skills and maturity before doing so. The National Certificates in Personal and Vocational Skills meet this need by providing opportunities for those learners to gain the necessary skills and experience which will allow them to progress to further learning, training, volunteering or employment.

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The development of skills is essential to learning and education to help candidates become successful learners, confident individuals, responsible citizens and effective contributors. The skills and qualities which learners develop should provide them with a sound basis for their development as lifelong learners in their personal, social and working lives, enabling them to reach their full potential and to meet the challenges of learning, life and work. These National Certificates provide a framework for these challenges and meet the needs of learners who have not yet fully engaged with education.

3 Aims of the National Certificates in Personal and Vocational Skills

The National Certificates in Personal and Vocational Skills are designed to allow learners to gain experience and to develop the skills to enable them to progress to further education, training, volunteering or employment.

Learners who undertake the National Certificates will also be able to enhance their personal and social development and gain the confidence to enter employment or to pursue volunteering opportunities. The aims detailed below demonstrate the intention to provide qualifications for learners which develop the four capacities of Curriculum for Excellence: successful individuals, confident individuals, responsible citizens and effective contributors and key employability skills.

3.1 Principal aims

The principal aims of the National Certificates are to provide learners with the opportunity to:

1. increase opportunities for attainment at SCQF levels 3 and 4 and beyond by providing a firm foundation for future study
2. develop the necessary attributes which are required for study
3. develop self awareness, self esteem and self confidence
4. develop employability skills
5. develop Core Skills
6. enable learners to make informed choices about further study/career choices
7. develop the necessary skills and frame of mind for learners to become successful learners, effective contributors, responsible citizens and confident individuals

The National Certificates meet the principal aims through the successful completion of 5 mandatory credits at SCQF level 3 and 8 mandatory credits at SCQF level 4. Tables 1 and 2 illustrate how the principal aims are achieved.

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Table 1: Principal aims referenced against Units at level 3

Level 3			
Unit	**Unit code**	**SQA credit value**	**Principal Aim**
Personal Development: Self in Society	F37W 09	1.0	1, 2, 3, 4, 5, 6, 7
Personal Development: Practical Abilities	F37Y 09	1.0	1, 2, 3, 4, 5, 6, 7
Personal Development: Self and Work	F37X 09	1.0	1, 2, 3, 4, 5, 6, 7
Digital Communication Methods	F1KY 09	1.0	1, 2, 3, 4, 5, 6, 7
Enterprise Skill	J614 44*	1.0	1, 2, 3, 4, 5, 6, 7

Table 2: Principal aims referenced against Units at level 4

Level 4			
Unit	**Unit code**	**SQA credit value**	**Principal Aim**
Personal Development: Self in Society	F37W 10	1.0	1, 2, 3, 4, 5, 6, 7
Personal Development: Practical Abilities	F37Y 10	1.0	1, 2, 3, 4, 5, 6, 7
Personal Development: Self and Work	F37X 10	1.0	1, 2, 3, 4, 5, 6, 7
Personal Development: Self Awareness	F2FV 10	1.0	1, 2, 3, 4, 5, 6, 7
Developing Skills for Employment	F5G4 10	1.0	1, 2, 3, 4, 5, 6, 7
Communication	F3GB 10	1.0	1, 2, 3, 4, 5, 6, 7
Numeracy	F3GF 10	1.0	1, 2, 3, 4, 5, 6, 7
Information and Communication Technology	F3GC 10	1.0	1, 2, 3, 4, 5, 6, 7

3.2 General aims

The composition of the National Certificates provides an opportunity for learners to engage in activities designed to develop broad based and specific skills, depending on the Unit options taken.

The general aims of the awards are to:

1 provide transition opportunities for learners between school, further education and employment
2 enable progression within the SCQF framework in a vocational area of choice
3 provide an introduction/taster to the vocational area of choice

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Tables 3 and 4 illustrate how the general aims are achieved through the optional Units in a Hospitality and Hairdressing context. Other contexts will be appropriate depending on the Units chosen.

Table 3: General aims referenced against Hospitality optional Units at level 3

Level 3			
Unit	**Code**	**SQA credit value**	**General Aim**
Food Preparation Techniques: An Introduction	D263 09	1	1, 2, 3
Hospitality: Organisation of Practical Skills	D9NL 09	0.5	1, 2, 3
Food Hygiene for the Hospitality Industry	F792 09	0.5	1, 2, 3
Work Experience	HF88 43*	1	1, 2, 3

Table 4: General aims referenced against Hairdressing optional Units at level 4

Level 4			
Unit	**Unit code**	**SQA credit value**	**Reference to General Aim**
Hairdressing: Salon Awareness	DX0M 10	1.0	1, 2, 3
Hairdressing: Working in the Salon	DX0N 10	1.0	1, 2, 3
Hairdressing: Creativity	DX0P 10	1.0	1, 2, 3
Work Experience	HF88 44*	1.0	1, 2, 3

3.3   Target groups

The National Certificates in Personal and Vocational Skills are designed to meet the needs of learners who may have had little or no experience of education, the world of work or training. Some learners may have had a negative experience of previous learning and due to external factors or barriers, may have struggled to attain qualifications or to recognise their own achievements. The National Certificates aim to offer learners a fresh approach to their own individual personal development, achievement and progression.

The flexible nature of the National Certificates makes them suitable for a wide range of learners from different educational settings such as schools, colleges, educational training providers, the community or the voluntary sector and may facilitate transition to further study, training, employment or volunteering.

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4 Access to the National Certificates

4.1 Recommended Access

Entry is at the discretion of the centre.

4.1.1 Recommended Core Skills entry Profile

SCQF level 3

Candidates undertaking the level 3 NC will not be required to possess any pre-set Core Skills on entry. In this situation, centres could ask candidates to undertake Core Skills profiling prior to them commencing on the course so that appropriate support may be put in place for candidates who require it.

SCQF level 4

Candidates undertaking the level 4 NC should possess Core Skills at SCQF level 3 on entry to the programme.

5 National Certificate in Personal and Vocational Skills — Qualification Structures

The National Certificates in Personal and Vocational Skills include other Group Awards and National Courses as part of their structures. Centres should note that if they require each included Group Award or National Course to have certification in its own right, then a separate entry must be made for each (there is no additional charge for these entries).

5.1 Qualification Structures

National Certificate in Personal and Vocational Skills at SCQF level 3

(9 SQA credits, 54 SCQF credit points).

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Mandatory section (5 SQA credits): Learners must complete all Units

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
*Personal Development: Self in Community	H18N 43	1.0	3	6
*Personal Development: Practical Abilities	H18W 43	1.0	3	6
*Personal Development: Self and Work	H18P 43	1.0	3	6
Enterprise Skills	J614 43*	1.0	3	6
Digital Communication Methods	F1KY 09	1.0	3	6

Optional section: Learners must complete 4 SQA credits.

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Money Management	FC63 04	1.0	4	6
The Principles of Money	FC64 04	1.0	4	6
Personal Development: Self Awareness	F2FV 09	1.0	3	6
Digital Numeracy	F1L1 09	1.0	3	6
Healthy Living	D04D 08	1.0	2	6
Physical Education: Performance A	DM45 09	0.5	3	3
Physical Education: Performance B	DM46 09	0.5	3	3
*Art and Design: Design Activity	H204 73	1.0	3	6
Art and Design Studies	DV39 09	1.0	3	6
*Drama Skills	H231 73	1.0	3	6
*Analysing Media Content	H235 73	1.0	3	6
*Music: Performing Skills	H240 73	1.0	3	6
*Music: Technology Skills	H243 73	1.0	3	6
Performing Music on One Instrument or Voice	F3F4 09	1.0	3	6
Theatre Production Skills	D194 09	1.0	3	6
Digital Computing	F1L2 09	1.0	3	6
Information and Communication Technology	F3GC 09	1.0	3	6
Local Investigations	D36J 09	1.0	3	6
Planning an Environmental Area	D553 09	1.0	3	6
Residential Experience	D36M 09	1.0	3	6
Work Placement Or Virtual Work Placement	HF88 43* J581 43*	1.0	3	6
Work Shadowing	DR3V 09	1.0	3	6
Working with Others	F3GE 09	1.0	3	6
Working with Craft Tools: An Introduction	D534 09	1.0	3	6
Practical Craft Skills	D535 09	1.0	3	6
Food Preparation Techniques: An Introduction	D263 09	1.0	3	6
Hospitality: Organisation of Practical Skills	D9NL 09	0.5	3	3
Food Hygiene for the Hospitality Industry	F792 09	0.5	3	3
Food Preparation for Healthy Eating	D262 09	0.5	3	3
Office Practice: An Activity Approach	D521 09	1.0	3	6
Understanding Tourism in the Local Area	DV3C 10	1.0	4	6
Holiday Destinations	DM4J 10	1.0	4	6
Holiday Issues	DM4G10	1.0	4	6

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Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Holiday Planning	DM4E10	1.0	4	6
Craftwork Enterprise	D536 09	1.0	3	6

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
*Fashion and Textile Technology: Fashion and Textile Choices	H251 73	0.5	3	3
Health and Safety for Babies and Young Children	D277 09	0.5	3	3
Practical Experiences in Construction	DX15 09	1.0	3	6
Practical Experiences in Engineering	DX16 09	1.0	3	6
Developing Employability Skills in Construction and Engineering	DX17 09	1.0	3	6

*Refer to history of changes for revision details

National Certificate in Personal and Vocational Skills at SCQF level 4

(12 SQA credits, 72 SCQF Credit points)

Mandatory section (8 SQA credits): learners must complete all Units

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
	F37W 10	1.0	4	6
*Personal Development: Practical Abilities	H18W 44	1.0	4	6
*Personal Development: Self and Work	H18P 44	1.0	4	6
*Personal Development: Self Awareness	H18X 44	1.0	4	6
*Personal Development: Self in Community	H18N 44	1.0	4	6
Developing Skills for Employment	F5G4 10	1.0	4	6
Communication or Literacy	F3GB 10	1.0	4	6
Numeracy or	F3GF 10	1.0	4	6
Numeracy	H225 74	1.0	4	6
Information and Communication Technology	F3GC 10	1.0	4	6

Optional section: learners must complete 4 SQA credits

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
*Care: Values and Principles	F17W 10	1.0	4	6
*Health Sector: An Introduction **or**	F58P 74	1.0	4	6
Health Sector: An Introduction - Scotland	H6N0 74	1.0	4	6
*Health Sector: Roles and Responsibilities	F58R 74	1.0	4	6
*Health Sector: Health Awareness	F598 74	1.0	4	6
*Health Sector: Working Safely	F599 74	0.5	4	3
*Health Sector: Life Sciences Industry	F59A 74	0.5	4	3
Hair, Beauty and Make-up: Personal Care and Appearance	F4C5 11	1.0	5	6
Cosmetology: Beauty — Practical Skills	F0FE 10	1.0	4	6

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Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Cosmetology: Hairdressing — Practical Skills	F0FA 10	1.0	4	6
Cosmetology: Health and Safety	F0FD 10	0.5	4	3
Cosmetology: Make-up Artistry — Practical Skills	F0FB 10	1.0	4	6
Cosmetology: Prepare and Assist in a Workplace Environment	F0F9 10	0.5	4	3
Hairdressing: Salon Awareness	DX0M 10	1.0	4	6
Hairdressing: Working in the Salon	DX0N 10	1.0	4	6
Hairdressing: Employability Skills	DX0K 10	1.0	4	6
Hairdressing: Creativity	DX0P 10	1.0	4	6

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Food & Beverage Service: Counter	F4SL 10	1.0	4	6
Food & Beverage Service: Table	F4SR 10	1.0	4	6
Food Hygiene Elementary	DC0K 10	0.5	4	3
Food Hygiene for the Hospitality Industry	F792 10	0.5	4	3
Food Preparation Techniques: An Introduction	D263 10	1.0	4	6
Food Preparation for Healthy Eating	D262 10	0.5	4	3
Healthy Cookery	F4SS 10	1.0	4	6
Hospitality: Working Front of House	F19J 10	1.0	4	6
Hospitality: Working in the Professional Kitchen	F19G 10	1.0	4	6
Hospitality: Working in the Hospitality Industry **or** Hospitality: Working in the Hospitality Industry - Scotland	F19E 10 H6MP 74	1.0 1.0	4 4	6 6
Hospitality: Introduction to Events	F19K 10	1.0	4	6
Sport and Recreation: Assist with Activity Sessions	DM7D 10	1.0	4	6
Sport and Recreation: Dealing with Accidents and Emergencies	DM7L 10	0.5	4	3
Exercise and Fitness: An Introduction	D682 10	0.5	4	3
Sport and Recreation: Personal Fitness	DM7M 10	0.5	4	3
Physical Education: Performance	DF2T 10	1.5	4	9
Sporting Activity — Alpine Skiing	D709 10	1.0	4	6
Sporting Activity — Archery	D736 10	1.0	4	6
Sporting Activity — Association Football	D712 10	1.0	4	6
Sporting Activity — Athletics	F82E 10	1.0	4	6
Sporting Activity — Badminton	D713 10	1.0	4	6
Sporting Activity — Baseball/Softball	D714 10	1.0	4	6
Sporting Activity — Basketball	D715 10	1.0	4	6
Sporting Activity — Bowling	D716 10	1.0	4	6
Sporting Activity — Canoeing	D694 10	1.0	4	6
Sporting Activity — Climbing	F827 10	1.0	4	6
Sporting Activity — Cricket	D717 10	1.0	4	6
Sporting Activity — Curling	D705 10	1.0	4	6
Sporting Activity — Cycling	D738 10	1.0	4	6
Sporting Activity — Fencing	D701 10	1.0	4	6
Sporting Activity — Flag Football	DE55 10	1.0	4	6
Sporting Activity — Gaelic Football	D718 10	1.0	4	6

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Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Sporting Activity — Goalball	D719 10	1.0	4	6
Sporting Activity — Golf	D720 10	1.0	4	6
Sporting Activity — Gymnastics	D702 10	1.0	4	6
Sporting Activity — Handball	D721 10	1.0	4	6
Sporting Activity — Hillwalking	F828 10	1.0	4	6
Sporting Activity — Hockey	D722 10	1.0	4	6
Sporting Activity — Ice Hockey	D706 10	1.0	4	6
Sporting Activity — Ice Skating	D707 10	1.0	4	6
Sporting Activity — Indoor Football	D724 10	1.0	4	6
Sporting Activity — Indoor Hockey	D723 10	1.0	4	6
Sporting Activity — Inland Kayaking	F829 10	1.0	4	6
Sporting Activity — Lacrosse	D725 10	1.0	4	6

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Sporting Activity — Life Saving	D688 10	1.0	4	6
Sporting Activity — Martial Arts	D703 10	1.0	4	6
Sporting Activity — Mountain Biking	F82A 10	1.0	4	6
Sporting Activity — Netball	D726 10	1.0	4	6
Sporting Activity — Nordic Skiing	D708 10	1.0	4	6
Sporting Activity — Open Canadian Canoeing	D695 10	1.0	4	6
Sporting Activity — Orienteering	F82C 10	1.0	4	6
Sporting Activity — Personal Survival	D689 10	1.0	4	6
Sporting Activity — Rowing	D693 10	1.0	4	6
Sporting Activity — Rugby Football	D737 10	1.0	4	6
Sporting Activity — Sailing	D698 10	1.0	4	6
Sporting Activity — Sea Kayaking	D697 10	1.0	4	6
Sporting Activity — Shinty	D731 10	1.0	4	6
Sporting Activity — Short Tennis	D732 10	1.0	4	6
Sporting Activity — Snowboarding	D711 10	1.0	4	6
Sporting Activity — Squash	D733 10	1.0	4	6
Sporting Activity — Swimming	F82D 10	1.0	4	6
Sporting Activity — Synchronised Swimming	D691 10	1.0	4	6
Sporting Activity — Table Tennis	D730 10	1.0	4	6
Sporting Activity — Telemark Skiing	D710 10	1.0	4	6
Sporting Activity — Tennis	D734 10	1.0	4	6
Sporting Activity — Trampolining	D704 10	1.0	4	6
Sporting Activity — Volleyball	D735 10	1.0	4	6
Sporting Activity — Water Polo	D692 10	1.0	4	6
Sporting Activity — Windsurfing	D699 10	1.0	4	6
Sports Officiating: An Introduction	D686 10	0.5	4	3
Sport and Recreation: Skills for Employment	DM7H 10	1.0	4	6
Sport and Recreation: Dealing with Facilities and Equipment	DM7F 10	1.0	4	6
*Art and Design: Design Activity	H204 74	1.0	4	6
Art and Design Studies	DV39 10	1.0	4	6
Internet Safety	H1F6 10	1.0	4	6
Computing: Digital Media Elements for Applications	F1JM 10	1.0	4	6
Computer Games: Digital Gaming Design	F1K4 10	1.0	4	6
Basic Information and Communication	DW7H 10	1.0	4	6

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Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Technology (ICT) Skills				
Information and Communication Technology	F3GC 10	1.0	4	6
Information and the Internet	DF36 10	1.0	4	6
Internet: Basics	D3HF 10	0.5	4	3
PC Passport: Internet	DC9N 10	1.0	4	6
PC Passport: Introduction to the Internet and On-line Communications	F1F9 10	1.0	4	6
PC Passport: Introduction to IT Software and Presenting Information	F1F8 10	1.0	4	6
PC Passport: Introduction to IT Systems	F1GP 10	1.0	4	6
PC Passport: Spreadsheets	DC9R 10	1.0	4	6
*IT Solutions for Administrators	H1YW 74	1.0	4	6

Unit title	Code	SQA credit value	SCQF level	SCQF credit points
*Creative Digital Media: An Introduction to the Industry **or** Creative Digital Media: An Introduction to the Industry - Scotland	H2M6 10 H6ML 74	1.0 1.0	4 4	6 6
Media Studies: An Introduction	D6V5 10	1.0	4	6
Multimedia	D978 10	1.0	4	6
*Digital Media: Audio	HW4W 44	1.0	4	6
*Analysing Media Content	H235 74	1.0	4	6
*Digital Media: Still Images	HW4X 44	1.0	4	6
*Digital Media: Moving Images	HW4Y 44	1.0	4	6
Creative Digital Media: The Creative Process	F5CW 10	1.0	4	6
Creative Digital Media: Hardware and Software	F5CX 10	1.0	4	6
Creative Digital Media: Production Project	F5CY 10	1.0	4	6
*Care of Children	HX1K 74	1.0	4	6
*Child Development	HX1L 74	1.0	4	6
Children's Development and Learning: An Introduction	DV2H 10	0.5	4	3
Children's Development and Learning: Babies (0–1 year)	DV2J 10	0.5	4	3
Children's Development and Learning: Pre-School (3–5 years)	DV2L 10	0.5	4	3
Children's Development and Learning: The Toddler Years (1–3 years)	DV2K 10	0.5	4	3
*Maintenance of a Safe Environment for Children	HX1T 74	1.0	4	6
*Play in Early Education and Childcare	HX1R 74	1.0	4	6
*Working in Early Education and Childcare	HX1V 74	1.0	4	6
*Contemporary Families	HX1M 74	1.0	4	6
Fitness for the Army	F5FL 10	1.0	4	6
Uniformed and Emergency Services: Health, Safety, Fitness and Wellbeing	F38S 10	1.0	4	6
Uniformed and Emergency Services: Engaging with the Community	F38T 10	1.0	4	6
Assist with Accidents and Emergencies	DJ3X 10	0.5	4	3
Uniformed and Emergency Services: An	F38R 10	1.0	4	6

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Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Introduction				
Uniformed and Emergency Services: Working in Teams	F38V 10	1.0	4	6
Application of Electrical Hand-tools and Accessories	DH58 10	0.5	4	3
Engineering Skills: Mechanical	F19C 10	1.0	4	6
Engineering Skills: Electrical/Electronic	F19D 10	1.0	4	6
Engineering Skills: Fabrication	F19F 10	1.0	4	6
Engineering Skills: Manufacture and Assembly	F19H 10	1.0	4	6
Accommodation Operations	F4SN 10	1.0	4	6
Understanding Tourism in the Local Area	DV3C 10	1.0	4	6
Holiday Destinations	DM4J 10	1.0	4	6
Holiday Issues	DM4G 10	1.0	4	6
Holiday Planning	DM4E 10	1.0	4	6
Construction Crafts: Brickwork Techniques	DM81 10	0.5	4	3
Unit title	**Code**	**SQA credit value**	**SCQF level**	**SCQF credit points**
Construction Crafts: Carpentry and Joinery Techniques	DM82 10	0.5	4	3
Construction Crafts: Decorative Finishes Using Waterborne Paints	DM7Y 10	0.5	4	3
Construction Crafts: Decorative Painting	DM7K 10	0.5	4	3
Construction Crafts: Half-Brick Walling	DM7G 10	0.5	4	3
Construction Crafts: Plasterwork	DM7R 10	0.5	4	3
Construction Crafts: Plumbing	DM7E 10	0.5	4	3
Construction Crafts: Practical Copper Pipework	DM7W 10	0.5	4	3
Construction Crafts: Site Carpentry and Bench Joinery	DM7J 10	0.5	4	3
Construction Crafts: Employability Skills	DM7C 10	0.5	4	3
Construction Crafts: Electrical Installation	DM7T 10	0.5	4	3
Construction Crafts: Roof Tiling	DM7N 10	0.5	4	3
Construction Crafts: Plumbing of Sanitary Appliances	DX0T 11	1.0	5	6
Construction Crafts: One Brick Walling	DX0L 11	1.0	5	6
Construction Crafts: Stonemasonry	FF33 10	0.5	4	3
Automotive Skills: The Garage	F8MW 10	1.0	4	6
Automotive Skills: The Technician	F8MY 10	1.0	4	6
Automotive Skills: The Car	F8MX 10	1.0	4	6
Automotive Skills: The Vehicle Modification Project	F8N0 10	1.0	4	6
Automotive: Effective Working Practices	DE3Y 10	0.5	4	3
Automotive: Foundation Skills	DE44 10	1.0	4	6
Preparing to Volunteer	FR26 10	1.0	4	6
Volunteering Experience	FR27 10	1.0	4	6
Volunteering Investigative Project	FR28 10	1.0	4	6
The Principles of Money	FC64 04	1.0	4	6
Money Management	FC63 04	1.0	4	6

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Unit title	Code	SQA credit value	SCQF level	SCQF credit points
Creative Thinking and Goal Setting	DV91 11	1.0	4	6
Local Investigations	D36J 10	1.0	4	6
Residential Experience	D36M 10	1.0	4	6
Work Placement Or	HF88 44*	1.0	4	6
Virtual Work Placement	J581 44*	1.0	4	6
Work Shadowing	DR3V 10	1.0	4	6
Working with Others	F3GE 10	1.0	4	6
Assist with an Event	F5FJ 10	1.0	4	6
*Basic Customer Services Skills	FN93 10	0.5	4	3
Environmental Issues	D309 10	1.0	4	6
Animal Husbandry: An Introduction	DX0X 10	1.0	4	6
Tree & Shrub Planting	D903 10	1.0	4	6
Estate Maintenance: An Introduction	DV0A 10	1.0	4	6
Land-based Industries: An Introduction	DX0V 10	1.0	4	6
Employability Skills for Land-based Industries	DX0W 10	0.5	4	3
Animal Handling: An Introduction	DX0Y10	0.5	4	3
Crop Production: An Introduction	DX12 10	1.0	4	6
Soft Landscaping: An Introduction	DX13 10	0.5	4	3
Unit title	**Code**	**SQA credit value**	**SCQF level**	**SCQF credit points**
*Music: Performing Skills	H240 74	1.0	4	6
Music: MIDI Sequencing	D352 10	1.0	4	6
*Music Technology Skills	H243 74	1.0	4	6
Music: Sound Engineering and Production	D354 10	1.0	4	6
*Drama Production Skills	H232 74	1.0	4	6
*Drama Skills	H231 74	1.0	4	6
*Fashion and Textile Technology: Fashion and Textile Choices	H251 74	0.5	4	3

*Refer to history of changes for revision details

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The structures allow for personalisation of learning as the National Certificates may be delivered to composite groups. The differentiation between the two SCQF levels is based on:

♦ the amount of tutor support given
♦ the complexity of the tasks/activities
♦ the level of participation by learners
♦ the level of understanding by learners

The design of the National Certificates also enables learners the opportunity to gain other SQA group awards.

♦ Personal Development Course at SCQF level 3 (C250 09) or level 4 (C255 10)
— F37W 09 or 10 Personal Development: Self in Society
— F37Y 09 or 10 Personal Development: Practical Abilities
— F37X 09 or 10 Personal Development: Self and Work
— F2FV 09 or 10 Personal Development: Self Awareness

♦ Steps to Work Award at SCQF level 3 (G9P0 43) or level 4 (G9RW 44)
— 1 appropriate credit from the mandatory section for Steps to Work
— 1 appropriate credit from the optional section for Steps to Work

♦ The Personal Finance Award (GA1Y 44) at SCQF level 4
— FC63 04 Money Management
— FC64 04 Principles of Money

5.2 Core Skills

Opportunities to develop aspects of Core Skills within the National Certificates are identified in appendices 2 and 3.

Exit Profile for the NC at SCQF level 3

Learners undertaking the level 3 programme are not required to possess any pre-set Core Skills on entry. The anticipated exit level is SCQF Level 3 (see table 7).

Table 7: Recommended Core Skills exit level at SCQF level 3

Core Skill	Exit level	Signposted	Certificated
Communication	SCQF level 3		✓
Numeracy	SCQF level 3	✓	
Information and Communication Technology	SCQF level 3	✓	
Working with Others	SCQF level 3		✓
Problem Solving	SCQF level 3		✓

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Exit Profile for the NC at SCQF level 4

Learners undertaking the SCQF level 4 programme should possess Core Skills at level 3 on entry to the programme. The anticipated exit level is SCQF Level 4, see table 8.

Table 8: Recommended Core Skills entry level at SCQF level 4

Core Skill	Entry Level	Exit Level	Signposted	Certificated
Communication	SCQF level 3	SCQF level 4		✓
Numeracy	SCQF level 3	SCQF level 4		✓
Information and Communication Technology	SCQF level 3	SCQF level 4		✓
Working with Others	SCQF level 3	SCQF level 4		✓
Problem Solving	SCQF level 3	SCQF level 4		✓

6 Approaches to delivery and assessment

6.1 Content and context

The National Certificates are intended to be delivered in such a way that they provide learners with increased choice that supports their vocational areas of interest. Delivery of the National Certificates should attempt to maximise as many appropriate approaches to learning and teaching as possible, with experiential learning being an important feature, providing learners with greater ownership and responsibility for their own learning.

6.2 Delivery and assessment

The National Certificates are designed to be delivered in a range of centres such as schools, colleges, community organisations and other educational establishments. Delivery is at the discretion of individual centres. However, it is recommended that the delivery of Core Skills be integrated into other Units with assessment designed to be naturally occurring through activities which are being undertaken by learners. There are a number of ways in which the National Certificates could be delivered, and sequence of delivery could depend on a number of factors:

- ♦ individual leaners, including prior learning
- ♦ duration of the programme
- ♦ resources/timetabling

The National Certificates can support a wide range of learning activities and flexible approaches to assessment for example:

1 practical activities
2 discussions
3 assignments
4 case studies
5 individual and group work
6 investigation
7 portfolio building
8 teambuilding
9 internet research
10 blogs
11 visiting speakers
12 site visits

The suggested methods of assessment could include:

1 performance/practical observations
   ♦ checklists
   ♦ photographs

2 oral

3 written
   ♦ logbooks
   ♦ diaries
   ♦ blogs
   ♦ folio/e-portfolio building

Centres should refer to individual Unit specifications for further, specific information regarding delivery and assessment.

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Tables 9 and 10 give indicate the type of assessment evidence required for the mandatory Units in each NC.

Table 9: Guidance on assessment evidence for the NC at SCQF level 3

Unit Code	Unit Title	Credit value	Type of evidence		
			Written/ oral	Product evidence	Performance evidence
F1KY 09	Digital Communication Methods	1.0	✓	✓	✓
F37Y 09	Personal Development: Practical Abilities	1.0	✓	✓	
F37W 09	Personal Development: Self in Society	1.0	✓		✓
F37X 09	Personal Development: Self and Work	1.0	✓		✓
J614 43	Enterprise Skills	1.0	✓		✓

Table 10: Guidance on assessment evidence for the NC at SCQF level 4

Unit Code	Unit Title	Credit value	Type of Evidence		
			Written/ oral	Product Evidence	Performance Evidence
F37Y 10	Personal Development: Practical Abilities	1.0	✓	✓	
F37X 10	Personal Development: Self and Work	1.0	✓		✓
F37W 10	Personal Development: Self in Society	1.0	✓		✓
F2FV 10	Personal Development: Self Awareness	1.0	✓		✓
F5G4 10	Developing Skills for Employment	1.0	✓		✓
F3GB 10	Communication	1.0	✓		✓
F3GF 10	Numeracy	1.0	✓		✓
F3GC 10	Information and Communication Technology	1.0	✓		✓

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6.3 **Delivery of Core Skills**

The planning of learning and teaching activities should ensure that there are opportunities to gather evidence from other Units to satisfy the requirements of Core Skills Units. Centres should refer to individual Unit specifications for information regarding Core Skills.

At SCQF level 3, Core Skills in Communication, Working with Others and Problem Solving will be automatically certificated. Numeracy and Information and Communication Technology are signposted.

At SCQF level 4, Core Skills in Communication, Numeracy, Information and Communication Technology, Working with Others and Problem Solving are automatically certificated.

7 General information for centres

Disabled learners and/or those with additional support needs

The additional support needs of individual learners 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**.

Internal and external verification

All instruments of assessment used within these National Certificates 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)**.

8 General information for learners

The National Certificates (NC) in Personal and Vocational Skills at SCQF level 3 and SCQF level 4 are designed to help you move into further study, training, volunteering or employment. At either SCQF level, you will:

♦ develop the qualities and skills which are required to help you learn
♦ develop self-awareness and self confidence
♦ develop Core Skills including Communication, Numeracy,
♦ Information Technology, Working with Others and Problem Solving
♦ be able to make informed choices about further study and career choices
♦ develop the skills to set goals and think creatively

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♦ develop employability skills such as the ability to work with others, to be willing to learn to follow instructions and to have good time-keeping.

The NCs will give you the chance to think about your own experiences such as what you have learned at school or in other situations in life. The National Certificates will help you to work on practical skills that can help you think about what career you want to follow or what you want to learn more about.

Undertaking either level of the National Certificates will give you the opportunity to progress to further study within a vocational area of your choice. Throughout the course, you will develop personal and social qualities and employability skills which should enhance your employment prospects.

The National Certificates are delivered using a range of learning and teaching approaches which may include:

♦ practical activities
♦ discussions
♦ assignments
♦ case studies
♦ individual and group work
♦ investigation
♦ portfolio building
♦ teambuilding
♦ internet resources
♦ blogs
♦ guest speakers
♦ site visits

You may be assed in a variety of ways, which could include:

1 performance/practical observations
  ♦ checklists
  ♦ photographs

2 oral

3 written
  ♦ logbooks
  ♦ diaries
  ♦ blogs
  ♦ folio/e-portfolio building

What next?

On completion of your National Certificate, you could apply to study on another course, higher level course, possibly at a college, or you may decide to gain employment and study towards a Modern Apprenticeship in the workplace. You may also decide to gain employment or take up a volunteering opportunity without any further study.

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 credit points: One SCQF credit point equates to 10 hours of learning. NQ Units at SCQF levels 2–6 are worth 6 SCQF credit points, NQ Units at level 7 are worth 8 SCQF points.

SCQF levels: The SCQF covers 12 levels of learning. National Qualification Group Awards are available at SCQF levels 2-6 and will normally be made up of National Units which are available from SCQF levels 2–7.

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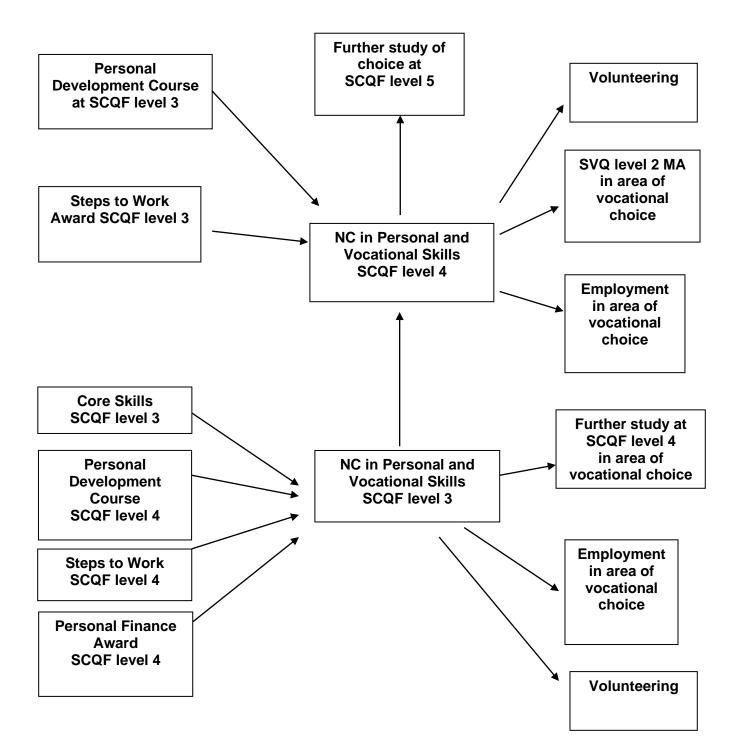
Signposted Core Skills: This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

Qualification Design Team: The QDT works in conjunction with a Qualification Manager/Development Manager to steer the development of the National Certificate/National Progression Award 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 National Certificates/National Progression Awards are those developments or revisions undertaken by a group of centres in partnership with SQA.

10　Appendices

Appendix 1: Progression Pathways
Appendix 2: Core Skills map — SCQF Level 3
Appendix 3: Core Skills map — SCQF Level 4

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Appendix 1: Progression Pathways

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Appendix 2: Core Skills map — SCQF level 3

Unit Code	Unit Title	Communication		ICT		Numeracy		Problem Solving			Working with Others	
		Oral	Written	Accessing Information	Providing/ Creating Information	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
Mandatory Units		Core Skill component – signposted (S) or embedded (E)										
F1KY 09	Digital Communication Methods	E	E	S	S						S	S
F37Y 09	Personal Development: Practical Abilities											
F37X 09	Personal Development: Self and Work							E	E	E		
F37W 09	Personal Development: Self in Society										E	E
J614 43	Enterprise Skills											

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Appendix 3: Core Skills map — SCQF level 4

Unit Code	Unit Title	Communication		ICT		Numeracy		Problem Solving			Working with Others	
		Oral	Written	Accessing Information	Providing/ Creating Information	Using Graphical Information	Using Number	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
Mandatory Units	Core Skill component – signposted (S) or embedded (E)											
F37Y 09	Personal Development: Practical Abilities											
F37X 09	Personal Development: Self and Work							E	E	E		
F37W 09	Personal Development: Self in Society										E	E
F2FV 10	Personal Development: Self Awareness											
F5G4 10	Developing Skills for Employment											
F3GB 10	Communication	E	E									
F3GF 10	Numeracy					E	E	E				
F3GC 10	Information and Communication Technology			E	E							

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