Group Award Specification for:

HNC Supply Chain Management

Group Award Code: (GG9Y 15)

HND Supply Chain Management

Group Award Code: (GH00 16)

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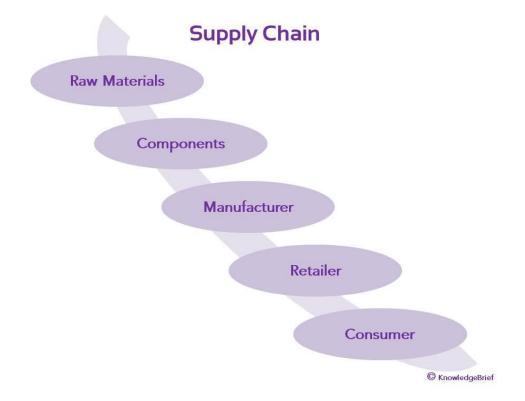
Contents

1 Introduction

This document was previously known as the Arrangements document. The purpose of this document is to:

- assist centres to implement, deliver and manage the qualification
- provide a guide for new staff involved in offering the qualification
- inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
- provide details of the range of learners the qualification is suitable for and progression opportunities

1.1 Rationale for the development of the awards

A review of the existing awards within the SQA portfolio highlighted the need to update the qualifications in Supply Chain Management at SCQF levels 7 and 8. Government statistics and research by the Sector Skills Council — Skills for Logistics — showed that a significant amount of people were employed within the Supply Chain Management sector.

There was strong support from the sector for these qualifications which fill a gap in current provision, particularly for a younger market. The qualifications have been designed to cover the depth and scope required for a career in Supply Chain Management.

It is recognised that good Supply Chain Management skills and techniques will allow firms to win competitive advantage. Supply Chain Management embraces different areas, including:

♦ Forecasting/Planning
♦ Sourcing/Procurement
♦ Logistics
♦ Operations
♦ Inventory Management
♦ Transport and Distribution

Effective Supply Chain Management can:

♦ enhance the effectiveness of organisations to secure value for money and excellent performance.
♦ encourage inter-functional co-operation, understanding and communication.
♦ embrace internal relationships as fundamental and crucial to success.
♦ extend the need for effective relationship management in the external environment to the organisation.
♦ create a culture of innovation.

The HNC Supply Chain Management at SCQF level 7 will provide learners with knowledge and skills in supply chain management introducing them to topics such as logistics, business analysis, procurement, operations management and quality management. This will enable them to progress to the HND Supply Chain Management or to gain employment within the sector. Learners could be employed in roles such as Assistant Purchasing Manager, Material Planner, Procurement Assistant, Export Assistant or Customer Logistics Manager.

The HND Supply Chain Management at SCQF level 8 will involve learners taking a more strategic approach to all aspects of supply chain management and procurement. This will enable learners who are in employment to ensure 'best practice' is built into their practices. Learners may be able to progress to relevant degree courses and/or undertake the Chartered Institute of Purchasing and Supply (CIPS) qualifications. Employment opportunities include Supply Chain Manager, Senior Procurement Manager, Material Manager, Senior Buyer, Demand Planner and Distribution Supervisor.

These qualifications are suitable for learners who have experience of working within a Supply Chain Management environment and for school leavers.

2 Qualifications structure

The awards have been designed in accordance with SQA's design principles for HN awards, ie:

♦ HNCs shall be designed to be at SCQF level 7 and shall comprise 96 SCQF credit points with at least 48 credit points at SCQF level 7. The HNC should include a mandatory section of at least 48 SCQF credit points and include one Graded Unit of 8 SCQF credit points at SCQF level 7.

♦ HNDs shall be designed to be at SCQF level 8 and shall comprise 240 SCQF credit points with at least 64 credit points at SCQF level 8. The HND should include a mandatory section of at least 96 SCQF credit points and include one Graded Unit of 8 SCQF credit points at SCQF level 7, plus 16 SCQF credit points of Graded Units at SCQF level 8.

♦ HNC and HND programmes shall incorporate opportunities for learner to develop Core Skills to levels required by the occupations or progression pathways the HNC/HNDs support.

2.1 Structure — HNC Supply Chain Management

To achieve the HNC in Supply Chain Management learners must achieve 12 SQA credits (96 SCQF credit points). Learners must achieve the 10 mandatory SQA credits and two optional credits.

Mandatory Section — 10 SQA credits (80 SCQF credit points)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H31L	34	Supply Chain Fundamentals	2	16	7
H358	34	Supply Chain Logistics: An Introduction	1	8	7
HE0A	35*	Supply Chain: Total Quality Management	2	16	8
H31K	34	Supply Chain Business Analysis: An Introduction to Techniques	1	8	7
H35A	34	Supply Chain Service Levels: Setting the Standards	1	8	7
H313	34	Supply Chain Organisations: Structures and Function	1	8	7
H4JW	34	Supply Chain Management: Graded Unit 1	1	8	7
A614 or	34	Legal Aspects of Commercial Transactions	1	8	7
J56B	34*	Business Law: An Introduction	1	8	7

Optional Section — 2 SQA credits (16 SCQF credit points) required

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DL5D	34	Supply Chain Economics: An Introduction	1	8	7
F7BX	34	Marketing: An Introduction	1	8	7
DH39	34	Internet: Introducing e-Commerce	1	8	7
H1F0	34	Creating a Culture of Customer Care	1	8	7
H316	35	International Physical Distribution	1	8	7

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
A4W4	35	International Trade and Payments	1	8	7
F3HN	34	Public Sector: An Introduction	1	8	7
HH83	34*	IT in Business: Spreadsheets	1	8	7
F84X	34*	IT in Business: Databases	1	8	7
H2X3	35*	International Purchasing and Supply	2	16	8
HH87	35*	Information and Communications Technology in Business	2	16	8
J1NC	34*	Research Skills	1	8	7
H65M	34*	Sustainable Resource Management: An Introduction	2	16	7
H65K	34*	Sustainable Resource Management: Materials and Resources	2	16	7
DN38	34*	Sustainable Development	1	8	7
H6MA	35*	Ethical Decision Making	2	16	8
HJ3L	34*	Principles of Retail Buying	2	16	7
HT9T	34*	Artificial Intelligence	1	8	7
J1GV	34*	Blockchain	1	8	7

* **Refer to History of Changes for revision details**

2.2 Structure ⸺ HND Supply Chain Management

To achieve the HND in Supply Chain Management learners must achieve 30 SQA credits (240 SCQF credit points). Learners must achieve the 18 mandatory SQA credits and 12 optional credits.

Mandatory Section ⸺ 18 SQA credits (144 SCQF credit points)

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
H31L	34	Supply Chain Fundamentals	2	16	7
H358	34	Supply Chain Logistics: An Introduction	1	8	7
HE0A	35*	Supply Chain: Total Quality Management	2	16	8
H31K	34	Supply Chain Business Analysis: An Introduction to Techniques	1	8	7
H35A	34	Supply Chain Service Levels: Setting the Standards	1	8	7
H313	34	Supply Chain Organisations: Structures and Function	1	8	7
H4JW	34	Supply Chain Management: Graded Unit 1	1	8	7
H31J	35	Supply Chain: Storage and Distribution	1	8	8
H31F	34	Supply Chain: Business Excellence	1	8	7
H35F	35	Supply Chain: Associated Law	1	8	8
H35G	35	Supply Chain: Lean and Agile Approaches	1	8	8
H35H	34	Purchasing Strategy	2	16	8
H4JX	35	Supply Chain Management: Graded Unit 2	2	16	8
A614 or	34	Legal Aspects of Commercial Transactions	1	8	7
J56B	34*	Business Law: An Introduction	1	8	7

Optional Section — 12 SQA credits (96 SCQF credit points) required

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
DL5D	34	Supply Chain Economics: An Introduction	1	8	7
F7BX	34	Marketing: An Introduction	1	8	7
DH39	34	Internet: Introducing e-Commerce	1	8	7
H1F0	34	Creating a Culture of Customer Care	1	8	7
H316	35	International Physical Distribution	1	8	7
A4W4	35	International Trade and Payments	1	8	7
F3HN	34	Public Sector: An Introduction	1	8	7
H35D	35	Supply Chain: Business Strategy	1	8	8
H31G	36	Supply Chain: Tactics and Techniques	1	8	9
H35E	35	Logistics Planning	2	16	8
H31H	34	Supply Chain: Capacity Planning and Production Operations	1	8	7
H35C	36	Supply Chain: An Introduction to Enterprise Planning	1	8	9
J576	35*	Economics: The World Economy	1	8	8
J4DL	34*	Managing People and Organisations	2	16	7
H1S6	35	Management: Strategic Change	1	8	8
H1S7	35	Management: Develop Strategic Plans	1	8	8
H1F2	34	Management: Leadership at Work	1	8	7
H1F3	35	Management: Plan, Lead and Implement Change	1	8	8
FN5T	35	Leadership and Decision Making	1	8	7
DV5H	35	Project Management: Project Justification and Planning	1	8	8
DV5J	35	Project Management: Managing the Implementation of a Project	2	16	8
DG6W	34	Principles and Practice of Selling	1	8	7
F7JR	34	Cost Accounting	2	16	7
HJ4W	34	Work Placement*	1	8	7
F86P	34	Digital Culture: Online Communication	1	8	7
H38Y	35	The Policy, Legal and Commissioning Context for Care Services	0.5	4	8
H390	35	Analyse Service Needs and Provision for Procurement Decision Making	1	8	8
H391	35	Procurement Planning	1	8	8
H392	35	The Tendering Process and Contract Award for Care Services	1	8	8
H393	35	Manage Care Contracts and Monitor Service Provider Performance	1.5	12	8
HH83	34*	IT in Business: Spreadsheets	1	8	7
F84X	34*	IT in Business: Databases	1	8	7
H2X3	35*	International Purchasing and Supply	2	16	8
HH87	35*	Information and Communication Technology in Business	2	16	8
J1NC	34*	Research Skills	1	8	7
J1F5	35*	Managing People	2	16	8
DE3R	34*	Personal Development Planning	1	8	7
HJ3L	34*	Principles of Retail Buying	2	16	7

HT9T	34*	Artificial Intelligence	1	8	7
J1GV	34*	Blockchain	1	8	7
H65M	34*	Sustainable Resource Management: An Introduction	2	16	7
H65K	34*	Sustainable Resource Management: Materials and Resources	2	16	7
DN38	34*	Sustainable Development	1	8	7
H6MA	35*	Ethical Decision Making	2	16	8

*Refer to History of Changes for revision details

3   Aims of the qualifications

The general and specific aims of both the HNC and HND Supply Chain Management Group Awards are set out below.

3.1   General aims of the qualifications

The HNC and HND awards have a range of broad aims which are generally applicable to Higher Education qualifications. These general aims include:

1   To develop learners' knowledge and understanding of supply chain management and procurement.
2   To develop learners' understanding of current practice within the supply chain and procurement practice.
3   To develop learners' knowledge of operating within a supply chain environment
4   To develop employment skills related to the supply chain management National Occupational Standards (NOS) to enhance learners' employment prospects.
5   To enable progression within the Scottish Credit and Qualification Framework (SCQF).
6   To develop study and research skills.
7   To develop transferable skills, including Core Skills, to the levels demanded by employers and/or progression in higher education.

3.2 Specific aims of the qualifications

HNC Supply Chain Management

1 To develop a knowledge of the fundamentals of Supply Chain Management and strategic procurement.
2 To develop a knowledge of the concept of logistics.
3 To recognise the importance of Total Quality Management (TQM) in relation to Supply Chain and, in particular, procurement.
4 To develop an understanding of the importance of business analysis to the effective management of a Supply Chain and procurement.
5 To comprehend the impact of legal aspects to the management of a Supply Chain from a procurement prospective.
6 To develop an understanding of the concept of service levels in Supply Chains and its direct relationship to procurement.
7 To appreciate the importance of structure and functions within a Supply Chain and its relevance to procurement.

HND Supply Chain Management

As the HND Supply Chain Management is a development of the HNC award, the specific aims are similar to those of the HNC Supply Chain Management above although learners' knowledge and skills will be developed to an enhanced level, permitting access to employment at a more senior level and possible further exemptions from higher education programmes.

1 To apply the practices and techniques of Supply Chain Management including specialised knowledge with an emphasis on strategic procurement.
2 To solve problems, undertake analysis, synthesis and evaluation within the confines of Supply Chain Management with an emphasis on procurement.
3 To develop solutions to unpredictable problems within the Supply Chain sector.
4 To operate confidently numerically and graphically to the extent required by the Supply Chain sector, and in support of established practices.
5 To communicate effectively with peers within the confines of established practice.

3.3 Graded Units

In the framework of every HNC/HND there are SQA HN Graded Unit credits. The Graded Units can be exam-based or project-based. Exam-based Graded Units are delivered and assessed toward the latter part of the academic year. Project-based Graded Units may be introduced a third to half-way through the year to enable learners to undertake research and develop their investigation. Depending on the HND, there may be three individual Graded Units of 1 SQA HN credit or there may be two Graded Units — a 1-credit Unit and a 2-credit Unit.

The purposes of Graded Units are to:

♦ demonstrate that the learner has achieved the principal aims of the Group Award.
♦ demonstrate the learner's ability to integrate the knowledge and understanding gained from other Units making up the Group Award.
♦ grade learner performance.

Graded Units are specific to the Group Award being delivered, and reflect the principal aims of that Group Award. This means that they will also clearly reflect the uniqueness of the title of the Group Award.

The allocation of grades awarded are as follows:

Grade A — Learner has achieves 70% or above
Grade B — Learner has achieves between 60% and 69%
Grade C — Learner has achieves between 50% and 59%
F (Fail) — Learner has failed to reach required standard

Supply Chain Management: Graded Unit 1 (H4JW 34) Examination at SCQF level 7 — 1 SQA HN credit
Supply Chain Management: Graded Unit 2 (H4JX 35) Project (Investigation) at SCQF level 8 — 2 SQA HN credits

Graded Unit 1 is a closed-book examination lasting 3 hours comprising two parts. Part A is worth 40% and Part B 60% of the marks respectively. This Unit covers the integration of a range of knowledge and skills achieved through study of the mandatory Units:

H31L 34	*Supply Chain Fundamentals*
H358 34	*Supply Chain Logistics: An Introduction*
BA2A 35	*Total Quality Management*
H31K 34	*Supply Chain Business Analysis: An Introduction to Techniques*
A614 34	*Legal Aspects of Commercial Transactions*
H35A 34	*Supply Chain Service Levels: Setting the Standard*
H313 34	*Supply Chain Organisations: Structures and Function*

This assessment should take place towards the end of the programme to ensure that learners have covered the topics which will be assessed within the Graded Unit.

Graded Unit 2 is an investigation to be completed on an open-book basis over a period of time.

This Unit covers the integration of a range of knowledge and skills achieved throughout selected Units of the HND:

H31L 34	*Supply Chain Fundamentals*
H358 34	*Supply Chain Logistics: An Introduction*
BA2A 35	*Total Quality Management*
H31K 34	*Supply Chain Business Analysis: An Introduction to Techniques*
A614 34	*Legal Aspects of Commercial Transactions*
H35A 34	*Supply Chain Service Levels: Setting the Standards*
H313 34	*Supply Chain Organisations: Structures and Function*
H31J 35	*Supply Chain: Storage and Distribution*
H31F 34	*Supply Chain: Business Excellence*
H35G 35	*Supply Chain: Lean and Agile Approaches*
H35H 35	*Purchasing Strategy*
H35F 35	*Supply Chain: Associated Law*

In addition to the integration of knowledge and skills needed to complete the project investigation, learners will develop their skills in planning, negotiation, research, analysis, time management and problem solving.

4 Recommended entry to the qualifications

Entry to these qualifications is at the discretion of the centre. The following information on prior knowledge, skills, experience or qualifications that provide suitable preparation for this qualification has been provided by the Qualification Design Team as guidance only.

Learners would benefit from having attained the skills, knowledge and understanding required by one or more of the following or equivalent qualifications and/or experience:

♦ Two Higher Grade passes at 'C' of above in English and in a relevant subject area such as Business Management, Modern Studies or History and three other passes at Standard Grade (or equivalent) at Band 3 or above.
♦ A group of NQ Units or an NC Qualification including Communication at SCQF level 6 and a range of business-related Units, including the NPA in Supply Chain Operations at SCQF level 5.
♦ Work experience in buying, supply chain, procurement, logistics or in business.

4.1 Core Skills entry profile

The Core Skills entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	6	Written communication will be developed through learners producing written work in their assessment; oral communication will be developed through discussion, debate and evidence of engagement with other internal stakeholders in the preparation of their assessment submissions.
Numeracy	5	Learners will develop their *Numeracy* skills through the assessment of a number of Units including Supply Chain Fundamentals and Total Quality Management.
Information and Communication Technology (ICT)	5	Learners will use *Information and Communication Technology* (ICT) to carry out research, analyse data and undertake assessments. Charts may be presented within the evidence for a number of Units.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Problem Solving	5	Many assessments will involve learners developing all components of *Problem Solving*. Learners will have to think how to carry out the task, plan and organise research and review and evaluate their findings.
Working with Others	5	Learners will have to work in teams to carry out some project work — this may take the form of on-line forums — and this will be a natural consequence of collaborative work.

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. Through meeting the aims, additional value has been achieved by linking the Unit standards with those defined in National Occupational Standards and/or trade/professional body requirements. In addition, significant opportunities exist for learners to develop the more generic skills, known as Core Skills through doing this qualification.

5.1 Mapping of qualification aims to Units

HNC Supply Chain Management

Code	Unit title	General Aims							Specific Aims						
		1	2	3	4	5	6	7	1	2	3	4	5	6	7
H31L 34	Supply Chain Fundamentals	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			
H358 34	Supply Chain Logistics: An Introduction	✓	✓	✓	✓	✓	✓	✓		✓					✓
BA2A 35	Total Quality Management					✓	✓	✓			✓				
H31K 34	Supply Chain Business Analysis: An Introduction to Techniques	✓	✓	✓	✓	✓	✓	✓				✓			
A614 34	Legal Aspects of Commercial Transactions		✓	✓		✓	✓	✓					✓		
H35A 34	Supply Chain Service Levels: Setting the Standards	✓	✓	✓	✓	✓	✓	✓	✓					✓	
H313 34	Supply Chain Organisations: Structures and Function	✓	✓	✓	✓	✓	✓	✓							✓
H4JW 34	Supply Chain Management: Graded Unit 1	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

HND Supply Chain Management Aims

The first year Units are shown in the table above. This table shows how the mandatory Units from the second year of the award meet the general and specific aims.

Code	Unit title	General Aims							Specific Aims				
		1	2	3	4	5	6	7	1	2	3	4	5
H31J 35	Supply Chain: Storage and Distribution	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H31F 34	Supply Chain: Business Excellence	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
H35F 35	Supply Chain: Associated Law	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
H35G 35	Supply Chain: Lean and Agile Approaches	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
H35H 35	Purchasing Strategy	✓	✓	✓	✓	✓	✓	✓	✓		✓		
H4JX 35	Supply Chain Management: Graded Unit 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

5.2 Mapping of National Occupational Standards (NOS) and/or professional body standards

The HN Units have been aligned to the NOS for Supply Chain Management. The table below shows which Unit Outcomes are aligned to the Skills for Logistics National Occupational Standards. Full details of the NOS can be located on the Skills for Logistics website — *http://skillsforlogistics.org/home/qualifications/supply/sc/*

Code	Unit title	National Occupational Standard																							
		76	78	81	82	83	86	87	88	89	90	91	102	103	104	105	106	110	113	117	121	127	129	138	139
H31L 34	Supply Chain Fundamentals	O1		O2	O3		O5	O4	O4	O4															O4
H358 34	Supply Chain Logistics: An Introduction															O2	O1	O1					O1		
BA2A 35	Total Quality Management																								
H31K 34	Supply Chain Business Analysis: An Introduction to Techniques																					O2		O1	
A614 34	Legal Aspects of Commercial Transactions																								
H35A 34	Supply Chain Service Levels: Setting the Standards	O3					O1												O1		O4				O2
H313 34	Supply Chain Organisations: Structures and Function		O2																						

| Code | Unit title | National Occupational Standard | | | | | | | | | | | | | | | | | | | | | | | |
		76	78	81	82	83	86	87	88	89	90	91	102	103	104	105	106	110	113	117	121	127	129	138	139
H31J 35	Supply Chain: Storage and Distribution				O2	O1							O2	O2	O3	O1				O2					
H31F 34	Supply Chain: Business Excellence																								
H35F 35	Supply Chain: Associated Law																								
H35G 35	Supply Chain: Lean and Agile Approaches								O1	O1	O1	O1													
H35H 35	Purchasing Strategy	O1–5																							

Mapping to 2013 Chartered Institute of Purchasing and Supply (CIPS) Syllabus

HNC Mandatory Units

CIPS Unit Module	Supply Chain Fundamentals (H31L 34)	Supply Chain Logistics: An Introduction (H358 34)	Total Quality Management (BA2A 35)	Supply Chain Business Analysis: An Introduction to Techniques (H31K 34)	Legal Aspects of Commercial Transactions (A614 34)	Supply Chain Service Levels: Setting the Standards (H35A 34)	Supply Chain Organisations: Structures and Functions (H313 34)
AC1: Procurement and Supply Environments	✓			✓		✓	
AC3: Procurement and Supply Workflow	✓		✓			✓	✓
AC4: Inventory and Logistics Management	✓	✓					
AC5: Procurement and Supply Relationships	✓		✓	✓		✓	
D1: Contexts of Procurement and Supply	✓	✓		✓	✓		✓
D2: Business Needs in Procurement and Supply	✓			✓	✓	✓	

AC Units: *Advanced Certificate in Procurement and Supply Operations* at QCF level 3
D Units: *Diploma in Procurement and Supply* at QCF level 4
AD Units: *Advanced Diploma in Procurement and Supply* at QCF level 5
PD Units: *Professional Diploma in Procurement and Supply* at QCF level 6

CIPS Unit Module	Supply Chain Fundamentals (H31L 34)	Supply Chain Logistics: An Introduction (H358 34)	Total Quality Management (BA2A 35)	Supply Chain Business Analysis: An Introduction to Techniques (H31K 34)	Legal Aspects of Commercial Transactions (A614 34)	Supply Chain Service Levels: Setting the Standards (H35A 34)	Supply Chain Organisations: Structures and Functions (H313 34)
D3: Sourcing in Procurement and Supply	✓						✓
D4: Negotiating and Contracting in Procurement and Supply	✓				✓	✓	
D5: Managing Contracts and Relationships in Procurement and Supply	✓	✓			✓	✓	
AD1: Management in Procurement and Supply	✓		✓	✓	✓	✓	✓
AD3: Improving the Competitiveness of Supply Chains			✓	✓		✓	✓
PD2: Corporate and Business Strategy					✓		✓

AC Units: Advanced Certificate in Procurement and Supply Operations at QCF level 3
D Units: Diploma in Procurement and Supply at QCF level 4
AD Units: Advanced Diploma in Procurement and Supply at QCF level 5
PD Units: Professional Diploma in Procurement and Supply at QCF level 6

HND Mandatory Units

CIPS UNIT MODULE	Supply Chain: Storage and Distribution (H31J 35)	Supply Chain: Business Excellence (H31F 35)	Supply Chain: Associated Law (H35F 35)	Supply Chain: Lean and Agile Approaches (H35G 35)	Purchasing Strategy (H35H 34)
AC4: Inventory and Logistics Management	✓				
D3: Sourcing in Procurement and Supply					✓
D4: Negotiating and Contracting in Procurement and Supply			✓		
D5: Managing Contracts and Relationships in Procurement and Supply			✓		
AD1: Management in Procurement and Supply		✓		✓	✓
AD3: Improving the Competitiveness of Supply Chains		✓	✓	✓	✓
PD2: Corporate and Business Strategy					✓

AC Units: Advanced Certificate in Procurement and Supply Operations at QCF level 3
D Units: Diploma in Procurement and Supply at QCF level 4
AD Units: Advanced Diploma in Procurement and Supply at QCF level 5
PD Units: Professional Diploma in Procurement and Supply at QCF level 6

5.3 Mapping of Core Skills development opportunities across the qualifications

The tables below shows the Core Skills development across the qualifications. The Core Skills are signposted, which means learners will be developing aspects of Core Skills through teaching and learning approaches but not enough to attract automatic certification.

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H31L 34	Supply Chain Fundamentals	SCQF 5 S		SCQF 5 S	SCQF 5 S	SCQF 5 S	SCQF 5 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 5 S	SCQF 5 S
H358 34	Supply Chain Logistics: An Introduction	SCQF 5 S										
BA2A 35	Total Quality Management	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S			SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 5 S	SCQF 5 S
H31K 34	Supply Chain Business Analysis: An Introduction to Techniques	SCQF 5 S		SCQF 6 S								
A614 34	Legal Aspects of Commercial Transactions	SCQF 5 S										
H35A 34	Supply Chain Service Levels: Setting the Standards	SCQF 5 S		SCQF 6 S				SCQF 5 S	SCQF 5 S	SCQF 5 S	SCQF 5 S	SCQF 5 S
H313 34	Supply Chain Organisations: Structures and Function	SCQF 5 S					SCQF 5 S				SCQF 5 S	
H4JW 34	Supply Chain Management: Graded Unit 1											

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H31J 35	Supply Chain: Storage and Distribution	SCQF 6 S		SCQF 6 S		SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S		
H31F 34	Supply Chain: Business Excellence	SCQF 6 S				SCQF 6 S		SCQF 6 S	SCQF 6 S	SCQF 6 S		
H35F 35	Supply Chain: Associated Law	SCQF 6 S								SCQF 6 S		
H35G 35	Supply Chain: Lean and Agile Approaches	SCQF 6 S		SCQF 6 S				SCQF 6 S	SCQF 6 S	SCQF 6 S		
H35H 35	Purchasing Strategy	SCQF 6 S						SCQF 6 S	SCQF 6 S	SCQF 6 S		
H4JX 35	Supply Chain Management: Graded Unit 2	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 5 S	SCQF 5 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S	SCQF 6 S

E   Embedded/automatic certification

S   Signposted, there is an opportunity to develop Core Skills in this Unit

5/6   Indicates SCQF level

5.4 Assessment Strategy for the qualifications

HNC/1st year HND Mandatory Units

Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Supply Chain Fundamentals (H31L 34)	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions).				
Supply Chain Logistics: An Introduction (H358 34)	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book).				
Total Quality Management (BA2A 35)	A series of restricted response questions or a report.	A series of restricted response questions or a report.	A series of restricted response questions or a report.	A series of restricted response questions or a report.	A series of restricted response questions or a report.
Supply Chain Business Analysis: An Introduction to Techniques (H31K 34)	Report or case study (open-book).	Report or case study (open-book).	Structured questions based on a case study (closed-book controlled conditions).	Structured questions based on a case study (supervised conditions).	
Legal Aspects of Commercial Transactions (A614 34)	Report based on questions.	Report based on series of restricted response questions.	Report based on series of short or restricted response questions.	Report based on series of restricted response questions.	

Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Supply Chain Service Levels: Setting the Standards (H35A 34)	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions). The assessment of this Outcome may be combined with Outcomes 3 and 4.	Numerical case study.	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions). The assessment of these Outcomes may be combined with Outcome 1.		
Supply Chain Organisations: Structures and Function (H313 34)	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions).	Open-book report based on learner's experience of working in a supply chain environment. **or** Open-book report based on stimulus material.	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions).		
Supply Chain Management: Graded Unit 1 (H4JW 34)	3 hour closed-book examination.				

2nd year HND Mandatory Units

Unit	Assessment				
	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Supply Chain: Storage and Distribution (H31J 35)	Open-book report based on learner's experience or working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions).				
Supply Chain: Business Excellence (H31F 34)	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions).				
Supply Chain: Associated Law (H35F 35)	Case study with extended response questions (open-book supervised conditions).	Case study with extended response questions (open-book supervised conditions) and a report (open-book supervised conditions).	Case study with extended response questions (open-book supervised conditions).		
Supply Chain: Lean and Agile Approaches (H35G 35)	Open-book report based on learner's experience of working in a supply chain environment. **or** A case study with related questions (open-book supervised conditions).				
Supply Chain Management: Graded Unit 2 (H4JX 35)	This Unit is assessed by an investigation.				

6   Guidance on approaches to delivery and assessment

Centres should ensure that the delivery of these qualifications use teaching methods that engage learners in 'active learning' to encourage them to participate in the learning activities set.

All SQA qualifications are designed to enable learners to develop their knowledge and skills and then they are required to apply this new knowledge/skill to a new situation. Criterion-referenced assessments assume that all parties are fully informed of the criteria that learners must achieve and the assessment conditions under which the learners carry out the assessment activity.

To ensure that learners are fully prepared it is essential that lecturers provide as many opportunities as possible for learners to be actively engaged throughout the learning process.

Learners should:

♦   be fully informed of the criteria they must achieve.
♦   be offered a range of learning activities to research, analyse and apply new knowledge/skills to new situations.
♦   be offered opportunities to experience the type of activity that they will be required to carry out as part of the summative assessment.
♦   be able to critically evaluate their personal contribution and to receive feedback from the tutor on how to enhance their understanding.

It is good practice for lecturers to develop a learning, teaching and assessment plan for each Unit within the course and provide activities that learners should undertake.

The following is a list of learning activities but it is not exhaustive:

♦   Lectures
♦   Tutorials
♦   Study packs
♦   Problem based scenarios
♦   Case studies
♦   Group/teamwork

Delivery of these Awards will be through a combination of taught learning, workplace based assignments (as appropriate) and evidence gathered through practical application of good practice and theory learned throughout these Group Awards.

Learners may learn through:

♦ Classroom type tuition
♦ Evaluation of case studies
♦ Presentation of work based assignments/research, as appropriate
♦ Evidence gathering to support required levels of SVQ related competence, where appropriate
♦ Online materials
♦ IT based teaching materials
♦ Projects
♦ Puzzles
♦ Research and presentation of findings to fellow students
♦ Role play
♦ Short response questions, multiple choice questions
♦ Create questions for other learners (with answers), etc

Lecturers should consider the nature of the assessment method as well as the assessment content when planning learning activities so that learners are appropriately prepared.
It is the lecturer's responsibility to explain to the learners what is required of them and then to direct, encourage, co-ordinate and support learners to complete the activity. It is also the lecturer's responsibility to ensure the resources needed are available to the learners.

Materials should be reviewed on a regular basis to ensure they are still relevant.

Some activities could require learners to work in pairs or small groups to discuss issues or to solve a given problem. Other activities could require the learner to undertake some independent research out-with the classroom and to bring their findings to the next lesson and present this to the class in a report or presentation format. Some Units will require the learner to undertake independent reading and learners should be prepared to discuss key issues within the classroom as organised and led by the lecturer.

When undertaking group work, learners should be encouraged/directed to work with different groups each time they attempt a new task so that they get to know and work with a wide range of individuals. The groups should be given clear task activities. Lecturers should note the various roles assigned to the group members and they should set a time limit for the completion of the task.

At the end of each activity lecturers should make time to receive feedback from each group so that they can assess knowledge and understanding and use the feedback session to repeat important key points and to clear up any misunderstandings. Lecturers must also provide feedback to learners on their performance in activities, etc.

6.1 Sequencing/integration of Units

The following tables provide suggested sequences of delivery, over a 3-block session, for both the HNC and HND Group Awards.

HNC Supply Chain Management

Semester 1	Semester 2	Semester 3
Supply Chain Fundamentals (H31L 34) — 2 HN credits	Total Quality Management (BA2A 35) — 2 HN credits	International Trade and Payments (A4W4 35) — 1 HN credit
Supply Chain Logistics: An Introduction (H358 34) — 1 HN credit	Supply Chain Service Levels: Setting the Standard (H35A 34) — 1 HN credit	Supply Chain Business Analysis: An Introduction to Techniques (H31K 34) — 1 HN credit
Supply Chain Economics: An Introduction (DL5D 34) — 1 HN credit	International Physical Distribution (H316 35) — 1 HN credit	Public Sector: An Introduction (F1NH 34) — 1 HN credit
Legal Aspects of Commercial Transactions (A614 34) — 1 HN credit	Supply Chain Organisations: Structures and Function (H313 34) — 1 HN credit	Marketing: An Introduction (F7BX 34) — 1 HN credit
		Supply Chain Management: Graded Unit 1 (H4JW 34) — 1 HN credit
Guidance	Guidance	Guidance

HND Supply Chain Management (Option 1)

Semester 1	Semester 2	Semester 3
Supply Chain: Storage and Distribution (H31J 35) — 1 HN credit	Purchasing Strategy (H35H 34) — 2 HN credits	Principles and Practice of Selling (DG6W 34) — 1 HN credit
Supply Chain: Business Excellence (H31F 34) — 1 HN credit	Project Management: Managing the Implementation of a Project (DV5J 35) — 2 HN credits	Economics: The World Economy (J576 35) — 1 HN credit
Supply Chain: Associated Law (H35F 35) — 1 HN credit	Supply Chain: Tactics and Techniques (H31G 36) — 1 HN credit	Supply Chain: Lean and Agile Approaches (H35G 35) — 1 HN credit
Project Management: Project Justification and Planning (DV5H 35) — 1 HN credit		Supply Chain Management: Graded Unit 2 (H35K 35)
Supply Chain: Business Strategy (H35D 35) — 1 HN credit		
Guidance	Guidance	Guidance

HND Supply Chain Management (Option 2)

This option spreads Graded Unit 2 over 2 blocks to ensure learners have sufficient time to complete the project.

Semester 1	Semester 2	Semester 3
Supply Chain: Storage and Distribution (H31J 35) — 1 HN credit	Purchasing Strategy (H35H 34) — 2 HN credits	Economics: The World Economy (J576 35) — 1 HN credit
Supply Chain: Business Excellence (H31F 34) — 1 HN credit	Project Management: Managing the Implementation of a Project (DV5J 35) — 2 HN credits	
Supply Chain: Associated Law (H35F 35) — 1 HN credit	Supply Chain: Tactics and Techniques (H31G 36) — 1 HN credit	Supply Chain: Lean and Agile Approaches (H35G 35) — 1 HN credit
Project Management: Project Justification and Planning (DV5H 35) — 1 HN credit	Supply Chain Management: Graded Unit 2 (H35K 35)	
Supply Chain: Business Strategy (H35D 35) — 1 HN credit		Principles and Practice of Selling (DG6W 34) — 1 HN credit
Guidance	Guidance	Guidance

6.2 Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

♦ HN Graded Units
♦ Other integrative assessment Units (which may or not be graded)
♦ Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
♦ Where there is an existing requirement for a licence to practice
♦ Where there are specific health and safety requirements
♦ Where there are regulatory, professional or other statutory requirements
♦ Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website **www.sqa.org.uk**

Learners who have undertaken the Chartered Institute of Purchasing and Supply (CIPS) level 2 or CIPS level 3 qualifications may gain recognition of prior learning.

The following sub-sections outline how existing SQA Units may contribute to this Group Award. Additionally, they also outline how this Group Award may be recognised for professional and articulation purposes.

6.2.1 Articulation and/or progression

Learners who achieve the HNC Supply Chain Management can progress to the HND Supply Chain Management. Ideally full-time learners should be encouraged to achieve 15 credits in each year of the award.

The HNC and HND can provide progression to degree-level study. The HNC Supply Chain Management may allow direct entry into the second year of relevant degree programmes, and the HND Supply Chain Management may allow direct entry to third year of degree programmes. Learners are advised to liaise directly with the HE establishment prior to each year's intake of learners as applications will be considered on an individual basis.

6.3 Opportunities for e-assessment

Centres are encouraged to use new technologies to support and enhance the delivery and assessment of the Group Awards.

6.4 Support materials

A **list of existing Assessment Support Pack (APSs)** is available to view on SQA's website.

6.5 Resource requirements

Staff should keep up-to-date with changes and developments in supply chain legislation and practices.

7 General information for centres

Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**

Internal and external verification

All instruments of assessment used within this/these qualifications 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/GuideToAssessment)**

8   Glossary of terms

Assessment Support Pack (ASP): provides an example of assessment that is valid, reliable and practicable. The assessment tasks correspond to the guidance contained in the Unit specification.

Embedded Core Skills: is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

♦   learners may not be entered for the Group Award
♦   the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

Graded Unit: Graded Units assess learners' 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 learners to retain and adapt their skills and knowledge.

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

♦   the Group Award will be deleted from the relevant catalogue
♦   the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
♦   no new centres may be approved to offer the Group Award
♦   centres should only enter learners whom they expect to complete the Group Award during the defined lapsing period

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used 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: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. 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.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

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. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦   No new centres may be approved to offer the Unit which has been revised.
♦   Centres should only enter learners for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date
09	**Additional Units:** HT9T 34 Artificial Intelligence, and J1GV 34 Blockchain have been added to the optional section of both the HNC and HND frameworks.	19/06/23
08	**Additional Units:** H65M 34 Sustainable Resource Management: An Introduction, H65K 34 Sustainable Resource Management: Materials and Resources, DN38 35 Sustainable Development, H6MA 35 Ethical Decision Making have been added to the optional sections of both HNC and HND frameworks. HJ3L 34 Principles of Retail Buying has been added to the optional section of HNC framework.	29/03/23
07	**Revision of Units:** F84P 34: Business law: An Introduction (finish date 31/07/2023) has been replaced by J56B 34 Business law: An Introduction (start date 01/08/2021) for both frameworks **Revision of Unit:** F86E 35 Economics 2: The World Economy (finish date 31/07/2023) has been replaced by J576 35 Economics: The World Economy (start date 01/08/2021) for the HND framework only	16/02/21
06	**Revision of Unit:** F84T 34 Managing People and Organisations (start date 01/08/20) has been replaced by J4DL 34 Managing People and Organisations for the HND framework only	03/07/20
05	**Additional Units:** J1NC 34 Research Skills – added to options section of both HNC and HND Frameworks. J1F5 35 Managing People; DE3R 34 Personal Development Planning; HJ3L 34 Principles of Retail Buying, have all been added to the options section of the HND	06/04/20

Version Number	Description	Date
04	**Additional Units:** F84P 34 Business Law: An Introduction has been added to the Mandatory Section for both HNC and HND framework. HH83 34 IT in Business: Spreadsheets, F84X 34 IT in Business: Databases, H2X3 34 International Purchasing and Supply and HH87 35 Information and Communication Technology in Business has been added to the Option Section of both HNC and HND framework.	12/07/18
03	**Revision of unit:** DV0M 34 Work Experience has been replaced byHJ4W 34 Work Placement and will finish on 31/07/19 for the HND framework only.	30/03/17
02	**Revision of Unit:** BA2A 35 Total Quality Management has been revised by HE0A 35 Supply Chain: Total Quality Management and will finish 31/07/2017	09/05/16

Acknowledgement

9 General information for learners

This section will help you decide whether these are the qualifications for you by explaining what the qualifications are about, what you should know or be able to do before you start, what you will need to do during the qualifications and opportunities for further learning and employment.

These qualifications are designed to support articulation routes from school into further then higher education in the field of supply chain management as a career of choice.

To achieve the HNC in Supply Chain Management you must complete 12 SQA credits — 10 of which are mandatory. Optional Units are available in Customer Care, Marketing and Economics. To achieve the HND in Supply Chain Management you must complete 30 SQA credits — 18 of which are mandatory. Additional Supply Chain Units are available in the optional section as well as Management, Project Management and Procurement within a care setting Units.

Throughout the awards you will be given opportunities to develop the Core Skills of *Communication*, Numeracy, *Information and Communication Technology (ICT), Problem Solving* and *Working with Others*.

Assessment can take a variety of formats from investigatory reports and case studies to closed-book examinations.

Successful completion of the HND may allow articulation into third year of Supply Chain Management related degrees at universities. If you intend to progress to a degree course you are advised to liaise directly with the university concerned. The qualifications also provide good employment opportunities in roles such as Assistant Purchasing Manager, Procurement Assistant, Customer Logistics Manager or Senior Buyer.

The content of the Group Awards has been mapped to the National Occupational Skills for the sector and to the Chartered Institute of Purchasing and Supply (CIPS) syllabus.