

Our ref: E&ENPA02
16 January 2014

SQA Co-ordinator

Contact: Tony Hamilton
Direct line: 0845 213 5467
tony.hamilton@sqa.org.uk

Dear Colleague

NPA Enterprise and Employability at SCQF Level 4 G976 44
NPA Enterprise and Employability at SCQF Level 5 G9AH 45

Addition of new Optional Units and Routes

Unit Title	Unit Code	SCQF Level
Community Involvement	E94C 10	4
Community Involvement	E94C 11	5
Local Investigations	D36J 10	4
Local Investigations	D36J 11	5
Personal Development: Self in Community	H18N 44	4
Personal Development: Self in Community	H18N 45	5
Personal Development: Practical Abilities	H18W 44	4
Personal Development: Practical Abilities	H18W 45	5
Leadership: An Introduction	F78A 11	5
Leadership in Practice	F78B 11	5
Preparing for Employment: First Steps	F786 10	4
Building Own Employability Skills	F787 10	4
Responsibilities of Employment	F788 10	4
Dealing with Work Situations	F789 10	4

As a result of a wide-ranging consultation with centres and consideration by the Qualification Support Team (QST), the Units listed above have been included as options within the NPAs in Enterprise and Employability at SCQF Levels 4 and 5. Please refer to the Group Award Structures contained in Appendix 1 at the end of this letter for details of which Units have been added to which Award.

The inclusion of these Units further enhances the flexibility of the Awards by extending the range of non-vocationally specific choices available to centres and learners. With this change it has been necessary to introduce some restrictions to the choice of Optional Units to maintain consistency with the aims of the Awards and to prevent duplication of content.

16 January 2014

Again, please refer to the Group Award Structures at the end of this document for details of these restrictions.

Among the Units added to the SCQF Level 4 NPA are all four within the SCQF Level 4 Employability Award G9CY 44. This provides a direct route of progression and allows candidates to carry forward up to 1.25 credits towards the SCQF Level 4 NPA in Enterprise and Employability.

The additional Unit Specifications are available in the normal way through the NQ Unit search on SQA website. Assessment Support Packs, where available, can be obtained from the SQA secure site through your SQA Co-ordinator.

Learning Materials on SQA Academy

A reminder that there are Learning and Teaching materials available for the SCQF Level 5 NPA in Enterprise and Employability on SQA Academy for the Units listed below:

Personal Development: Self and Work	F37X 11
Enterprise Activity	D36N 11
Personal Development: Self Awareness	F2FV 11
Preparing to Work	F57F 11
Working for Yourself	F57E 11
Work Experience	D36H 11

The materials can be found under the 'NPA Enterprise and Employability Learning Materials' Course at the URL <http://www.sqaacademy.org.uk/course/view.php?id=351>

Senior Phase Benchmarking Tool

As you may be aware a new Senior Phase Benchmarking Tool (SPBT) is being developed to support Curriculum for Excellence and help raise overall standards and quality of attainment. It will replace the current Standard Tables and Charts (STACs) and capture a wider range of awards and qualifications. The Tool will go live in August 2014 which means that STACs are being produced for the last time this year. The Scottish Government is working with a number of partners to ensure the Tool meets the needs of all staff including teachers, school leaders, quality improvement officers and those involved in inspection.

The Tool (SPBT) is being designed to:

- ◆ **Be available to a wider group of users** in secondary schools including class teachers, those in special schools and those involved with school college partnerships
- ◆ **Support Curriculum for Excellence** by developing greater understanding of strengths and areas for improvement in the senior phase by using a wide range of evidence of performance.

16 January 2014

- ◆ **Provide more information on educational outcomes** including post school destinations and attainment in literacy and numeracy.
- ◆ **Be one of a range of approaches** to performance evaluation and improvement. These include the Scottish Survey of Literacy and Numeracy (SSLN), Education Scotland inspection processes, local authority analyses and self-evaluation.

The Tool will recognise a wider range of qualifications at Course and Unit level; this will include SQA qualifications such as National Progression Awards and Awards and qualifications from other providers.

More information is available on the project web page:

<http://www.scotland.gov.uk/Topics/Education/Schools/curriculum/seniorphasebenchmarking>

If you have any queries regarding the Senior Phase Benchmarking Project and how it is supporting wider awards, please contact the project team at: spbt@scotland.gsi.gov.uk

Parent Engagement

The QST discussed some issues around increasing parental familiarity and understanding of the NPAs with a view to helping centres raise the profile of these Awards. Two webpages which centres may find useful are 'Your Child at School' (Education Scotland) and 'My World of Work' (Skills Development Scotland). Links are provided below:

<http://www.educationscotland.gov.uk/parentzone/yourchildatschool/index.asp>

<http://www.myworldofwork.co.uk/section/parents-and-carers>



Tony Hamilton
Qualification Officer
Humanities, Arts and Business
SQA

2

16 January 2014

Appendix 1

NPAs in Enterprise and Employability – Revised Structures

16 January 2014

G976 44 NPA Enterprise and Employability SCQF Level 4				
Mandatory Unit (1.0 credit)	Code	Credit Value	SCQF Level	SCQF Points
Personal Development: Self and Work (<i>end date 31.07.2015</i>) or Personal Development: Self and Work	F37X 10 H18P 44	1 1	4 4	6 6
Optional Units				
Group A Enterprise (1.0 to 2.0 credits)				
Working for Yourself	FM28 10	1	4	6
Enterprise Activity	D36N 10	1	4	6
Group B Employability (0.0 to 2.0 credits)				
Work Experience	D36H 10	1	4	6
Working with Others	F3GE 10	1	4	6
Skills for Customer Care	F38W 10	1	4	6
Financial Skills for a Small Business: An Introduction	F5G5 10	1	4	6
Local Investigations	D36J 10	1	4	6
Community Involvement	E94C 10	1	4	6
Customer Service Skills for the Entrepreneur	F5G6 10	0.5	4	3
Establishing a Business Identity	F5GA 10	0.25	4	1
Business and E-Commerce: An Introduction	F5G7 10	0.25	4	1
Business and Marketing: An Introduction	F5G9 10	0.25	4	1
Business and Finance: An Introduction	F5G8 10	0.25	4	1
Group C Restricted Employability Options (0.0 to 1.25 credits)				
Preparing to Work*	F57F 10	1	4	6
or				
Preparing for Employment: First Steps*	F786 10	0.25	4	1
Building Own Employability Skills*	F787 10	0.5	4	3
Responsibilities of Employment*	F788 10	0.25	4	1
Dealing with Work Situations*	F789 10	0.25	4	1
Group D Personal Development Options (0.0 to 1.0 credits)				
Personal Development: Self Awareness (<i>end date 31.07.2015</i>) or Personal Development: Self Awareness	F2FV 10 H18X 44	1 1	4 4	6 6
Personal Development: Practical Abilities	H18W 44	1	4	6
Personal Development: Self in Community	H18N 44	1	4	6

Rules of combination:

1 credit Mandatory Unit

1 or 2 credits Group A Enterprise Options

0 to 2 credits Group B Employability Options*

0 to 1.25 credits Group C Restricted Employability Options*

0 to 1 credits Group D Personal Development Options

Total: 4 credits

* Due to overlapping content, *Preparing to Work F57F 10* may not be selected with any of the Units from the *Restricted Employability Options* in Group C. If selecting one or more units from the *Restricted Employability Options* it is not mandatory to select them all.

16 January 2014

G9AH 45 NPA Enterprise and Employability SCQF Level 5				
Mandatory Unit (1.0 credit)	Code	Credit Value	SCQF Level	SCQF Points
Personal Development: Self and Work (<i>end date 31.07.2015</i>)	F37X 11	1	5	6
or Personal Development: Self and Work	H18P 45	1	5	6
Optional Units				
Group A Enterprise (1.0 to 2.0 credits)				
Working for Yourself	FM28 11	1	5	6
Enterprise Activity	D36N 11	1	5	6
Group B Employability (0.0 to 2.0 credits)				
Preparing to Work	F57F 11	1	5	6
Work Experience	D36H 11	1	5	6
Working with Others	F3GE 11	1	5	6
Local Investigations	D36J 11	1	5	6
Community Involvement	E94C 11	2	5	12
Leadership: An Introduction	F78A 11	0.5	5	3
Leadership in Practice	F78B 11	1	5	6
Financial Skills for a Small Business: An Introduction	F5G5 10	1	4	6
Customer Service Skills for the Entrepreneur	F5G6 10	0.5	4	3
Establishing a Business Identity	F5GA 10	0.25	4	1
Business and E-Commerce: An Introduction	F5G7 10	0.25	4	1
Business and Marketing: An Introduction	F5G9 10	0.25	4	1
Business and Finance: An Introduction	F5G8 10	0.25	4	1
Group C Personal Development (0.0 to 1.0 credits)				
Personal Development: Self Awareness (<i>end date 31.07.2015</i>)	F2FV 11	1	5	6
or Personal Development: Self Awareness	H18X 45	1	5	6
Personal Development: Practical Abilities	H18W 45	1	5	6
Personal Development: Self in Community	H18N 45	1	5	6

Rules of combination:

1 credit Mandatory Unit

1 or 2 credits Group A Enterprise Options

0 to 2 credits Group B Options

0 to 1 credits Group C Options

Total: 4 credits

16 January 2014

Summary of changes:

- **(SCQF Levels 4 and 5 Awards)** Choice of Personal Development Units restricted to 2 credits (1 mandatory and 1 optional). This is to prevent a shift to a more generic Personal Development Award rather than Enterprise and Employability.

- **(SCQF Levels 4 and 5 Awards)** The content of the Personal Development units is often only differentiated by the context of delivery and assessment so this restriction prevents overlap whilst allowing delivery to be tailored to learners' specific needs as much as possible.

- **(SCQF Level 4 Awards)** Inclusion of the four units from the SCQF Level 4 Employability Award provides a straightforward progression opportunity from that Award into the SCQF Level 4 NPA in Enterprise and Employability. However due to close similarity in content, a restriction has been introduced preventing the Unit Preparing to Work F57F 10 from being selected with any of these Employability Award Units.

- **(SCQF Level 4 Awards)** The smaller Employability units can be useful as a more "bite size" introduction to the NPA in Enterprise and Employability whilst allowing certification of achievement for learners who do not achieve a full Group Award or 1 credit Unit.

- **(SCQF Level 5 Awards)** Leadership Units provide further differentiation between the SCQF Level 4 and 5 Awards and a new area for candidates to develop knowledge and skills.

None of these changes affect previously certificated candidates or those currently undertaking either of the Awards.