

ARRANGEMENTS

HNC/D Equine Studies

Validated March 2005

Version: 09 (September 2018)

HNC/D EQUINE STUDIES
VALIDATED — MARCH 2005

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
09	Revision of Unit: F5CP 34 Supervision and Management (finish date 31/07/2021) has been replaced by J1BT 34 Supervision and Management (start date 01/08/2018)	01/09/18
08	Additional Units to the optional Units: J1BR 34 Equine: Lungeing has been added to the framework for the HNC and HND framework. J1BN 35 Equine Behaviour and J1BP 35 Managing an Equine Event have been added to the HND framework only, Appendix 1 and 2 removed from arrangements document.	21/08/18
07	Revision of Unit: DV0M 34 Work Experience has been replaced by HJ4W 34 Work Placement and will finish on 31/07/2019	30/03/17
06	Revision of Unit DP20 34 Equine Studies: Preparation of Horses for Competitions has now been revised by HG52 34 Equine: Care of the Competition Horse. DP1H 34 Equine Studies: Equine Facility Management has been revised by HG53 34 Equine Facility Management. DP1V 34 Equine Studies: Equitation Industrial Techniques has been revised by HG54 34 Equitation Industrial Techniques. The old units will finish on 31/07/2019.	06/10/16
05	Revision of Unit DP3C 35 Equine Studies Riding Techniques Over Fences has now been replaced by HC4C 35 Equine Studies: Riding and Training Over Fences and DP3A 35 Equine Studies: Riding Techniques on the flat has been replaced by HC4D 35 Equine Studies: Riding and Training Techniques on the flat and the old units will finish on 31/07/2018	22/03/16
04	Revised of Unit: F35Y 35 Managing an Event has been revised by H91M 35 and will finish on 31/07/2017.	22/05/15
03	Revision of Unit: DE3N 34 Communication: Analysing and Presenting Complex Communication has been revised by H7TK 34 Communication: Business Communication and will finish on 31/07/2016.	05/02/15
02	Revision of Unit: DK2K 34 Getting Started in Business <i>has been revised by H7V4 34 Preparing to Start a Business and will finish on 31/07/2016.</i>	December 2014

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1 Background to the Development

1.1 Background and development of the award

Introduction

The group awards — HNC and HND Horse Management — were revised in 2004 and revalidated in March 2005.

As was agreed during the revalidation process, the qualifications have been re-titled: HNC/D Equine Studies. They are designed to equip students with the knowledge, understanding and skills required for current and future employment in the Equine industry, and for progression to higher academic qualifications or to professional qualifications in the sector.

Background

In 1991 there were two SCOTVEC Higher National Certificates available in Scotland for the horse industry: - the HNC Horse Management and the HND Equestrian Management. The HNC Horse Management was developed by Oatridge Agricultural College in 1991. The HND in Equestrian Management was developed in 1992 by a consortium of Further Education colleges- Aberdeen College, Borders College and Thurso College.

All four centres — Oatridge, Aberdeen, Borders and Thurso — collaborated in 1993 to revise and rationalise these awards. The result was the production of the first national qualification at HN level — the Higher National Diploma in Horse Management, which was validated in 1994. This qualification had its own distinctive aims and provided progression from the HNC Horse Management.

In 1995 the four centres formed a Consortium and met to discuss the future development of the HNC's and HND in this sector. A strategy was agreed to work towards national awards with articulation routes.

In 1996 the consortium agreed:

- ◆ that a number of the common Horse Management Units be restructured to remove much of the Equine Anatomy and Physiology and Health from the mandatory section of the HND Horse Management
- ◆ to produce an initial discussion framework towards the possibility of a single common HNC
- ◆ to share in the work by the allocation of unit development between centres
- ◆ to share the work to update the awards in terms of technical content and SQA unit design criteria

Further meetings were held in 1996 and 1997 to review unit development and to develop a common framework for the revised HNC/D Horse Management. The group members of the presenting consortium accepted the need for the award to embrace a strong technical coverage of horse management skills in order to meet client needs.

The advantages of a single HNC and HND award were identified:

- ◆ a national standard would be defined
- ◆ the unified system would be more meaningful to employers
- ◆ there would be clear progression arrangements for candidates
- ◆ there would be unified articulation routes from the HNC to the HND and to university degrees

In 2003 SQA established a Steering Group to review the qualifications. The membership of this group is included on page 3 of this document. This group met at regular intervals and nominated writers to be involved on the writing team to revise the qualification. The writing team was comprised of representatives from the Steering Group.

The HNC and the HND have the common aim of developing the competences of candidates who will become supervisors of equine establishments. They are designed for candidates who can demonstrate adequate experience in the industry, who have either appropriate academic qualifications, a certificate in horse management or can demonstrate an academic ability consistent with the demands of Higher National level courses.

Justification for revalidation

Recent developments

In the period since 1991 both awards have proved very successful. Oatridge Agricultural College, Aberdeen College, Borders College, North Highland College (the former Thurso College) and Dumfries and Galloway College are now offering one or both awards. In session 2003 there were 200 registrations for the HNC in Horse Management and 50 for the HND.

These are therefore well-established awards with a strong position in the course portfolio of most of the land based colleges in Scotland.

The awards offer a wide variety of delivery modes (full-time, part-time, day release, evening and distance learning).

During the period since the awards were first validated there have been some modifications to the original structure of the awards. These minor changes capitalised on the experiences in delivering the awards and ensured that they became more closely attuned to the requirements of both users and providers.

Subsequently, changes have been made to match the changing requirements in equitation and equitation for the leisure industry.

Due cognisance has been taken of the requirement of the Scottish Credit and Qualifications Framework (SCQF) during the design of these awards. This means that the HNC will be broadly equivalent to a first year of a Scottish Degree and the HND equivalent to the first or second year of a Scottish Degree.

Rationale

The HNC Equine Studies is designed for people who are able to work unsupervised in an equine establishment and for those who aspire to work at supervisory level.

The HND Equine Studies is designed for people with experience at a supervisory level who wish to aspire to working at management level.

Both awards prepare candidates for wider responsibilities in the industry and/or progression to further study.

Candidates may aspire to or already work in a range of equine environments including studs, stables, leisure organizations, competition centres, racing stables, driving yards, eventing yards and riding for the disabled.

2 Qualifications Design Team

The Qualification Design Team consisted of:

Philip Grant	Oatridge College
James Munro	Highlands College
Judy Morris	Borders College
Alison Aisles	Borders College
Jackie Irvine	Dumfries and Galloway College
Lindsay Campbell	Aberdeen University
Anne Boyd	SQA
David Grant	SQA

3 Consultation and Market Research

SQA, in collaboration with the Writing Teams, consulted widely with all stakeholders in order to ensure that the qualifications met the needs of the sector.

The consultation took three phases

Phase	Date	Method	Comments
First phase	September 2003 — December 2003	Initial postal survey of all major stakeholders	Poor response to initial survey
Second phase	January 2004 — April 2004	Follow up postal survey, telephone survey and face to face meetings	Better response to telephone survey and face to face meetings
Third phase	April 2004 — October 2004	Telephone and face-to-face meetings to confirm change of award and structure.	Excellent response

The consultation process confirmed that there was considerable demand for radical change in the award structure of both courses in order to ensure the relevance of the qualifications to employers and to provide strong articulation links to Higher education.

The consultation process highlighted that:

- ◆ The current award, while preparing the candidates well for progression to Higher education (in terms of knowledge and understanding and project type work), did not prepare them well for employment in a practical dominated industry.
- ◆ There was a lack of practical application and logical progression between some of the units within the award.
- ◆ Employers valued core and transferable skills.
- ◆ The subject content no longer reflected current industry standards and developments.

4 Progression Opportunities

The awards have been designed with progression in mind. There is clear progression from the HNC to the HND. There are also good progression routes from the HND to degree-level courses.

5 Target Sector and Level of Employment

The award is designed to offer candidates the opportunity to access job such as:

- ◆ livery/stable assistant/supervision
- ◆ equestrian centre assistant/supervisor
- ◆ riding school instructor (relying on BHS recognised qualifications)
- ◆ racing yard assistant
- ◆ competition groom
- ◆ stud assistant/supervisor
- ◆ trekking centre assistant/supervisor

- ◆ driving yard assistant/supervisor

Examples of posts obtained within the equestrian industry for candidates who have achieved the award are:

- ◆ college lecturer
- ◆ instructor
- ◆ technician
- ◆ coach
- ◆ manager of RDA yard
- ◆ international groom
- ◆ competition yard supervisor
- ◆ manager stud farm
- ◆ assistant race trainer
- ◆ tack shop assistant
- ◆ physiotherapist
- ◆ saddler
- ◆ mounted police officer
- ◆ farrier
- ◆ driving yard assistant/groom

There are also entrepreneurial opportunities, a number of candidates have set up their own business in the areas of:

- ◆ holiday trekking centre
- ◆ show horse producer
- ◆ freelance instructor
- ◆ riding stable proprietor

6 Target candidates

The award is targeted at candidates who wish to pursue a career and/or academic progression in equine activities. It is advisable that they have some experience of the sector or can demonstrate an interest in being involved in Equine Studies.

7 Aims of the Group Awards

The general aims of the Group Award are:

- ◆ to provide industry with a well qualified and adaptable workforce
- ◆ to provide an academic progression route for those who wish to progress to management within the land-based sector
- ◆ to improve the quality of training for those in the industry
- ◆ to attract a wider range of candidates into the industry
- ◆ to improve the standard of wildlife management

The specific aims of the qualification are:

- ◆ to provide candidates with the knowledge and skills to work in a professional manner at a supervisory level in the equine industry

- ◆ to develop a high standard of knowledge, understanding and practical ability within the equine industry for those who wish to progress to a higher level of study
- ◆ to develop and enhance the required competences for persons who will undertake a supervisory role in an equine establishment
- ◆ to develop specialist interests in equine studies by providing opportunities for in-depth study and investigation
- ◆ to develop cognitive skills that can be applied to practical work situations
- ◆ to develop a qualification which puts due emphasis on the importance of Health and Safety in the industry

8 Relationship with other SQA Awards

SQA has well-established provision for Equine Studies at a non-advanced level through National Qualifications (NQ) provision.

The new SPA in Rural Skills offers a range of units which sit well with many of the competences required for Equine Studies.

There are also strong links with the SVQs in the sector: Horse Care level 1 and 2 and Horse Care and Management Level 3.

For further information on SVQ qualifications please refer to SQA's website www.sqa.org.uk

9 Rationale for structure and content

During consultation, Industry indicated the need for a well-qualified workforce with opportunities to progress to an advanced level. Consultation confirmed that those working at a supervisory level require technical skills in:

- ◆ Nutrition
- ◆ Anatomy
- ◆ Horse Health
- ◆ Stable management skills
- ◆ Facility management skills
- ◆ Customer skills

It was also highlighted that the existing award frameworks were weak in the following areas:

- ◆ there was an overload of assessment
- ◆ there was overlap and duplication across some Units
- ◆ the Units did not include current terminology
- ◆ the award was weighted towards business management
- ◆ there was too much emphasis on the riding options
- ◆ underpinning practical application was not sufficiently rigorous, and therefore new units should include a suitable blend of both academic and practical elements of assessment

The Writing Team was charged with specific objectives resulting from both the consultation and informal feedback from centres, practitioners and students. They required to:

- ◆ reduce duplication across Units
- ◆ include more underpinning knowledge
- ◆ ensure that the course had a very practical focus
- ◆ reduce the overall assessment load
- ◆ update Units in line with SQA new design principles

This was achieved in the following ways:

- ◆ All the Units were re-written in accordance with the new SQA design rules.
- ◆ Duplication was reduced in the individual Units.
- Clear guidelines were written in each Unit under the section “Recommended Prior Knowledge and Skills”. These guidelines suggest a logical sequence of teaching the units before teaching and assessing the candidates on the more practical aspects in the qualifications.

There has been a move away from an overload of assessment (by essay writing in the original course) to a more varied assessment strategy. The assessment is now fit for purpose and reflects both the theoretical and practical aspects of the course. The theory Units still require that candidates complete projects, but more direction and help is now given to centres on the length and format of these projects.

Other types of assessment have been introduced where appropriate. These include:

- ◆ case studies
- ◆ observation of candidates
- ◆ reflective reports
- ◆ short answer questions

Some units have a statement written into the specification to advise centres that the Unit could be assessed holistically, thus reducing the assessment load. Even where this is not specifically recommended, integration of assessment within units and across units is to be encouraged at all times.

There was also the need to ensure that the units were appropriately levelled in relation to SCQF and to identify opportunities for Core Skills.

The steering group considered all these factors in the design of the new award. This resulted in all the core units being rewritten and the structure of the award altered to reflect the advice from the Consultation.

The main changes are:

- ◆ All the core units in both the HNC and the HND have been rewritten and named to include a more appropriate blend of practical and theoretical approaches of teaching and assessment in line with stakeholders demands.
- ◆ The Unit — *Introduction to Marketing* has been incorporated into the core of the HND award.
- ◆ The equitation units have been rewritten in line with stakeholders’ advice.
- ◆ The work experience unit has been retained as an optional unit, as has the Business Management units, again in line with stakeholders’ needs.
- ◆ A new unit — *Equine Studies: Equine Facility Management* — has been written to meet the technical gap outlined by stakeholders

- ◆ A new unit *Equine Studies: Equine Health* has been included in addition to the revised unit *Equine Studies: Equine Anatomy and Physiology*.
- ◆ The number of units has been increased to meet the requirements of the new design rules.
- ◆ The Graded Units have been introduced to grade candidate performance and to enable candidates to apply a range of vocational knowledge and skills in an integrated manner to the analysis of horse management situations. The Graded Units are a requirement of the new design rules.

For both awards the list of options is deliberately broad. This is because this is a national framework within which individual providers must operate. It is anticipated that most centres will limit the number of options which are actually available to students, and will select those that they do offer to meet their own particular circumstances.

The breadth of options allows easier transfer for students between centres. For example, it allows more flexibility for a student undertaking the HNC in one centre and then transferring to another centre for the second year of the HND.

An important aim of the HNC and HND is to give candidates a general grounding in equine studies on the basis of which they may be able to make an informed choice about future specialisation.

While the units will normally be delivered as part of the Group Awards (HNC Equine Studies and HND Equine Studies) it is also possible that candidates could undertake one or more of the discrete HN units as part of their continuing professional development.

The HND Equine Studies can be distinguished from the HNC in terms of:

- ◆ The breadth of competences that the candidates can achieve. The HND will extend the range of competencies covered in the HNC.
- ◆ The depth of understanding of core issues and problems encountered in the equine industry, and enable candidate to consider and revisit them from a supervisory/managerial perspective.
- ◆ The HND will further develop skills in planning and organising to allow the students to investigate in more depth issues and problems that arise in a variety of equine related establishments.
- ◆ The likely entry point to an organisation (HND level candidates may enter at a higher level).
- ◆ Speed of progression within an organisation (initially HND candidates may progress more quickly).
- ◆ Normally candidates who achieve 15 HN unit credits (120 SCQF points) including all the HNC mandatory units will gain access to the HND year two programme.
- ◆ Level of entry to further academic or professional qualifications (HND students may be able to obtain advanced entry to a degree programme while HNC would generally move to the HND).

During consultation, representatives from higher education had indicated the necessity to maintain qualifications to provide candidates with the relevant mix of competencies to enable articulation through to degree level study.

The new HNC and HND have been designed with career progression in mind. Consequently, value has been added to the qualification by reflecting the demands which require to be met by recognised professional bodies. This is to encourage APL and accreditation. (Accreditation will be sought after the validation event by relevant professional bodies).

The general nature of the HNC and HND Equine Studies will increase opportunities for professional bodies to grant direct entry to, or exemptions from, related parts of their awards.

The classification of the award allows a clear distinction to be drawn between the two awards. The SCQF levelling also facilitates this progression with the HNC candidates gaining an underpinning knowledge of today's horse industry (level 7) and the HND to revisit these issues from a managerial perspective (level 8).

Thus the HND allows candidates the opportunity to develop an extended range of personal, enabling and environmental competencies as well as a greater opportunity to pursue more specialist areas, if they wish.

10 Structure of the Awards

HNC Equine Studies Mandatory Units

Unit Title	Credit Value	SCQF
Equine Studies: Equine Nutrition	1	7
Equine Studies: Equine Fitness	1	7
Equine Studies: Equine Selection	1	7
Equine Studies: Equine Anatomy and Physiology	1	7
Equine Studies: Equine Health	1	7
Equine Facility Management*	2	7
Equine: Care of the Competition Horse	1	7
Using Software Application Packages	1	7
Equine Studies Graded Unit 1	1	7

Total Mandatory Credits = 10

AND ANY FROM THE FOLLOWING OPTIONAL UNITS TO MAKE UP TO 12 CREDITS

Unit Title	Credit Value	SCQF level
Equine Studies: The Broodmare	1	7
Equine Studies: The Stallion	1	7
Equine Studies: Equine Youngstock	1	7
Equine Studies: Equitation	2	7
Equine Studies: Equitation for the Leisure Industry	1	7
Equitation Instructional Techniques*	2	7
Equine Studies: Preparation for Equestrian Vaulting	2	7
Equine Studies: Driving the Single Turnout	2	7
Customer Care	1	7
Work Placement*	2	7
Equine: Lungeing*	1	7

NB: The conditions of the HNC Award will be 12 credits.

For Progression to the HND 15 credits will be required.

**HND Equine Studies
Mandatory Units**

Unit Title	Credit Value	SCQF
Equine Studies: Equine Nutrition	1	7
Equine Studies: Equine Fitness	1	7
Equine Studies: Equine Selection	1	7
Equine Studies: Equine Anatomy and Physiology	1	7
Equine Studies: Equine Health	1	7
Equine Studies: Equine Facility Management	2	1
Equine: Care for the Competition Horse*	1	7
Equine Studies: Equine Grassland Management	1	8
Managing an Event*	2	8
Marketing: An Introduction	1	7
Work Placement*	2	7
Customer Care	1	7
Using Software Application Packages	1	7
Equine Studies: Graded Unit 1	1	7
Equine Studies: Graded Unit 2	2	8

Optional Group 1

Minimum of 3 Credits required up to a maximum of 11 credits

Unit Title	Credit Value	SCQF
Equine Studies: Riding and Training Techniques over Fences	2	8
Equine Studies: Riding and Training Techniques on the Flat	2	8
Equine Studies: Planning Equine Facilities	2	8
Equine Studies: Progressive Training Programmes for the Young Horse	2	8
Equine Studies: Evaluating an Equestrian Cross Country Course	1	8

*Equine Behaviour	2	8
*Managing an Equine Event	2	8

Optional Group 2
Up to 8 Credits required

Unit Title	Credit Value	SCQF
Equine Studies: The Broodmare	1	7
Equine Studies: The Stallion	1	7
Equine Studies: Equine Youngstock	1	7
Equine Studies: Equitation	2	7
Equine Studies: Equitation for the Leisure Industry	1	7
Equine Studies: Equitation Instructional Techniques	2	7
Equine Studies: Preparation for Equestrian Vaulting	2	7
Equine Studies: Driving the Single Turnout	2	7
Supervision and Management*	1	7
*Preparing to Start a Business	1	7
*Communication: Business Communication	1	7
*Equine: Lungeing	1	7

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

Conditions of award: 30 credits

11 Prior experience and/or qualification

Access routes to the qualification

As with all SQA qualifications, access to the awards will be at the discretion of the centre. The following recommendations are for guidance only:

Formal entry to HNC/HND

- ◆ Scottish Group Awards in Horse Management at Intermediate 2 or Higher level.
- ◆ Any relevant Scottish Group Award at Intermediate 2 or Higher level.
- ◆ Any two relevant National Courses at Higher together with three Standard Grade passes at three or above.
- ◆ An SVQ at level 2 or 3 in a relevant area.
- ◆ A group of national qualification units covering a range of related topics at a suitable level.
- ◆ Mature candidates with relevant work experience may be accepted for entry

provided that the enrolling centre believes that the candidate is likely to benefit from undertaking the awards. Centers may wish to use core skill profiling to assist them in this process.

- ◆ Different combinations of relevant National Qualifications, Vocational Qualifications and equivalent qualifications from other awarding bodies may also be acceptable.

There should be no artificial barriers to entry to the Course to study for the HNC/HND Equine Studies and there should be an Equal Opportunities policy with regard to selection.

12 Core Skills

The core skills profile relates to the candidate's requirement to have a recommended level of Core Skills, or certification of core skills, at the time of entry to the course and on completion of the award.

The five Core Skills are:

- 1 Communication.
- 2 Numeracy.
- 3 Information Technology.
- 4 Problem Solving.
- 5 Working with Others.

Consultation feedback supported the view that there was no certification of Core Skills within the award.

Consultation with industry identified that the Core Skills Profile for entry to the HNC/D Equine Studies should not be formal or bound by certification. This was due to the fact that on entry to the course, candidates may not have formal qualifications. However, it was recommended that it would be desirable for candidates to demonstrate good interpersonal and communication skills.

Similarly, consultation with industry confirmed that *certification* of all five Core Skills on completion of the award, (ie on exit from the award) was not required. However, in accordance with the design principles for new HN awards, there should be opportunities within the units of the qualification for candidates to develop all five Core Skills.

13 Rationale for Core Skills Profile

There are no Core Skills embedded in any of the Units. This has been clearly stated using the statement.

“There may be opportunities to gather evidence towards the Core Skills in this Unit, although there is no automatic certification of Core Skills or Core Skill components.”

14 Assessment Strategy

There are two types of unit within this award: (1) Un-graded Units and (2) Graded Units. Both types of units are **internally assessed** and **externally moderated**.

(1) Un-graded units (ie all the units, with the exception of the Graded Unit) are assessed on a pass/fail basis. The assessment evidence should be based on the information laid out in the unit specification. The assessment of the ungraded units takes the form of practical assignments and knowledge assessments. The practical work is assessed by observation and by records in a log book or diary.

If assessment exemplars have been developed, these should be used in conjunction with the relevant unit specification to fully define the national standard.

(2) The award includes Graded Units. The purpose of the Graded Units is to integrate the assessments and to ensure that the candidate has all-round competence in the key knowledge and skills of the award. The Graded Units sample across the core units, and there may be opportunities for aspects of these assessment to be integrated with the assessment of other units. Candidates who pass the Graded Units will receive a grade of either A, B or C. The Graded Unit specifications define the standard of performance required to achieve each of these grades. Exemplar Assessments are provided to exemplify the expected standard of these units.

Each unit in the award is a stand-alone unit and requires to meet the assessment criteria set out in the unit specification in the sections — Assessment Guidance and Evidence Requirements. However, as with all HN qualifications, centres are encouraged to take a holistic approach and to take opportunities to integrate assessments across units.

The qualification has a practical focus and there should be opportunities for a practical approach to all units. This means that the more theoretical units in the Options should offer opportunities for creative teaching, learning, and assessment, involving a variety of methods including case studies and role play. Further guidance is available in the Guidance notes attached to each unit's specification, and through exemplar units which will be available at a later stage.

It should be noted, however, that all the units in the qualification are free-standing units, and, as such, may be delivered, assessed and certificated individually for purposes of Continuing Professional Development.

15 Open Learning and e-learning

There is potential for some of the knowledge Outcomes of the award to be delivered by Open Learning, and there are opportunities to take a creative approach to blended learning. This may offer opportunities for a market outwith Scotland.

There are at present no plans for e Learning for this award.

16 Conditions of the Awards

In order to achieve the HNC award candidates must achieve a total of twelve credits, ten credits from the mandatory section and two credits from the optional section. All units within the HNC are levelled at SCQF level 7.

In order to achieve the HND award candidates must achieve a total of thirty credits, nineteen credits from the mandatory section, a minimum of three credits up to a maximum of nine credits from Optional Group 1, with the remaining credits required from Optional Group 2.

17 Transition Arrangements and Credit Transfer

Centres approved to offer the previous version of the award will have automatic approval for the new award. This means that there are no additional requirements with regard to physical resources, and that there should be a seamless transition from the old to the new award.

However, centres should continue to ensure that those delivering the award have opportunities for Continuing Professional Development, particularly in areas of Legislation and Health and Safety. They should also ensure that Industry is closely involved in the delivery, and should encourage opportunities for guest speakers and for student