



## **Group Award Specification for:**

**National Progression Award (NPA) in Enterprise and Employability at SCQF Level 3-6.**

**Group Award Code:**

**SCQF 3 GT5J 43**

**SCQF 4 G976 44**

**SCQF 5 G9AH 45**

**SCQF 6 GT5K 46**

**Validation date:**

**Level 3 & 6 February 2022**

**Level 4 & 5 March 2009**

**Date of original publication: March 2009**

**Version: 14 (May 2022)**

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# 1 Introduction

The original qualification was devised in 2005 to meet the demands in what was then termed vocational learning. This has evolved and been updated to meet current demands for enterprise and employment related qualifications.

The structure of the award allows centres to tailor it to the needs of learners and so provide the greatest access to the component units.

The award is structured in a way that gives lots of flexibility in how it is delivered and opens opportunities for learners to choose their preferred learning techniques.

Progression is available across all levels ranging from SCQF level 3 – 6 giving lots of possible combinations for centres.

The award and component units all contribute to enhancing the self – belief, skills, knowledge and attributes of those studying employment and entrepreneurial options. The units also allow learners to gain SQA awards in Core Skills.

Many of the component units are part of other awards and may be used to gain further qualifications e.g. Personal Development Award, Employability Award.

This award may contribute to the employability of the candidates undertaking it due to its focus on enterprise and employability.

## 2 Qualification(s) structure

### NPA Enterprise and Employability SCQF level 3 – GT5J 43

To attain the qualification candidates must complete **3** Units in total. This comprises:

- ◆ 2 mandatory set credits
- ◆ 1 optional credit

#### Rules of Combination

**2 credit mandatory credits**

**1 Further optional credit from Group A.**

Mandatory Unit (2.0 credit)	Code	Credit Value	SCQF Level	SCQF Points
Personal Development: Self and Work	H18P 43	1	3	6
Enterprise Skills	J614 43	1	3	6
<b>Group A Employability Options (0.0 to 1.0 credits)</b>				
Work Placement	HF88 43	1	3	6
Working with Others	F3GE 09	1	3	6
Local Investigations	D36J 09	1	3	6
Community Involvement	E94C 09	1	3	6
Personal Development: Self Awareness	F2FV 09	1	3	6
Personal Development: Practical Abilities	H18W 43	1	3	6
Personal Development: Self and Community	H18N 43	1	3	6
Preparing for Employment: First Steps	F786 09	0.25	3	1.5
Building Own Employability Skills	F787 09	0.5	3	3
Responsibilities of Employment	F788 09	0.25	3	1.5
Dealing with Work Situations	F789 09	0.25	3	1.5

## 2.1 Structure

### NPA Enterprise and Employability SCQF level 4 – G976 44

24 points at SCQF level 4

4 credits are required to achieve the award

**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 credit Group D – Personal Development Options**

**Total: 4 credits**

- ◆ **Due to overlapping content, Preparing to Work F57 10 may NOT be selected with any of the units from Group C – Restricted Employability Options.**
- ◆ **If selecting one or more units from Group C – Restricted Employability, it is NOT mandatory to select all of them. If completing all of them, learners should be able to carry the 1.25 credit towards the group award.**

<b>Mandatory Unit (1.0 credit)</b>	<b>Code</b>	<b>Credit Value</b>	<b>SCQF Level</b>	<b>SCQF Points</b>
Personal Development: Self and Work	H18P 44	1	4	6
<b>Optional Units</b>				
<b>Group A Enterprise Options (1.0 to 2.0 credits)</b>				
Working for Yourself Or Working for Yourself (Finishes 31/07/2023)	J5CR 44 FM28 10	1 1	4 4	6 6
Enterprise Skills Or Enterprise Activity (Finishes 31/07/2024)	J614 44 D36N 10	1 1	4 4	6 6
<b>Group B Employability Options (0.0 to 2.0 credits)</b>				
Work Placement Or Virtual Work Placement	HF88 44 J581 44	1 1	4 4	6 6
Working with Others	F3GE 10	1	4	6
Skills for Customer Care	F38W 10	1	4	6
Financial Skills for Small Business: An Introduction	J1JT 44	1	4	6
Local Investigations	D36J 10	1	4	6
Community Involvement	E94C 10	1	4	6
Customer Service for the Entrepreneur	F5G6 10	0.5	4	3
Establishing a Business Identity	F5GA 10	0.25	4	1.5
Business and E-Commerce: An Introduction	F5G7 10	0.25	4	1.5
Business and Marketing: An Introduction	F5G9 10	0.25	4	1.5
Business and Finance: An Introduction	F5G8 10	0.25	4	1.5
<b>Group C Restricted Employability Options (0.0 to 1.25 credits)</b>				
Preparing to Work*	F57F 10	1	4	6
<b>Or</b>				
Preparing for Employment: First Steps*	F786 10	0.25	4	1.5
Building Own Employability Skills*	F787 10	0.5	4	3
Responsibilities of Employment*	F788 10	0.25	4	1.5

<b>Mandatory Unit (1.0 credit)</b>	<b>Code</b>	<b>Credit Value</b>	<b>SCQF Level</b>	<b>SCQF Points</b>
Dealing with Work Situations*	F789 10	0.25	4	1.5
<b>Group D Personal Development Options (0.0 to 1.0 credits)</b>				
Personal Development: Self - Awareness	H18X 44	1	4	6
Personal Development: Practical Abilities	H18W 44	1	4	6
Personal Development: Self and Community	H18N 44	1	4	6

## NPA Enterprise and Employability SCQF level 5 – G9AH 45

24 points at SCQF level 5

Please note rules of combination for successful achievement of the qualification:

**1 credit mandatory unit**

**1 or 2 credits Group A – Enterprise Options**

**0 to 2 credits Group B – Employability Options**

**0 to 1 credits Group C – Personal Development Options**

**Total: 4 credits**

- ◆ **Due to overlapping content, Preparing to Work F57 09 may NOT be selected with any of the units from Group C – Restricted Employability Options.**
- ◆ **If selecting one or more units from Group C – Restricted Employability, it is NOT mandatory to select all of them. If completing all of them, learners should be able to carry the 1.25 credit towards the group award.**

Mandatory Unit (1.0 credit)	Code	Credit Value	SCQF Level	SCQF Points
Personal Development: Self and Work	H18P 45	1	5	6
<b>Optional Units</b>				
<b>Group A Enterprise Options (1.0 to 2.0 credits)</b>				
Working for Yourself Or Working for Yourself (Finishes 31/07/2023)	J5CP 45 FM99 11	1 1	5 5	6 6
Enterprise Skills Or Enterprise Activity (Finishes 31/07/2024)	J614 45 D36N 11	1 1	5 5	6 6
<b>Group B Employability Options (0.0 to 2.0 credits)</b>				
Work Placement Or Virtual Work Placement	HF88 45 J581 45	1 1	5 5	6 6
Working with Others	F3GE 11	1	5	6
Skills for Customer Care	F38X 11	1	5	6
Financial Skills for Small Business: An Introduction	J1JT 44	1	4	6
Local Investigations	D36J 11	1	5	6
Community Involvement	E94C 11	2	5	12
Leadership: An Introduction	F78C 45	0.5	5	3
Leadership in Practice	F78D 45	1	5	6
Customer Service for the Entrepreneur	F5G6 11	1	5	6
<b>Group C Restricted Employability Options 0.0 to 1.25 credits</b>				
Preparing for to Work Or	F57F 11	1	5	6
Establishing a Business Identity	F5GA 10	0.25	4	1.5
Business and E-Commerce: An Introduction	F5G7 10	0.25	4	1.5
Business and Marketing: An Introduction	F5G9 10	0.25	4	1.5
Business and Finance: An Introduction	F5G8 10	0.25	4	1.5
<b>Group D Personal Development Options (0.0 to 1.0 credits)</b>				
Personal Development: Self - Awareness	H18X 45	1	5	6
Personal Development: Practical Abilities	H18W 45	1	5	6

<b>Mandatory Unit (1.0 credit)</b>	<b>Code</b>	<b>Credit Value</b>	<b>SCQF Level</b>	<b>SCQF Points</b>
Personal Development: Self and Community	H18N 45	1	5	6

## NPA Enterprise and Employability SCQF level 6 – GT5K 46

To attain the qualification candidates must complete **4 SQA credits** in total. This comprises:

1 mandatory Units

3 optional Units

### Rules of Combination

**1 credit mandatory unit**

**1 or 2 credits Group A – Enterprise Options**

**1 to 2 credits Group B – Employability Options**

**0 to 1 credits Group C – Personal Development Options**

Mandatory Unit (1.0 credit)	Code	Credit Value	SCQF Level	SCQF Points
Personal Development: Self and Work	H18P 46	1	6	6
<b>Optional Units</b>				
<b>Group A Enterprise Options (1.0 to 2.0 credits)</b>				
Enterprise Skills	J614 46	1	6	6
Working for Yourself	J5CL 46	1	6	6
<b>Group B Employability Options (1.0 to 2.0 credits)</b>				
Work Placement	HF88 46	1	6	6
Working with Others	F3GE 12	1	6	6
Skills for Customer Care	F38Y 12	1	6	6
Local Investigations	D36J 12	1	6	6
Enterprise in the Community	J5Y6 46	1	6	6
Leadership: An Introduction	F78C 46	0.5	6	3
Leadership in Practice	F78D 46	1	6	6
<b>Group C Personal Development Options (0.0 to 1.0 credits)</b>				
Personal Development: Self - Awareness	H18X 46	1	6	6
Personal Development: Practical Abilities	H18W 46	1	6	6
Personal Development: Self and Community	H18N 46	1	6	6



### **3 Aims of the qualification(s)**

The principal aims of this award is to

- 1 Develop candidate's concept of employment and entrepreneurial roles.
- 2 Enhance candidate's progression into employment via different routes and pathways.

#### **3.1 General aims of the qualification(s)**

- 3 Enhance candidate's' self-awareness; skills, qualities and attributes.
- 4 Allow candidates opportunities to plan and review.
- 5 Allow candidates to reflect and review on their performance.
- 6 Develop Core Skills in problem solving.
- 7 Allow opportunities to work with others.
- 8 Enhance employment opportunities.
- 9 Contribute to further study.

#### **3.2 Specific aims of the qualification(s)**

- 10 Introduce the concept of self – employment.
- 11 Enhance a candidate's customer service skills.
- 12 Develop an understanding of marketing, sales and promotion.
- 13 Create a product or service.
- 14 Create a business plan.
- 15 Develop knowledge of personal and business finances.
- 16 Create opportunities for candidates to gather performance evidence related to enterprise and / or employment.

## 4 Recommended entry to the qualification(s)

Entry to this qualification 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 (QDT) 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:

- ◆ Personal Development Award
- ◆ NPA Enterprise and Employability – at a lower level
- ◆ Employability Award
- ◆ Enterprise Skills Units
- ◆ Steps to Work Group Award
- ◆ Work Placement Units

### 4.1 Core Skills entry profile

The Core Skill entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information would 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.

The mandatory unit 'Self and Work' gives automatic certification in the core skill 'Problem Solving'. A candidate that is successful in this unit or the overall award will also achieve the core skill award.

Many of the component units of the NPA Enterprise and Employability give access to Core Skills and a centre may choose to audit the collective Core Skills possible after they have chosen the component units for their candidates.

<b>Core Skill</b>	<b>Recommended SCQF entry profile</b>	<b>Associated assessment activities</b>
Communication		
Numeracy		
Information and Communication Technology (ICT)		
Problem Solving		
Working with Others		

## **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 skill, known as Core Skills through doing this qualification.

## 5.1 Mapping of qualification aims to units

### SCQF Level 3

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H18P 43	Personal Development: Self and Work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J614 43	Enterprise Skills	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HF88 43	Work Placement	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
F3GE 09	Working with Others	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
D36J 09	Local Investigations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
E94C 09	Community Involvement	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F2FV 09	Personal Development: Self Awareness	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
H18W 43	Personal Development: Practical Abilities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
H18N 43	Personal Development: Self and Community	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F786 09	Preparing for Employment: First Steps*	X	X	X	X	X		X	X	X	X	X		X			X
F787 09	Building Own Employability Skills*	X	X	X	X	X		X	X	X	X	X		X			X
F788 09	Responsibilities of Employment*	X	X	X	X	X		X	X	X	X	X		X		X	X
F789 09	Dealing with Work Situations*	X	X	X	X	X		X	X	X	X	X		X			X

#### SCQF Level 4

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H18P 44	Personal Development: Self and Work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J5CR 44	Working for Yourself	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FM28 10	Working for Yourself (Finishes 31/07/2023)	X	X	X	X	X		X	X	X	X	X	X	X		X	X
J614 44	Enterprise Skills	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D36N 10	Enterprise Activity (Finishes 31/07/2024)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
HF88 44	Work Placement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J581 44	Virtual Work Placement	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F3GE 10	Working with Others	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F38W 10	Skills for Customer Care	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J1JT 44	Financial Skills for Small Business: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
D36J 10	Local Investigations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
E94C 10	Community Involvement	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F5G6 10	Customer Service for the Entrepreneur	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F5G7 10	Business and E-Commerce: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F5G9 10	Business and Marketing: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F5G8 10	Business and Finance: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F57F 10	Preparing to Work*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F786 10	Preparing for Employment: First Steps*	X	X	X	X	X		X	X	X	X	X		X			X
F787 10	Building Own Employability Skills*	X	X	X	X	X		X	X	X	X	X		X			X

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
F788 10	Responsibilities of Employment*	X	X	X	X	X		X	X	X	X	X		X			
F789 10	Dealing with Work Situations*	X	X	X	X	X		X	X	X	X	X		X			X
H18X 44	Personal Development: Self - Awareness	X	X	X	X	X	X	X	X	X	X	X		X			X
H18W 44	Personal Development: Practical Abilities	X	X	X	X	X	X	X	X	X	X	X		X	X		X
H18N 44	Personal Development: Self and Community	X	X	X	X	X	X	X	X	X	X	X		X	X		X

## SCQF Level 5

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H18P 45	Personal Development: Self and Work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J5CP 45	Working for Yourself	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FM99 11	Working for Yourself (Finishes 31/07/2023)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
J614 45	Enterprise Skills	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D36N 11	Enterprise Activity (Finishes 31/07/2024)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
HF88 45	Work Placement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J581 45	Virtual Work Placement	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F3GE 11	Working with Others	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F38X 11	Skills for Customer Care	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
J1JT 44	Financial Skills for Small Business: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
D36J 11	Local Investigations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
E94C 11	Community Involvement	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F78C 45	Leadership: An Introduction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F78D 45	Leadership in Practice	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F5G6 11	Customer Service for the Entrepreneur	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F57F 11	Preparing for to Work	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F5GA 10	Establishing a Business Identity	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F5G7 10	Business and E-Commerce: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F5G9 10	Business and Marketing: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F5G8 10	Business and Finance: An Introduction	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H18X 45	Personal Development: Self - Awareness	X	X	X	X	X	X	X	X	X	X	X		X		X	X
H18W 45	Personal Development: Practical Abilities	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
H18N 45	Personal Development: Self and Community	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X



## SCQF Level 6

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H18P 46	Personal Development: Self and Work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J614 46	Enterprise Skills	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J5CL 46	Working for Yourself	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
HF88 46	Work Placement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F3GE 12	Working with Others	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
F38Y 12	Skills for Customer Care	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X
D36J 12	Local Investigations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F78C 46	Leadership: An Introduction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
F78D 46	Leadership in Practice	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J5Y6 46	Enterprise in the Community	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
H18X 46	Personal Development: Self - Awareness	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X
H18W 46	Personal Development: Practical Abilities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
H18N 46	Personal Development: Self and Community	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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

The following charts highlight where a specific unit contributes to the National Occupational Standard for 'Pre – Enterprise';

CFAPE1 Prepare yourself for enterprise

CFAPE2 Find out about business

CFAPE3 Promote yourself and your idea

### SCQF Level 3

Unit Code	Unit Title	CFAPE1 Preparing Yourself for Enterprise	CFAPE2 Finding Out about Business	CFAPE3 Promote Yourself and Your Ideas
H18P 43	Personal Development: Self and Work	X	X	X
J614 43	Enterprise Skills	X	X	X
HF88 43	Work Placement	X	X	X
F3GE 09	Working with Others	X	X	X
D36J 09	Local Investigations	X	X	X
E94C 09	Community Involvement	X	X	X
F2FV 09	Personal Development: Self Awareness	X	X	X
H18W 43	Personal Development: Practical Abilities	X	X	X
H18N 43	Personal Development: Self and Community	X	X	X
F786 09	Preparing for Employment: First Steps*	X	X	X
F787 09	Building Own Employability Skills*	X	X	X
F788 09	Responsibilities of Employment*	X	X	X
F789 09	Dealing with Work Situations*	X	X	X

**SCQF Level 4**

<b>Unit Code</b>	<b>Unit Title</b>	<b>CFAPE1 Preparing Yourself for Enterprise</b>	<b>CFAPE2 Finding Out about Business</b>	<b>CFAPE3 Promote Yourself and Your Ideas</b>
H18P 44	Personal Development: Self and Work	X	X	X
J5CR 44	Working for Yourself	X	X	X
FM28 10	Working for Yourself (Finishes 31/07/2023)	X	X	X
J614 44	Enterprise Skills	X	X	X
D36N 10	Enterprise Activity (Finishes 31/07/2024	X	X	X
HF88 44	Work Placement	X	X	X
J581 44	Virtual Work Placement	X	X	X
F3GE 10	Working with Others	X	X	X
F38W 10	Skills for Customer Care	X	X	X
J1JT 44	Financial Skills for Small Business: An Introduction	X	X	X
D36J 10	Local Investigations	X	X	X
E94C 10	Community Involvement	X	X	X
F5G6 10	Customer Service for the Entrepreneur	X	X	X
F5GA 10	Establishing a Business Identity	X	X	X
F5G7 10	Business and E- Commerce: An Introduction	X	X	X
F5G9 10	Business and Marketing: An Introduction	X	X	X
F5G8 10	Business and Finance: An Introduction	X	X	X
F57F 10	Preparing to Work*	X	X	X
F786 10	Preparing for Employment: First Steps*	X	X	X

<b>Unit Code</b>	<b>Unit Title</b>	<b>CFAPE1 Preparing Yourself for Enterprise</b>	<b>CFAPE2 Finding Out about Business</b>	<b>CFAPE3 Promote Yourself and Your Ideas</b>
F787 10	Building Own Employability Skills*	X	X	X
F788 10	Responsibilities of Employment*	X	X	X
F789 10	Dealing with Work Situations*	X	X	X
H18X 44	Personal Development: Self - Awareness	X	X	X
H18W 44	Personal Development: Practical Abilities	X	X	X
H18N 44	Personal Development: Self and Community	X	X	X

**SCQF Level 5**

<b>Unit Code</b>	<b>Unit Title</b>	<b>CFAPE1 Preparing Yourself for Enterprise</b>	<b>CFAPE2 Finding Out about Business</b>	<b>CFAPE3 Promote Yourself and Your Ideas</b>
H18P 45	Personal Development: Self and Work	X	X	X
J5CP 45	Working for Yourself	X	X	X
FM99 11	Working for Yourself (Finishes 31/07/2023)	X	X	X
J614 45	Enterprise Skills	X	X	X
D36N 11	Enterprise Activity (Finishes 31/07/2024)	X	X	X
HF88 45	Work Placement	X	X	X
J581 45	Virtual Work Placement	X	X	X
F3GE 11	Working with Others	X	X	X
F38X 11	Skills for Customer Care	X	X	X
J1JT 44	Financial Skills for Small Business: An Introduction	X	X	X
D36J 11	Local Investigations	X	X	X
E94C 11	Community Involvement	X	X	X
F78C 45	Leadership: An Introduction	X		X
F78D 45	Leadership in Practice	X	X	X
F5G6 11	Customer Service for the Entrepreneur	X	X	X
F57F 11	Preparing to Work	X	X	X
F5GA 10	Establishing a Business Identity	X	X	X
F5G7 10	Business and E- Commerce: An Introduction	X	X	X
F5G9 10	Business and Marketing: An Introduction	X	X	X

<b>Unit Code</b>	<b>Unit Title</b>	<b>CFAPE1 Preparing Yourself for Enterprise</b>	<b>CFAPE2 Finding Out about Business</b>	<b>CFAPE3 Promote Yourself and Your Ideas</b>
F5G8 10	Business and Finance: An Introduction	X	X	X
H18X 45	Personal Development: Self - Awareness	X	X	X
H18W 45	Personal Development: Practical Abilities	X	X	X
H18N 45	Personal Development: Self and Community	X	X	X

**SCQF Level 6**

<b>Unit Code</b>	<b>Unit Title</b>	<b>CFAPE1 Preparing Yourself for Enterprise</b>	<b>CFAPE2 Finding Out about Business</b>	<b>CFAPE3 Promote Yourself and Your Ideas</b>
H18P 46	Personal Development: Self and Work	X	X	X
J614 46	Enterprise Skills	X	X	X
J5CL 46	Working for Yourself	X	X	X
HF88 46	Work Placement	X	X	X
F3GE 12	Working with Others	X	X	X
F38Y 12	Skills for Customer Care	X	X	X
F78C 46	Leadership: An Introduction	X		X
F78D 46	Leadership in Practice	X	X	X
D36J 12	Local Investigations	X	X	X
J5Y6 46	Enterprise in the Community	X	X	X
H18X 46	Personal Development: Self - Awareness	X	X	X
H18W 46	Personal Development: Practical Abilities	X	X	X
H18N 46	Personal Development: Self and Community	X	X	X

### 5.3 Mapping of Core Skills development opportunities across the qualification(s)

#### SCQF Level 3

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		W (R)	W (W)	O	UN	UGI	AI	PCI	CT	PO	RE	WCO	RCC
H18P 43	Personal Development: Self and Work								L3				
J614 43	Enterprise Skills								L3	L3	L3	L3	
HF88 43	Work Placement								L3	L3	L3	L3	L3
F3GE 09	Working with Others											L3	L3
D36J 09	Local Investigations								L3	L3	L3	L3	L3
E94C 09	Community Involvement												
F2FV 09	Personal Development: Self Awareness												
H18W 43	Personal Development: Practical Abilities								L3				
H18N 43	Personal Development: Self and Community								L3			L3	L3
F786 09	Preparing for Employment: First Steps*												
F787 09	Building Own Employability Skills*												
F788 09	Responsibilities of Employment*												
F789 09	Dealing with Work Situations*												

#### Key:

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<b>ICT:</b>	AI = Accessing Information	PCI: Providing/Creating Information	



<b>Problem Solving:</b>	CT = Critical Thinking	PO = Planning and Organising	RE = Reviewing and Evaluating
<b>Working with Others</b>	WCO = Working Co-operatively with Others	RCC = Reviewing Co-operative Contribution	

### SCQF Level 4

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		W (R)	W (W)	O	UN	UGI	AI	PCI	CT	PO	RE	WCO	RCC
H18P 44	Personal Development: Self and Work								L4				
J5CR 44	Working for Yourself	L4	L4				L4	L4	L4	L4	L4		
FM28 10	Working for Yourself (Finishes 31/07/2023)												
J614 44	Enterprise Skills								L4	L4	L4	L4	
D36N 10	Enterprise Activity (Finishes 31/07/2024)												
HF88 44	Work Placement								L4	L4	L4	L4	L4
J581 44	Virtual Work Placement												
F3GE 10	Working with Others											L4	L4
F38W 10	Skills for Customer Care	L4	L4	L4					L4	L4	L4		
J1JT 44	Financial Skills for Small Business: An Introduction				L4	L4							
D36J 10	Local Investigations								L4	L4	L4	L4	L4
E94C 10	Community Involvement												
F5G6 10	Customer Service for the Entrepreneur	L4	L4	L4					L4	L4	L4		
F5GA 10	Establishing a Business Identity						L4	L4	L4	L4	L4	L4	L4
F5G7 10	Business and E-Commerce: An Introduction	L4	L4	L4			L4	L4					
F5G9 10	Business and Marketing: An Introduction												
F5G8 10	Business and Finance: An Introduction	L4	L4	L4	L4	L4	L4	L4					
F57F 10	Preparing to Work*	L4	L4	L4					L4	L4	L4		
F786 10	Preparing for Employment: First Steps*												

F787 10	Building Own Employability Skills*												
F788 10	Responsibilities of Employment*												
F789 10	Dealing with Work Situations*												
H18X 44	Personal Development: Self - Awareness								L4				
H18W 44	Personal Development: Practical Abilities								L4				
H18N 44	Personal Development: Self and Community								L4			L4	L4

**Key:**

<b>Communication:</b>	W (R) = Written (Reading)	W (W) = Written (Writing)	O = Oral
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<b>ICT:</b>	AI = Accessing Information	PCI: Providing/Creating Information	
<b>Problem Solving:</b>	CT = Critical Thinking	PO = Planning and Organising	RE = Reviewing and Evaluating
<b>Working with Others</b>	WCO = Working Co-operatively with Others	RCC = Reviewing Co-operative Contribution	

## SCQF Level 5

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		W (R)	W (W)	O	UN	UGI	AI	PCI	CT	PO	RE	WCO	RCC
H18P 45	Personal Development: Self and Work								L5				
J5CP 45	Working for Yourself								L5	L5	L5		
FM99 11	Working for Yourself (Finishes 31/07/2023)												
J614 45	Enterprise Skills								L5	L5	L5	L5	
D36N 11	Enterprise Activity (Finishes 31/07/2024)								L5	L5	L5	L5	L5
HF88 45	Work Placement								L5	L5	L5	L5	L5
J581 45	Virtual Work Placement												
F3GE 11	Working with Others											L5	L5
F38X 11	Skills for Customer Care												
J1JT 44	Financial Skills for Small Business: An Introduction				L4	L4							
D36J 11	Local Investigations								L5	L5	L5	L5	L5
E94C 11	Community Involvement												
F78C 45	Leadership: An Introduction								L5				
F78D 45	Leadership in Practice								L5	L5	L5	L5	
F5G6 11	Customer Service for the Entrepreneur												
F57F 11	Preparing to Work												
F5GA 10	Establishing a Business Identity						L4	L4	L4	L4	L4	L4	L4
F5G7 10	Business and E-Commerce: An Introduction	L4	L4	L4			L4						
F5G9 10	Business and Marketing: An Introduction												
F5G8 10	Business and Finance: An Introduction	L4	L4	L4	L4	L4	L4	L4					

H18X 45	Personal Development: Self - Awareness									L5				
H18W 45	Personal Development: Practical Abilities									L5				
H18P 45	Personal Development: Self and Work									L5				

**Key:**

<b>Communication:</b>	W (R) = Written (Reading)	W (W) = Written (Writing)	O = Oral
<b>Numeracy:</b>	UN = Using Number	UGI = Using Graphical Information	
<b>ICT:</b>	AI = Accessing Information	PCI: Providing/Creating Information	
<b>Problem Solving:</b>	CT = Critical Thinking	PO = Planning and Organising	RE = Reviewing and Evaluating
<b>Working with Others</b>	WCO = Working Co-operatively with Others	RCC = Reviewing Co-operative Contribution	

## SCQF Level 6

Unit code	Unit title	Communication			Numeracy		ICT		Problem Solving			Working with Others	
		W (R)	W (W)	O	UN	UGI	AI	PCI	CT	PO	RE	WCO	RCC
H18P 46	Personal Development: Self and Work								L6				
J614 46	Enterprise Skills								L6	L6	L6	L6	
J5CL 46	Working for Yourself												
HF88 46	Work Placement								L6	L6	L6	L6	L6
F3GE 12	Working with Others											L6	L6
F38Y 12	Skills for Customer Care												
D36J 12	Local Investigations								L6	L6	L6	L6	L6
F78C 46	Leadership: An Introduction								L6				
F78D 46	Leadership in Practice								L6	L6	L6	L6	
J5Y6 46	Enterprise in the Community								L5	L5	L5	L5	L5
H18X 46	Personal Development: Self - Awareness								L6				
H18W 46	Personal Development: Practical Abilities								L6				
H18N 46	Personal Development: Self and Community								L6			L6	L6

### Key:

<b>Communication:</b>	W (R) = Written (Reading)	W (W) = Written (Writing)	O = Oral
<b>Numeracy:</b>	UN = Using Number	UGI = Using Graphical Information	
<b>ICT:</b>	AI = Accessing Information	PCI: Providing/Creating Information	
<b>Problem Solving:</b>	CT = Critical Thinking	PO = Planning and Organising	RE = Reviewing and Evaluating
<b>Working with Others</b>	WCO = Working Co-operatively with Others	RCC = Reviewing Co-operative Contribution	

## 5.4 Assessment strategy for the qualification(s)

	SCQF Level 3 Unit		Assessment			
			Outcome 1	Outcome 2	Outcome 3	Outcome 4
H18P 43	Personal Development: Self and Work	Open	Written /orally recorded	Performance	Written / orally recorded	-
J614 43	Enterprise Skills	Open	Written /orally recorded	Performance	Written / orally recorded	-
HF88 43	Work Placement	Open	Written /orally recorded	Performance	Written / orally recorded	-
F3GE 09	Working with Others	Open	Written /orally recorded	Performance	-	-
D36J 09	Local Investigations	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-
E94C 09	Community Involvement	Open	Written /orally recorded	Written /orally recorded / performance	Written /orally recorded / performance	Written / orally recorded
F2FV 09	Personal Development: Self Awareness	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18W 43	Personal Development: Practical Abilities	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18N 43	Personal Development: Self and Community	Open	Written /orally recorded	Performance	Written / orally recorded	-
F786 09	Preparing for Employment: First Steps*	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
F787 09	Building Own Employability Skills*	Open	Written /orally recorded	Written /orally recorded / performance	-	-
F788 09	Responsibilities of Employment*	Open	Written /orally recorded	Written /orally recorded	-	-
F789 09	Dealing with Work Situations*	Open	Written /orally recorded	Written /orally recorded	-	-

	SCQF Level 4 Unit		Assessment			
			Outcome 1	Outcome 2	Outcome 3	Outcome 4
H18P 44	Personal Development: Self and Work	Open	Written /orally recorded	Performance	Written / orally recorded	-
J5CR 44	Working for Yourself	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
FM28 10	Working for Yourself (Finishes 31/07/2023)	Open	Written /orally recorded	Performance	Written / orally recorded	-
J614 44	Enterprise Skills	Open	Written /orally recorded	Performance	Written / orally recorded	-
D36N 10	Enterprise Activity (Finishes 31/07/2024)	Open	Written /orally recorded	Written /orally recorded / Performance	Performance	Written /orally recorded
HF88 44	Work Placement	Open	Written /orally recorded	Performance	Written / orally recorded	-
J581 44	Virtual Work Placement	Open	Written /orally recorded	Performance	Written / orally recorded	-
F3GE 10	Working with Others	Open	Written /orally recorded	Performance	-	-
F38W 10	Skills for Customer Care	Open	Written /orally recorded	Performance	Performance	Performance
J1JT 44	Financial Skills for Small Business: An Introduction	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
D36J 10	Local Investigations	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-
E94C 10	Community Involvement	Open	Written /orally recorded	Written /orally recorded / performance	Written /orally recorded / performance	Written / orally recorded
F5G6 10	Customer Service for the Entrepreneur	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	Written / orally recorded
F5GA 10	Establishing a Business Identity	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-



F5G7 10	Business and E-Commerce: An Introduction	Open	Written /orally recorded	Written /orally recorded	-	-
F5G9 10	Business and Marketing: An Introduction	Open	Written /orally recorded	Written /orally recorded	-	-
F5G8 10	Business and Finance: An Introduction	Open	Written /orally recorded	Written /orally recorded	-	-
F57F 10	Preparing to Work*	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	Written /orally recorded
F786 10	Preparing for Employment: First Steps*	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
F787 10	Building Own Employability Skills*	Open	Written /orally recorded	Written /orally recorded / performance	-	-
F788 10	Responsibilities of Employment*	Open	Written /orally recorded	Written /orally recorded	-	-
F789 10	Dealing with Work Situations*	Open	Written /orally recorded	Written /orally recorded	-	-
H18X 44	Personal Development: Self - Awareness	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18W 44	Personal Development: Practical Abilities	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18N 44	Personal Development: Self and Community	Open	Written /orally recorded	Performance	Written / orally recorded	-

	SCQF Level 5 Unit		Assessment			
			Outcome 1	Outcome 2	Outcome 3	Outcome 4
H18P 44	Personal Development: Self and Work	Open	Written /orally recorded	Performance	Written / orally recorded	-
J5CR 44	Working for Yourself	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
FM28 10	Working for Yourself (Finishes 31/07/2023)	Open	Written /orally recorded	Performance	Written / orally recorded	-
J614 44	Enterprise Skills	Open	Written /orally recorded	Performance	Written / orally recorded	-
D36N 10	Enterprise Activity (Finishes 31/07/2024)	Open	Written /orally recorded	Written /orally recorded / Performance	Performance	Written /orally recorded
HF88 44	Work Placement	Open	Written /orally recorded	Performance	Written / orally recorded	-
J581 44	Virtual Work Placement	Open	Written /orally recorded	Performance	Written / orally recorded	-
F3GE 10	Working with Others	Open	Written /orally recorded	Performance	-	-
F38W 10	Skills for Customer Care	Open	Written /orally recorded	Performance	Performance	Performance
J1JT 44	Financial Skills for Small Business: An Introduction	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
D36J 10	Local Investigations	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-
E94C 10	Community Involvement	Open	Written /orally recorded	Written /orally recorded / performance	Written /orally recorded / performance	Written / orally recorded
F5G6 10	Customer Service for the Entrepreneur	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	Written / orally recorded
F5GA 10	Establishing a Business Identity	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-

F5G7 10	Business and E-Commerce: An Introduction	Open	Written /orally recorded	Written /orally recorded	-	-
F5G9 10	Business and Marketing: An Introduction	Open	Written /orally recorded	Written /orally recorded	-	-
F5G8 10	Business and Finance: An Introduction	Open	Written /orally recorded	Written /orally recorded	-	-
F57F 10	Preparing to Work*	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	Written /orally recorded
F786 10	Preparing for Employment: First Steps*	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
F787 10	Building Own Employability Skills*	Open	Written /orally recorded	Written /orally recorded / performance	-	-
F788 10	Responsibilities of Employment*	Open	Written /orally recorded	Written /orally recorded	-	-
F789 10	Dealing with Work Situations*	Open	Written /orally recorded	Written /orally recorded	-	-
H18X 44	Personal Development: Self - Awareness	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18W 44	Personal Development: Practical Abilities	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18N 44	Personal Development: Self and Community	Open	Written /orally recorded	Performance	Written / orally recorded	-

	SCQF Level 6 Unit		Assessment			
			Outcome 1	Outcome 2	Outcome 3	Outcome 4
H18P 46	Personal Development: Self and Work	Open	Self - assessment	folio	review	-
J614 46	Enterprise Skills	Open	Written /orally recorded	Performance Written /orally recorded	Written / orally recorded	-
J5CL 46	Working for Yourself	Open	Written /orally recorded	Written /orally recorded / performance	Written /orally recorded	-
HF88 46	Work Placement	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	Written /orally recorded
F3GE 12	Working with Others	Open	Written /orally recorded	Performance	-	-
F38Y 12	Skills for Customer Care	Open	Written /orally recorded	Written /orally recorded	Written /orally recorded	-
D36J 12	Local Investigations	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-
F78C 46	Leadership: An Introduction	Open	Written /orally recorded	Written /orally recorded	Written / orally recorded	-
F78D 46	Leadership in Practice	Open	Written /orally recorded	Performance	Written / orally recorded	-
J5Y6 46	Enterprise in the Community	Open	Written /orally recorded	Performance	Written / orally recorded	-
H18X 46	Personal Development: Self - Awareness	Open	Template / folio	Template / folio / performance	Template / folio	-
H18W 46	Personal Development: Practical Abilities	Open	Template / folio	Template / folio / performance	Template / folio	-
H18N 46	Personal Development: Self and Community	Open	Template / folio	Template / folio / performance	Template / folio	-

## 6 Guidance on approaches to delivery and assessment

All units may be delivered as freestanding units or as part of the Group Award. The flexible nature of the award allows centres a variety of options in how to deliver to candidates.

Some suggested methods are:

- ◆ Case studies
- ◆ Group work
- ◆ Guest speakers
- ◆ Investigations
- ◆ Internet resources
- ◆ Lectures
- ◆ Projects
- ◆ Role play
- ◆ Site visits
- ◆ Tutorials
- ◆ Work based learning

This list is indicative and neither mandatory nor exhaustive.

Gathering supporting evidence is crucial in the delivery of the component units. Some suggested methods are:

- ◆ Assessor observation checklist
- ◆ Candidate folio
- ◆ Event plans and details
- ◆ Q & A sheets
- ◆ Online evidence
- ◆ Reflective Accounts
- ◆ Risk assessment
- ◆ Self – evaluation and review

This list is indicative and not exhaustive.

Centres may wish to incorporate partnership working into the delivery of this award.

### 6.1 Sequencing/integration of units

Due to the flexible nature of the award, there are a great many variations in modes of delivery. The award delivery should be tailored to the needs of learners. Delivery can be a cohesive, integrated approach or a unit – by – unit delivery; either method is acceptable if it is planned to maximise the learning opportunities of candidates.

Centres may also plan a deliver that focuses on a particular aspect of the award e.g. enterprise, employability, self – awareness where the main focus of the selected units allows a deeper emphasis on the chosen aspect. There is also scope to create a project based approach with candidates achieving all necessary units as they compete their project.

## 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
- ◆ Course and/or external assessments
- ◆ 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](http://www.sqa.org.uk).

The following sub-sections outline how existing SQA unit(s) may contribute to this group award. Additionally, they also outline how this group award may be recognised for professional and articulation purposes.

## 6.3 Opportunities for e-assessment

All of the component units for this award can be delivered in written / paper format or as part of an electronic portfolio.

## 6.4 Support materials

A list of existing Assessment Support Packs (ASPs) is available to view on SQA's website.

## 6.5 Resource requirements

Each individual unit has a list of possible resources required for delivery. The resources required for delivery will be unique to the projects undertaken by learners.

## 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](http://www.sqa.org.uk/assessmentarrangements).

### Internal and external verification

All assessments used within this/these qualification(s) 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](http://www.sqa.org.uk/GuideToAssessment)).

## 8 Glossary of terms

**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:

- ◆ candidates 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)

**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 candidates 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](http://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.

**Subject unit:** Subject units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**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 candidates for the unit which has been revised where they are expected to complete the unit before its finish date.

Version Number	Description	Date
14	<b>Addition of Group Awards:</b> The frameworks for NPA Enterprise and Employability SCQF Level 3 GT5J 43 and NPA Enterprise and Employability SCQF Level 6 GT5K46 have been added. Both qualifications begin 01/08/2022.	12/05/22
13	<b>Revision of Units:</b> J614 44 Enterprise Skills has replaced D36N 10 Enterprise Activity. J614 45 Enterprise Skills has replaced D36N 11 Enterprise Activity. D36N 10 and D36N 11 will finish on 31/07/2024.	01/02/22
12	<b>G976 44 and G9AH 45</b> <b>Revision of unit:</b> J581 44 -Virtual Work Placement added to framework as an alternative to HF88 44 Work Placement.	06/07/21
11	<b>Revision of Units:</b> FM28 10 Working for Yourself (finish date 31/07/2023) has been replaced by J5CR 44 Working for Yourself for G976 44 Framework.  FM99 11 Working for Yourself (finish date 31/07/2023) has been replaced by J5CP 45 Working for Yourself for G9AH 45 Framework.	07/05/21
10	<b>Revision of Units:</b> F5G5 10 Financial Skills for a Small Business: An Introduction (finish date 31/07/2021) has been replaced by J1JT 44 Financial Skills for a Small Business: An Introduction (start date 01/08/2019) for both frameworks	28/11/2018
09	SCQF Level 5 NPA (G9AH 45) Qualification Structure - correction to code of unit <i>Skills for Customer Care</i> .	04/09/2017
08	<b>G976 44</b> <b>Revision of Unit:</b> D36H 10 Work Experience <i>has been revised by HF88 44 Work Placement and will finish on 31/07/2017.</i>  <b>G9AH 45</b> <b>Revision of Unit:</b> D36H 11 Work Experience <i>has been revised by HF88 45 Work Placement and will finish on 31/07/2017.</i>	22/07/2016

Version Number	Description	Date
07	<b>G9AH 45</b> <b>Revision of Unit:</b> F78A 11 Leadership: An Introduction <i>has been revised by F78C 45 Leadership: An Introduction and finished on 30/04/2014.</i> <b>Revision of Unit:</b> F78B 11 Leadership in Practice <i>has been revised by F78D 45 Leadership in Practice and finished on 30/04/2014.</i>	11/06/2014
06	<b>Revision of Unit:</b> F2FV 10 Personal Development: Self Awareness <i>has been revised by H18X 44 Personal Development: Self Awareness and will finish on 31/07/2016.</i> F37X 10 Personal Development: Self and Work <i>has been revised by H18P 44 Personal Development: Self and Work and will finish on 31/07/2016.</i> F2FV 11 Personal Development: Self Awareness <i>has been revised by H18X 45 and will finish on 31/07/2016.</i> F37X 11 Personal Development: Self and Work <i>has been revised by H18P 45 Personal Development: Self and Work and will finish on 31/07/2016.</i>	14/05/2014
05	Units in Leadership, Local Investigations, Community Involvement and Personal Development added as additional options.	13/01/2014
04	Revision of Personal Development: Self and Work (F37X 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) Revision of Personal Development: Self and Work (F37X 11),(lapse date 31/07/2013,finish date 31/07/2015) Revision of Personal Development: Self Awareness (F2FV 11),(lapse date 31/07/2013,finish date 31/07/2015)	14/02/2013
03	New 'Working for Yourself' Units FM28 10 and FM99 11 added to the qualification frameworks.	06/06/11
02	Code changes for level 5 award amended from G976 45 to G9AH 45 — typographical error.	17/06/09

## Acknowledgement

SQA acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

Template version: July 2020

## 9 General information for learners

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

This award is a National Progression Award that focuses on enterprise skills and employability.

It is available at four levels: SCQF levels 3 – 6.

This award offers you the opportunity to expand your knowledge of the component topics and study a selection of units that will allow you to gain qualifications in the selected areas. The award can be customised to suit your interest, mode of study or fit your future career path.

You will be asked to study a prechosen selection of units that, together, will generate enough evidence to allow certification in the whole NPA.

The choice of units will be decided in consultation with your centre and should match the types of projects undertaken by the candidate.

All the component units have 'open – book' assessment methods and this type of assessment may suit you as it provides continuous assessment and gathering of evidence as projects develop.

The award is flexible in design and offers a great variety and scope of learning techniques widening its appeal to all learners.