



## **Group Award Specification for:**

**Professional Development Award (PDA) in Installing  
and Maintaining Electronic Fire and Security  
Systems at SCQF level 6**

**Group Award Code: GV4L 46**

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# 1 Introduction

This is the group award specification for the PDA in Installing and Maintaining Electronic Fire and Security Systems at SCQF level 6.

The purpose of this document is to:

- ◆ Assist centres to implement, deliver and manage the qualification.
- ◆ Provide a guide for new staff involved in offering the qualification.
- ◆ Inform course managers teaching staff, assessors, learners, employers and higher education institutes (HEIs) of the aims and purpose of the qualification.
- ◆ Provide details of the range of learners the qualification is suitable for and progression opportunities.

## Qualification title

The title of the award reflects the outcome of the sum of the competences developed within the qualification, the outcome being that learners will develop knowledge, understanding and skills in the processes involved in the installation and maintenance of Electronic Fire and Security Systems.

## Who the qualification is aimed at

- 1 Those in employment within the security industry who are attending a centre on a part-time basis to undertake the PDA and SVQ in Providing Electronic Fire and Security Systems at SCQF level 6 and Modern Apprenticeship level 3.
- 2 Those within the security industry who may wish to upskill and acquire a formal qualification in installing electronic fire and security systems.

The current framework of qualifications in this sector in Scotland is:

## Modern Apprenticeship in Electronic Security Systems at level 3

## SVQ in Providing Electronic Fire and Security Systems at SCQF level 6

## PDA in Installing and Maintaining Electronic Fire and Security Systems at SCQF level 6.

## 2 Qualification structure

The group award is made up of 14 SQA unit credits. It comprises 112 SCQF credit points of which all are at SCQF level 6. A mapping of Core Skills development opportunities is available in section 5.3.

### 2.1 Structure

#### **PDA in Installing and Maintaining Electronic Fire and Security Systems at SCQF level 6.**

All units within the award are mandatory.

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
J6N7	33	Electronic Fire and Security Systems Installation: Health and Safety Practices	1	8	6
J74D	33	Electronic Fire and Security Systems: Installation Practices	1	8	6
J6S1	33	Electronic Fire and Security Systems Installation: Introduction to Security	1	8	6
J6S2	33	Electronic Fire and Security Systems: Electrical Engineering Principles	2	16	6
J6S3	33	Electronic Fire and Security Systems: Video Surveillance System Installation	1	8	6
J6S4	33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	1	8	6
J7X2	33	Electronic Fire and Security Systems: Access Control Systems Installation	1	8	6
J7X1	33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	1	8	6
J7C9	33	Electronic Fire and Security Systems: Remote Monitoring and Communications	1	8	6
J7YG	33	Electronic Fire and Security Systems Installation: Commissioning	1	8	6
J7YR	33	Maintaining the Performance of Electronic Fire and Security Systems	1	8	6
J6X5	33	Electronic Fire and Security Systems: Cyber Security	1	8	6
J6Y5	33	Electronic Fire and Security Systems: IP Networking	1	8	6

## 3 Aims of the qualification

### Principal aim of the qualification

The principal aim of the qualification is to develop underpinning knowledge, understanding and skills required to complete the SVQ in Providing Electronic Fire and Security Systems at SCQF level 6 and the Modern Apprenticeship in Electronic Security Systems at level 3.

### 3.1 General aims of the qualification

The general aims of this group award are to:

- 1 Develop Core Skills in Communication, Numeracy, Problem Solving, Working with Others and ICT.
- 2 Develop skills in planning and organising.
- 3 Develop skills in goal setting, managing time, meeting deadlines, punctuality.
- 4 Develop skills in working as an individual as well as with others.
- 5 Develop research and study skills.
- 6 Provide opportunities for career progression and employment opportunities.
- 7 Provide opportunities for continuing professional development.

### 3.2 Specific aims of the qualification

The specific aims of this group award are to:

- 1 Develop knowledge and skills in the installation and maintenance of electronic fire and security systems.
- 2 Develop skills that meet the current and emerging needs of the security systems sector, particularly in relation to the use of new technologies.
- 3 Provide underpinning knowledge and skills required to complete the SVQ in Providing Electronic Fire and Security Systems at SCQF level 6.
- 4 Meet the requirements of the Modern Apprenticeship in Electronic Security Systems at level 3.
- 5 Formalise and standardise training in this sector for Scotland.
- 6 Develop IT, Networking and Cyber Security skills to allow networking of security systems while maintaining the confidentiality, integrity and availability of information.

## 4 Recommended entry to the qualification

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:

- 1 Attained qualifications which demonstrate competence in Numeracy at SCQF level 5, for example:

F3GF 11: Numeracy (Core Skill unit)  
C847 75: National 5 Mathematics  
C884 75: National 5 Applications of Mathematics

- 2 Attained qualifications which demonstrate competence in Communication at SCQF level 5, for example:

F3GB 11: Communication (Core Skill unit)  
C824 75: National 5 English

- 3 Attained a science or technical qualification at SCQF level 5, for example:

C857 75: National 5 Physics  
C816 75: National 5 Computing Science  
C835 75 : National 5 Graphic Communication

In addition, to evidence of attained qualifications, centres may wish to consider using a pre-entry test and interview to ensure that each prospective learner has sufficient academic ability and the appropriate personal qualities to achieve the award.

### 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.

<b>Core Skill</b>	<b>Recommended SCQF entry profile</b>	<b>Associated assessment activities</b>
Communication	5	Learners will need to have good written and oral communication skills. Learners will have to produce a variety of reports and communicate with customers both in writing and verbally.
Numeracy	5	Good numerical skills are essential for learners undertaking this qualification. Learners will have to carry out calculations using complex formulae.
Information and Communication Technology (ICT)	5	<p>Learners will require good ICT skills. Learners will be required to access information from a variety of sources and carry out online searches as part of research activity. Learners will also use electronic portfolios.</p> <p>Learners will require IT Networking and cyber security knowledge to understand how to connect security systems to different networks.</p>
Problem Solving	5	Problem Solving skills are essential for learners undertaking this qualification. Learners will experience a variety of situations where they will have to use skills in analysis and evaluation. For example, fault finding on systems.
Working with Others	5	Working with Others is an integral part of this qualification. Learners will participate in group activities as part of their course work. In employment they will be working with colleagues and customers.

## 5 Additional benefits of the qualification in meeting employer needs

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

This qualification is also designed to assist employers who strive to meet some of the appropriate United Nations (UN) Sustainable Goals. More information at <https://sdgs.un.org/goals>

Examples of sustainable practices that can be linked to some of the UN Sustainability Goals follow.

In the security industry, the largest contribution to carbon emissions is employee travel to customers' premises. Teaching in the unit Electronic Fire and Security Systems: Remote Monitoring and Communications develops the skills required to securely access customers' security systems thus eliminating the need for travelling.

Centres are encouraged to use an e-portfolio to record evidence electronically eliminating the need for paper-based assessments. Everyone involved in the assessment process should have access to this information remotely. The e-portfolio can also be used to demonstrate the learner's progress to employers.

Security industry organisations are required to complete security screening on new recruits. Security screening involves the right to work checks, including modern day slavery, equality and diversity checks.

New products within the security industry are being developed constantly. These are leading to a reduction in energy usage, an increase in recycled packaging and the elimination of hazardous or special substances.



## 5.1 Mapping of qualification aims to units

### General aims:

Code	Unit title	Aim 1	Aim 2	Aim 3	Aim 4	Aim 5	Aim 6	Aim 7
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	X	X	X	X	X	X	X
J74D 33	Electronic Fire and Security Systems: Installation Practices	X	X	X	X	X	X	X
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security	X	X	X	X	X	X	X
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles	X	X	X	X	X	X	X
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation	X	X	X	X	X	X	X
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	X	X	X	X	X	X	X
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation	X	X	X	X	X	X	X
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	X	X	X	X	X	X	X
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications	X	X	X	X	X	X	X
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning	X	X	X	X	X	X	X
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	X	X	X	X	X	X	X
J6X5 33	Electronic Fire and Security Systems: Cyber Security	X	X		X	X	X	X
J6Y5 33	Electronic Fire and Security Systems: IP Networking	X	X		X	X	X	X

**Specific aims:**

Code	Unit title	Aim 1	Aim 2	Aim 3	Aim 4	Aim 5	Aim 6
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	X	X	X	X	X	
J74D 33	Electronic Fire and Security Systems: Installation Practices	X	X	X	X	X	X
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security	X	X	X	X	X	X
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles	X	X	X	X	X	
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation	X	X	X	X	X	X
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	X	X	X	X	X	X
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation	X	X	X	X	X	X
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	X	X	X	X	X	
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications	X	X	X	X	X	X
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning	X	X	X	X	X	X
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	X	X	X	X	X	X
J6X5 33	Electronic Fire and Security Systems: Cyber Security	X	X	X	X	X	X
J6Y5 33	Electronic Fire and Security Systems: IP Networking	X	X	X	X	X	X

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

Code	Unit title	National Occupational Standards (NOS)
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	SFS 2, SFS SYS 6, SFS SYS 8, SFS SYS 10
J74D 33	Electronic Fire and Security Systems: Installation Practices	SFS 2, SFS 4, SFS SYS 6, SFS SYS 8, SFS SYS 10
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security	SFS 3, SFS 4, SFS 5, SFS 6, SFS 8
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles	SFS SYS 10, SFS SYS 11
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation	SFS SYS 6, SFS SYS 8, SFS SYS 10, SFS SYS 11, SFS SYS 12
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	SFS SYS 6, SFS SYS 8, SFS SYS 10, SFS SYS 11
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation	SFS SYS 6, SFS SYS 8, SFS SYS 10
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	SFS SYS 6, SFS SYS 8, SFS SYS 10, SFS SYS 11
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications	SFS SYS 6, SFS SYS 8, SFS SYS 10, SFS SYS 11, SFS SYS 12
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning	SFS SYS 11, SFS SYS 12, SFS SYS 17
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	SFS 4, SFS 5, SFS SYS 7, SFS SYS 13
J6X5 33	Electronic Fire and Security Systems: Cyber Security	SFS SYS 4, SFS SYS 6, SFS SYS 10, SFS SYS 11, SFS SYS 12, SFS SYS 13 and 14
J6Y5 33	Electronic Fire and Security Systems: IP Networking	SFS SYS 4, SFS SYS 6, SFS SYS 10, SFS SYS 11, SFS SYS 12, SFS SYS 13 and 14

## 5.3 Mapping of Core Skills development opportunities across the qualifications

The following tables indicates where there are opportunities to develop Core Skills within the units.

### Communication

Unit code	Unit title	Written (Reading)	Written (Writing)	Oral
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices		SCQF level 5	SCQF level 6
J74D 33	Electronic Fire and Security Systems: Installation Practices		SCQF level 5	SCQF level 6
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security		SCQF level 5	SCQF level 6
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles		SCQF level 5	SCQF level 6
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation		SCQF level 5	SCQF level 6
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation		SCQF level 5	SCQF level 6
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation		SCQF level 5	SCQF level 6
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation		SCQF level 5	SCQF level 6
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications		SCQF level 5	SCQF level 6
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning		SCQF level 5	SCQF level 6
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems		SCQF level 5	SCQF level 6
J6X5 33	Electronic Fire and Security Systems: Cyber Security		SCQF level 5	SCQF level 6
J6Y5 33	Electronic Fire and Security Systems: IP Networking		SCQF level 5	SCQF level 6

## Numeracy

Unit code	Unit title	Using Number	Using Graphical Information
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices		
J74D 33	Electronic Fire and Security Systems: Installation Practices		
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security		
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles	SCQF level 5	
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation		
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation		
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation		
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	SCQF level 5	
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications		
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning		
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	SCQF level 5	
J6X5 33	Electronic Fire and Security Systems: Cyber Security		
J6Y5 33	Electronic Fire and Security Systems: IP Networking		

## Information and Communication Technology (ICT)

Unit code	Unit title	Accessing Information	Providing/Creating Information
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	SCQF level 6	
J74D 33	Electronic Fire and Security Systems: Installation Practices	SCQF level 6	
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security	SCQF level 6	
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles		
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation	SCQF level 6	
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	SCQF level 6	
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation	SCQF level 6	
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	SCQF level 6	
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications	SCQF level 6	
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning	SCQF level 6	
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	SCQF level 6	
J6X5 33	Electronic Fire and Security Systems: Cyber Security	SCQF level 6	
J6Y5 33	Electronic Fire and Security Systems: IP Networking	SCQF level 6	

## Problem Solving

Unit code	Unit title	Critical Thinking	Planning and Organising	Reviewing and Evaluating
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	SCQF level 5	SCQF level 5	
J74D 33	Electronic Fire and Security Systems: Installation Practices	SCQF level 5	SCQF level 5	
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security	SCQF level 5	SCQF level 5	
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles	SCQF level 5	SCQF level 5	
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation	SCQF level 5	SCQF level 5	
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	SCQF level 5	SCQF level 5	
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation	SCQF level 5	SCQF level 5	
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	SCQF level 5	SCQF level 5	
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications	SCQF level 5	SCQF level 5	
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning	SCQF level 5	SCQF level 5	
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	SCQF level 5	SCQF level 5	
J6X5 33	Electronic Fire and Security Systems: Cyber Security	SCQF level 5	SCQF level 5	
J6Y5 33	Electronic Fire and Security Systems: IP Networking	SCQF level 5	SCQF level 5	

## Working with Others

Unit code	Unit title	Working Co-operatively with Others	Reviewing Co-operative Contribution
J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	SCQF level 6	
J74D 33	Electronic Fire and Security Systems: Installation Practices	SCQF level 6	
J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security	SCQF level 6	
J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles	SCQF level 6	
J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation	SCQF level 6	
J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	SCQF level 6	
J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation	SCQF level 6	
J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	SCQF level 6	
J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications	SCQF level 6	
J7YG 33	Electronic Fire and Security Systems Installation: Commissioning		
J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems	SCQF level 6	
J6X5 33	Electronic Fire and Security Systems: Cyber Security	SCQF level 6	
J6Y5 33	Electronic Fire and Security Systems: IP Networking	SCQF level 6	



## 5.4 Assessment strategy for the qualifications

<b>Unit code and title</b>	<b>Assessment Year 1: Outcome 1</b>	<b>Assessment Year 1: Outcome 2</b>	<b>Assessment Year 1: Outcome 3</b>	<b>Assessment Year 1: Outcome 4</b>	<b>Assessment Year 1: Outcome 5</b>	<b>Assessment Year 1: Outcome 6</b>
J6N7 33: Electronic Fire and Security Systems Installation: Health and Safety Practices	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Not applicable (N / A).	Not applicable (N / A).
J74D 33: Electronic Fire and Security Systems: Installation Practices	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).	(N / A).
J6S1 33: Electronic Fire and Security Systems Installation: Introduction to Security	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. Two hours approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).	(N / A).
J6S2 33: Electronic Fire and Security Systems: Electrical Engineering Principles	Closed-book, timed and supervised. One hour 30 minutes approximately. No sampling. Practical assessment.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. Two hours approximately. No sampling. Practical assessment.	Closed-book, timed and supervised. One hour 30 minutes approximately.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.

<b>Unit code and title</b>	<b>Assessment Year 2: Outcome 1</b>	<b>Assessment Year 2: Outcome 2</b>	<b>Assessment Year 2: Outcome 3</b>	<b>Assessment Year 2: Outcome 4</b>	<b>Assessment Year 2: Outcome 5</b>	<b>Assessment Year 2: Outcome 6</b>
J6S3 33: Electronic Fire and Security Systems: Video Surveillance System Installation	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).	(N / A).
J6S4 33: Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).
J7X2 33: Electronic Fire and Security Systems: Access Control Systems Installation	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).	(N / A).	(N / A).
J7X1 33: Electronic Fire and Security Systems: Fire Alarm Systems Installation	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).	(N / A).

<b>Unit code and title</b>	<b>Assessment Year 3: Outcome 1</b>	<b>Assessment Year 3: Outcome 2</b>	<b>Assessment Year 3: Outcome 3</b>	<b>Assessment Year 3: Outcome 4</b>	<b>Assessment Year 3: Outcome 5</b>	<b>Assessment Year 3: Outcome 6</b>
J7C9 33: Electronic Fire and Remote Monitoring and Communications	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).
J7YG 33: Electronic Fire and Security Systems Installation: Commissioning	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).
J7YR 33: Maintaining the Performance of Electronic Fire and Security Systems	Closed-book, timed and supervised. One hour approximately. No sampling.	Closed-book, timed and supervised. One hour approximately. No sampling. Practical assessment.	Closed-book, timed and supervised. One hour approximately. No sampling. Practical assessment.	Closed-book, timed and supervised. One hour approximately. No sampling.	(N / A).	(N / A).
J6X5 33: Electronic Fire and Security Systems: Cyber Security	Closed-book, timed and supervised. Forty five minutes approximately. No sampling.	Closed-book, timed and supervised. Forty five minutes approximately. No sampling.	Closed-book, timed and supervised. Forty five minutes approximately. No sampling.	(N / A).	(N / A).	(N / A).

<b>Unit code and title</b>	<b>Assessment Year 3: Outcome 1</b>	<b>Assessment Year 3: Outcome 2</b>	<b>Assessment Year 3: Outcome 3</b>	<b>Assessment Year 3: Outcome 4</b>	<b>Assessment Year 3: Outcome 5</b>	<b>Assessment Year 3: Outcome 6</b>
J6Y5 33: Electronic Fire and Security Systems: IP Networking	Closed-book, timed and supervised. Forty five minutes approximately. No sampling.	Closed-book, timed and supervised. Forty five minutes approximately. No sampling.	Closed-book, timed and supervised. Forty five minutes approximately. No sampling.	(N / A).	(N / A).	(N / A).

# 6 Guidance on approaches to delivery and assessment

## Overview of qualification and what it aims to achieve

This qualification aims to develop knowledge, understanding and skills required to work in the business of installing and maintaining electronic fire and security systems. It provides underpinning knowledge and skills required to complete the SVQ in Providing Electronic Fire and Security Systems at SCQF level 6 and the Modern Apprenticeship in Electronic Security Systems at level 3.

Care should be taken to ensure that learners have the necessary underpinning skills before undertaking the award.

Suggested methods of delivery and mandatory assessment requirements are detailed in the individual unit specifications and provide centres with valuable information which help with the standardisation of the award. Where possible integration and holistic assessment should be used to support best practice in teaching, learning and assessment.

Integrative and holistic approaches to assessment mean that formal assessment can take place at the end of each unit. Centres may wish to devise checklists to ensure learners are 'on track' to completion. These can assist learners to map their progress throughout the award. E-portfolios will assist the centre in showing progress bars to the individual and their employer.

The use of photography or videos to generate investigative research could be encouraged. Although not an assessment requirement, it can be used in online e-portfolio work and contribute to the development of the evidence requirements that support the SVQ.

Where possible the use of new and digital technologies should be encouraged. The use of mobile phones, tablets and software packages will help to ensure learning is current and contribute to a learner's ability to engage with wider support tools, such as supplier online video libraries, user and installer manuals and other online materials.

Trade associations and independent regulators provide a wide range of resources on their websites.

It is essential that learners understand the subject-specific Health and Safety guidance and observe safe and considerate working practices in line with professional practice throughout their studies. Due to the practical nature of the award, it is recommended that centres complete the Health and Safety unit first of all or early in delivery to raise awareness of risks to the learner and control measures in a variety of environments.

Centres can choose the sequence of delivery for units in the Professional Development Award. A suggested approach is provided later in this document.

## 6.1 Sequencing / integration of units

The award can be delivered in a variety of different ways. Current centres offer the following:

- ◆ Over 18 months, one day release per week
- ◆ Over 3 years, one day release every second week.
- ◆ 1st year, 9 weeks x 5 days; 2nd year, 9 weeks x 5 days; 3rd year, 5 weeks x 5 days

Unit assessments can be carried out at the discretion of the centre in the following ways:

- ◆ Outcome by outcome
- ◆ Combining outcomes
- ◆ One holistic assessment of the unit

This is a suggested sequence of delivery. Centres are free to deliver units in any suitable order.

### Year 1:

- ◆ Electronic Fire and Security Systems Installation: Health and Safety Practices
- ◆ Electronic Fire and Security Systems Installation: Introduction to Security
- ◆ Electronic Fire and Security Systems: Electrical Engineering Principles
- ◆ Electronic Fire and Security Systems: Installation Practices

### Year 2:

- ◆ Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation
- ◆ Electronic Fire and Security Systems: Access Control Systems Installation
- ◆ Electronic Fire and Security Systems: Fire Alarm Systems Installation
- ◆ Electronic Fire and Security Systems: Video Surveillance System Installation (VSS)

### Year 3:

- ◆ Electronic Fire and Security Systems: Remote Monitoring and Communications
- ◆ Electronic Fire and Security Systems Installation: Commissioning
- ◆ Maintaining the Performance of Electronic Fire and Security Systems
- ◆ Electronic Fire and Security System: Cyber Security
- ◆ Electronic Fire and Security Systems: IP Networking

## 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 units may contribute to this group award. Additionally, they also outline how this group award may be recognised for professional and articulation purposes.

### 6.2.1 Articulation and / or progression

The PDA in Installing and Maintaining Electronic Fire and Security Systems provides the underpinning knowledge and skills required to complete the SVQ in Providing Electronic Fire and Security Systems at SCQF level 6. Both qualifications are mandatory components of the Modern Apprenticeship in Electronic Security Systems at level 3.

### 6.2.2 Professional recognition

There is no professional recognition on completion of this award.

### 6.2.3 Transitional arrangements

There are no transitional arrangements for this award.

### 6.2.4 Credit transfer

**2023**

Code	Unit title	Credit transfer	Code	Unit title
H6S2 33	Electronic Fire and Security Systems Installation: Health and Safety Practices	Yes	J6N7 33	Electronic Fire and Security Systems Installation: Health and Safety Practices
H6S5 33	Electronic Fire and Security Systems: Installation Practices	Yes	J74D 33	Electronic Fire and Security Systems: Installation Practices

<b>Code</b>	<b>Unit title</b>	<b>Credit transfer</b>	<b>Code</b>	<b>Unit title</b>
H6S3 33	Electronic Fire and Security Systems Installation: Introduction to Security	Yes	J6S1 33	Electronic Fire and Security Systems Installation: Introduction to Security
H6S4 33	Electronic Fire and Security Systems: Electrical Engineering Principles	Yes	J6S2 33	Electronic Fire and Security Systems: Electrical Engineering Principles
H6X3 33	Electronic Fire and Security Systems: CCTV Installation	Part	J6S3 33	Electronic Fire and Security Systems: Video Surveillance System Installation
H6T7 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	Part	J6S4 33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation
H6T9 33	Electronic Fire and Security Systems: Access Control Systems Installation	Part	J7X2 33	Electronic Fire and Security Systems: Access Control Systems Installation
H6T8 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	Part	J7X1 33	Electronic Fire and Security Systems: Fire Alarm Systems Installation
H6TA 33	Electronic Fire and Security Systems: Signalling	Part	J7C9 33	Electronic Fire and Security Systems: Remote Monitoring and Communications
H6X2 33	Electronic Fire and Security Systems Installation: Commissioning	Part	J7YG 33	Electronic Fire and Security Systems Installation: Commissioning
H6X4 33	Maintaining the Performance of Electronic Fire and Security Systems	Part	J7YR 33	Maintaining the Performance of Electronic Fire and Security Systems
N / A	No previous unit	No	J6X5 33	Electronic Fire and Security Systems: Cyber Security



Code	Unit title	Credit transfer	Code	Unit title
N / A	No previous unit	No	J6Y5 33	Electronic Fire and Security Systems: IP Networking

## 6.3 Opportunities for e-assessment

E-assessment is possible across the current centres using an industry standard electronic portfolio subscription service.

Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence.

## 6.4 Support materials

There are no Assessment Support Packs for the units within this award.

## 6.5 Resource requirements

To gain approval to deliver the PDA in Electronic Fire and Security Systems, centres must provide evidence that they can deliver the award and its component units successfully.

Lecturers / tutors / trainers, assessors and internal verifiers must demonstrate occupational competence in line with the requirements of the qualification and hold suitable teaching, assessing or internal verification qualifications.

Their experience should be relevant to the specialist knowledge and skills contained within the unit specifications. Evidence of this is required in advance of an approval visit. See Criterion 2.1 of the Systems and Qualification Approval Guide:

[https://www.sqa.org.uk/sqa/files\\_ccc/Systems\\_and\\_Qualification\\_Approval\\_Guide.pdf](https://www.sqa.org.uk/sqa/files_ccc/Systems_and_Qualification_Approval_Guide.pdf)

SQA must also be satisfied that centres have a suitable workplace environment with appropriate facilities to allow for the practical elements of the course to be fulfilled, along with suitable teaching and learning materials that will allow learners to meet the requirements of the qualification. See Criterion 2.4 and Part 2 of the Systems and Qualification Approval Guide: [https://www.sqa.org.uk/sqa/files\\_ccc/Systems\\_and\\_Qualification\\_Approval\\_Guide.pdf](https://www.sqa.org.uk/sqa/files_ccc/Systems_and_Qualification_Approval_Guide.pdf)

### Staff qualifications

Staff should be encouraged to have the following qualifications.

## **Lecturers / tutors / trainers**

Lecturers / tutors / trainers should hold an appropriate teaching qualification, for example:

- ◆ Teaching Qualification Further Education (TQFE)
- ◆ Teaching Qualification Secondary Education (PDGE)
- ◆ GR5K 49: Teaching Practice in Scotland's Colleges
- ◆ HE0T 33: Planning and Delivering Training Sessions to Groups at SCQF level 6

## **Assessors**

Assessors should hold an appropriate assessing qualification, for example:

- ◆ Teaching Qualification in Further Education (TQFE) plus CPD
- ◆ GM4L 48: Conduct the Assessment Process

## **Internal verifiers**

Internal verifiers should hold an appropriate internal verification qualification, for example:

- ◆ GM4M 48: Conduct the Internal Verification Process

# 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 these qualifications should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* ([www.sqa.org.uk/GuideToAssessment](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 arising 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

## Acknowledgement

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

Template version: October 2022.

## 9 General information for learners

This information 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.

The Professional Development Award (PDA) in Installing and Maintaining Electronic Fire and Security Systems is aimed at:

- 1 Those in employment within the security industry who are attending a centre on a part-time basis to undertake the PDA in Installing and Maintaining Electronic Fire and Security Systems, the SVQ in Providing Electronic Fire and Security Systems at SCQF level 6 and the Modern Apprenticeship level 3.
- 2 Those within the security industry who may wish to upskill and acquire a formal qualification in electronic fire and security systems.

You will participate in class lectures, group activities, practical work and independent research.

There are different ways in which you can be assessed. Questions will be generated to test your knowledge and understanding. Practical exercises will be used to assess your skills.

There is no automatic certification of Core Skills in the award. However, there are opportunities to develop the following components of Core Skills:

- ◆ Communication, (Oral Communication) SCQF level 6
- ◆ Communication (Written Communication) SCQF level 5
- ◆ Information and Communication Technology (ICT) (Accessing Information) SCQF level 6
- ◆ Numeracy (Using Number) SCQF level 5
- ◆ Problem Solving (Critical Thinking) SCQF level 5
- ◆ Problem Solving (Planning and Organising) SCQF level 5
- ◆ Working with Others (Working Co-operatively with Others) SCQF level 6

You will also develop a range of other employability skills, including goal setting, meeting deadlines, time management and punctuality. In addition, you will gain knowledge about sustainable practices and the United Nations Sustainability Goals.

In order to gain the PDA, you must achieve the following units:

4 code	2 code	Unit title	SQA credit	SCQF credit points	SCQF level
J6N7	33	Electronic Fire and Security Systems Installation: Health and Safety Practices	1	8	6
J74D	33	Electronic Fire and Security Systems: Installation Practices	1	8	6
J6S1	33	Electronic Fire and Security Systems Installation: Introduction to Security	1	8	6
J6S2	33	Electronic Fire and Security Systems: Electrical Engineering Principles	2	16	6
J6S3	33	Electronic Fire and Security Systems: Video Surveillance System Installation	1	8	6
J6S4	33	Electronic Fire and Security Systems: Intruder and Hold-Up Alarm Systems Installation	1	8	6
J7X2	33	Electronic Fire and Security Systems: Access Control Systems Installation	1	8	6
J7X1	33	Electronic Fire and Security Systems: Fire Alarm Systems Installation	1	8	6
J7C9	33	Electronic Fire and Security Systems: Remote Monitoring and Communications	1	8	6
J7YG	33	Electronic Fire and Security Systems Installation: Commissioning	1	8	6
J7YR	33	Maintaining the Performance of Electronic Fire and Security Systems	1	8	6
J6X5	33	Electronic Fire and Security Systems: Cyber Security	1	8	6
J6Y5	33	Electronic Fire and Security Systems: IP Networking	1	8	6

Although not directly awarded, completion of the Modern Apprenticeship Award will give you the opportunity to apply for professional recognition through the Institution of Engineering and Technology. Successful recognition will result in the Engineering Technical qualification being awarded.