



**August 2021**

## **Subject guidance for internally assessed qualifications in 2021–22**

Please read this document in conjunction with guidance for the assessment of internally assessed qualifications issued to centres in August 2021.

<b>Group award titles:</b>	HNC Furniture HND Furniture
<b>Group award codes:</b>	G8FY 15 G8G0 16

### **Introduction**

This subject-specific supplementary guidance has been produced to assist centres to deliver the HNC and HND Furniture and to find ways to mitigate the impact of COVID-19 restrictions. It focuses on supporting achievement of the HNC and HND in Furniture while maintaining the integrity of the qualification.

### **Adaptations to evidence requirements to help manage assessment**

#### **Higher National Units**

Centres can use the flexibilities that were introduced by SQA in August 2021, including integrating assessment and changing closed-book assessments to open-book assessments.

Please refer to the document, *Supporting the delivery, assessment and verification of SQA units, session 2021–22: Information and guidance for centres* published in August 2021.

#### **Graded units**

The need to complete the assessment of graded units (exam-based and project-based) in HNC, HND and SQA Advanced Qualifications for session 2021–22 was removed.

Please refer to the document, *Guidance on gathering key evidence for Higher National Graded Units in session 2021–22*.

These adaptations will help maximise time available for learning and teaching, ensure that the validity and integrity of the HNC and HND Furniture is maintained and will help to ensure the safety of lecturers and learners.

## Summary

This document provides information on the following:

- ◆ guidance on delivery and assessment
- ◆ planning for assessment
- ◆ course planning and timetabling
- ◆ specific group award aims
- ◆ general advice

## Delivery and assessment

The qualifications manager and qualifications officer have received feedback from delivering centres regarding the impact, and continuing disruption, caused by the ongoing restrictions.

We are very grateful for the contributions and co-operation of our college colleagues in the production of this guidance. From the discussions, it was clear that all centres delivering HNC and HND Furniture shared similar issues on how and what can be delivered to new and existing students:

- ◆ timetabling
- ◆ access to colleges and specialist equipment
- ◆ logistics involved in managing student numbers in classroom/studio settings
- ◆ compliance with government guidelines
- ◆ health and safety requirements — both general (ie college-wide) and specific to these qualifications
- ◆ course planning and assessment

## Planning for assessment

The following section is a summary of guidance issued by SQA in August 2021. It is necessary for learners to generate evidence that demonstrates that all outcomes of all units have been met. The emphasis is on planning and taking a whole course team approach to implement a combined approach to the collection of evidence generated by the learner. This should result in reducing assessment requirements by addressing duplication or overlapping assessment. Centres can implement the following processes:

- ◆ make use of combined instruments of assessment
- ◆ adaptations to current instruments of assessment

In addition to this the option of free prior verification is available. This was to ensure any combined assessments created or adaptations made by centres would meet the SQA core principles of assessment:

- ◆ valid
- ◆ reliable
- ◆ practicable
- ◆ equitable and fair

This guarantees that the National Standards will be upheld, during the current COVID-19 pandemic.

If a centre has not made use of the free prior verification service then the centre should clearly record all the adaptations made or combined assessments created to any instruments of assessment.

If the above options have not been employed, then the following actions should be taken.

1 Mandatory units:

- ◆ Review unit evidence requirements closely.
- ◆ Review and adapt instrument of assessment.
- ◆ Remember that guidance on delivery assumes studio/college-based delivery and access to resources.
- ◆ Assessors should consider carefully if delivery and assessment can be adapted in the current circumstances to provide opportunity for the candidate to meet the mandatory evidence requirements.

2 Optional units:

- ◆ Review unit evidence requirements closely.
- ◆ Review and adapt instrument of assessment where possible.
- ◆ Where possible swap unit for alternative that is less reliant on access to specialist resources.

3 Remove graded unit to allow for the additional time required to be utilised across all other units within the award.

4 Grade holistically based on all group award course aims: broad, general and specific listed below.

## **Broad aims of the group awards**

All HNCs and HNDs have a range of broad aims that are generally applicable to all equivalent higher education qualifications.

- ◆ developing knowledge and skills — planning, analysis and synthesising
- ◆ developing skills for employment and enhancing employment prospects
- ◆ enabling progression in the Scottish Credit and Qualifications Framework (SCQF)
- ◆ developing study and research skills
- ◆ developing options to permit an element of vocational specialisation
- ◆ preparing candidates for progression to further studies in specific subjects or related disciplines

## **General aims of the group awards**

The HNC and HND in Furniture share the following list of general aims:

- 1 To develop candidates' knowledge and skills such as planning, analysis, synthesising and evaluating work on an ongoing basis.
- 2 To enable progression within the SCQF.
- 3 To develop study and research skills appropriate to SCQF level 8.
- 4 To develop transferable skills including Core Skills to the levels demanded by employers and for progression to higher education institutions and degree courses.
- 5 To prepare candidates in specialist skills for progression to further studies in furniture and related areas.

## **Specific aims of the group awards**

The subject-specific related aims of both the HNC and HND are to:

- 1 To develop employment skills for a range of careers in the furniture and related industries.
- 2 To develop a range of high-level vocational skills within the context of furniture.
- 3 To demonstrate the ability to integrate and apply complex advance skills used in the furniture industry.
- 4 To carry out complex project work involving research, analysis, planning and budgeting.
- 5 To demonstrate the ability to manage projects effectively and evaluate their effectiveness in terms of time, budget and feasibility.

All holistic approaches to assessment being taken should be recorded in a matrix-style format, which clearly maps each unit to its corresponding group award course aim.

## **Course planning and timetabling**

The general guidance provides detailed information on this. However, in addition, consideration should be given to the potential impact of delivering individual units over two years. This may affect learners who may be unable or choose not to continue after year 1. It is, therefore, important that all learners have the opportunity to meet the conditions of award for the HNC. Ensuring that all mandatory units for the HNC are delivered is essential when planning for year 1 of the HND.

## General advice

- ◆ Where reference has been made to specific commercial software, by the centre, alternatives should be sought that are available to all.
- ◆ Where access is required to specialist workshop equipment and materials to meet assessment criteria, it is recommended that some of the specialist practical-based units could be moved within the timetable.
- ◆ Refer and review evidence requirements for flexibly and adaptation to suit general circumstances and demonstrate a level of competence that sufficiently indicates the learner's ability to meet requirements.

If you have any questions, please contact [qualification.development@sqa.org.uk](mailto:qualification.development@sqa.org.uk).

This guidance will be updated as required on an ongoing basis.