



## **School/College Partnership**

**Senior Phase Offer**

**2019/20**



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## Skills for Work: Automotive Skills National 4

Course Title	Skills for Work: Automotive Skills
Level	National 4
Campus	Kingsway
Days	Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units
The Garage
The Technician
The Car
The Vehicle Modification Project

## Progression Pathways

- SVQs and Modern Apprenticeships in Motor Vehicle Engineering – Day release
- Motor Vehicle Engineering – Full time course - Kingsway
- Scottish Progression Award in Engineering (National 5)
- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle.
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- Suitable Training/Employment

## Course Description

The National 4 Automotive Skills course has been designed to provide an introduction to the automotive industry and a progression route into further education or for moving directly into training or employment within the automotive industry. The overall purpose of the course is to ensure that pupils develop practical skills, knowledge and understanding and employability skills needed within the automotive industry as well as developing generic transferable employability skills.

## Unit Contents

Unit	Description
<b>The Garage</b>	This unit introduces pupils to the structure and organisation of the retail automotive industry and the range of job roles and responsibilities within it. Pupils will use a range of research sources and activities to help develop their knowledge and understanding of the automotive industry, the businesses within it, and the diversity of job roles it offers. The Unit also provides a basic introduction to some of the health and safety legislation applicable to vehicle service and repair workshops.
<b>The Technician</b>	<p>This unit has a practical focus and introduces pupils to some of the tools and techniques used by technicians in the automotive industry.</p> <p>Pupils will use a range of common hand tools as well as more specialised tools and equipment such as the torque wrench and trolley jack. Pupils will also learn the names, functions and serviceability of automotive components while engaging in practical activities and gain basic knowledge of working safely in an automotive engineering environment.</p>
<b>The Car</b>	This unit introduces pupils to basic safety checks, wheel changing and valeting as carried out by technicians in the automotive industry. The pupil will use a range of common hand tools, as well as more specialised tools and equipment. To enrich the pupils understanding and range of associated skills they will carry out engineering processes such as removing and refitting vehicle service items.
<b>The Vehicle Modification Project</b>	This unit comprises a practical project and is designed to be completed after the Units <i>Automotive Skills: The Technician</i> and <i>Automotive Skills: The Car</i> , consolidating the previous practical skills developed. Pupils select a modification project to carry out on a vehicle enabling them to put into practice and further develop some of the basic hand skills and problem solving abilities that an Automotive Technician requires.

## Assessment Method

Assessment is by producing a practical component or assembly to a given standard and testing and documenting functionality as described in the unit contents. As well as this, pupils will be required to complete documentation which will demonstrate their awareness of the underlying employability skills that they have gained on the module. In order for the documentation to be accepted pupils need to evaluate their own performance and identify the skills acquired. Tutor's will also contribute to this documentation and offer their own feedback on pupil work performance.

## Skills for Work: Engineering Skills National 4

Course Title	Skills for Work: Engineering Skills
Level	National 4
Campus	Arbroath and Kingsway
Days	Kingsway – Monday and Wednesday 2-4 pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Mandatory Units
Mechanical
Electrical/Electronic
Fabrication
Manufacture and Assembly

**Progression Pathways**

- Scottish Progression Award in Engineering (National 5)
- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle.
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- Suitable Training/Employment

**Course Description**

The overall purpose of the course is to ensure that pupils start to develop the generic and practical skills, knowledge and understanding and employability skills needed within an engineering sector.

The course focuses on the four broad areas of Mechanical, Electrical/Electronic, Fabrication & Welding and Manufacture. This will allow the pupils to gain basic transferable skills which can be applied to any of the above engineering areas. The Manufacture and Assembly unit allows pupils the opportunity to apply the mechanical, electrical/electronic and fabrication skills they have learned in the manufacture and assemble of an artefact(s). The generic employability skills are integrated into each mandatory unit and should be developed in conjunction with the practical activities of each of these units. This will help pupils to understand that the generic skills such as time-keeping, following instructions and carrying out quality checks of your own work are just as important as the practical skills which they will learn.

## Unit Contents

Unit	Description
<b>Mechanical</b>	This unit is designed to be the first attempted on the course. Pupils are required to select the correct tools and materials required to safely manufacture an artefact. During the manufacture, pupils will read simple engineering drawings, measure and mark, select appropriate materials and work to specified tolerances. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
<b>Electrical/Electronic</b>	In this unit pupils will select the correct tools and components required to construct a basic functional electrical circuit from a given diagram and specification. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
<b>Fabrication</b>	In this unit pupils will select the correct tools, materials and equipment required to manufacture an artefact using cutting, hot and cold forming and mechanical and thermal joining techniques. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.
<b>Manufacture and Assembly</b>	This unit is designed to be attempted only after successful completion of the preceding skills units. Pupils will select and safely use the correct tools and materials to manufacture, assemble and complete functionality tests on an artefact. Pupils will evaluate and report their findings on the manufacture, assembly and functionality tests of the artefact. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit not all will be assessed.

## Assessment Method

Assessment is by producing a practical component or assembly to a given standard as well as completing documentation which will demonstrate pupil awareness of the underlying employability skills that they have gained on the module. For the documentation to be accepted pupils need to evaluate their own performance and identify the skills acquired. Tutor's contribute to this documentation and offer feedback on pupil's work performance.

## Skills for Work: Engineering Skills National 5

Course Title	Skills for Work: Engineering Skills
Level	National 5
Campus	Arbroath and Kingsway
Days	Kingsway - Monday and Wednesday 2-4 pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Mandatory Units
Mechanical and Fabrication
Electrical and Electronic
Maintenance
Design and Manufacture

**Progression Pathways**

- Full time SVQ programmes and Modern Apprenticeships in Engineering areas such as Welding Fabrication, Mechanical Fitting, Machining, Motor Vehicle
- National Certificate programmes such as Engineering Practice, Engineering Systems.
- HNC in Engineering Systems (dependent on core skills level)
- Suitable Training/Employment

**Course Description**

The National 5 Engineering Skills course has been designed to provide a basis for progression into further education or for moving directly into training or employment within an engineering sector. The overall purpose of the course is to ensure that pupils start to develop the generic and practical skills, knowledge and understanding and employability skills needed within an engineering sector. This course focuses on the broad areas of Mechanical, Fabrication, Electrical, Electronic, Maintenance and an element of Design and Manufacture. This will allow the pupils to gain basic transferable skills which can be applied to any of the above engineering area.



## Unit Contents

Unit	Description
<b>Mechanical and Fabrication</b>	<p>In this unit pupils will learn to select and use the correct tools, equipment, and materials required to manufacture an artefact. During the manufacture, pupils will read simple engineering drawings, measure and mark, select appropriate materials, and work to specified tolerances.</p> <p>The pupil will also develop and use basic engineering skills of cutting, shaping, drilling, tapping, forming, and joining. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit not all will be assessed.</p>
<b>Electrical and Electronic</b>	<p>In this unit pupils will select the correct tools and components required to construct a basic functional electrical circuit and an electronic circuit from a given diagram and specification. The unit is suitable for pupils with no previous electrical, electronic, or employment experience. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.</p>
<b>Maintenance</b>	<p>In this unit pupils will select the correct tools, materials and equipment required to test, disassemble, repair, and assemble an engineering part. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.</p>
<b>Design and Manufacture</b>	<p>In this unit pupils will develop Computer Aided Draughting (CAD) skills and select and use the correct tools and materials required to design, manufacture/construct, test, evaluate, and report their findings on the manufacture/construction of a project.</p> <p>This unit is designed to be attempted only after successful completion of the other mandatory skills units. Pupils will select and safely use the correct tools and materials to design, manufacture/construct, assemble and complete functionality tests on one project.</p> <p>Pupils will evaluate and report their findings on the design, manufacture/construction, assembly, and functionality tests of the selected project. Embedded into the practical activities of this unit are the employability skills that employer's value. Although it is envisaged that all employability skills will be developed in this unit, not all will be assessed.</p>

## Assessment Method

Assessment is by producing a practical component or assembly to a given standard and testing and documenting functionality as described in the unit contents. As well as this, pupils will be required to complete documentation which will demonstrate their awareness of the underlying employability skills gained on the module. In order for the documentation to be accepted, pupils will evaluate their own performance and identify skills acquired. Tutor's will also contribute to this documentation and offer feedback on pupil's work performance.

## Skills for Work: Rural Skills National 4

Course Title	Skills for Work: Rural Skills
Level	National 4
Campus	Arbroath
Days	Arbroath - Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units	Optional Units
Land-based Industries: an Introduction	Animal Husbandry: an Introduction
Estate Maintenance	Animal Handling: an Introduction
Employability Skills in the Land-based sector	Crop Production: an Introduction
	Soft Landscaping: an Introduction

## Progression Pathways

- Scottish Progression Award in Rural Skills at National 5 Level
- SVQs/ NVQs in Appropriate Land-based sector vocational areas
- Programmes in Further Education Colleges
- Other suitable Training or Employment

## Course Description

This Rural Skills Course allows pupils to begin to develop some of the basic practical skills necessary to work in most of the land-based disciplines - the college offers both the Animal Care and Horticultural options but final delivery will depend on numbers enrolled. As the course progresses students begin to understand better, the roles of individuals who have made Land base a career choice. The 'Hands On' activities of Estate Skills and Crop Production all give the student an essential taste of what outdoor life can be like as it develops transferable skills that can be so useful in later life.

## Unit Contents

Unit	Description
<b>Land-based Industries: An Introduction</b>	This unit is designed to allow pupils to explore the very diverse nature of industries that exist in the land-based sector. It also allows them to explore some of the many job opportunities that exist within the sector, identify the qualities that are required to work in some of these industries as well as to find out what skills are required for these jobs. Pupils will have the opportunity to examine land-based industries with a view to helping them to decide if this is a suitable career path for them and to explore the potential progression routes available related to specific industries.
<b>Estate Maintenance</b>	This unit will be suitable for pupils who have limited or no knowledge of the craft practices in estate maintenance. The outcomes require pupils to identify and describe the use of a range of tools and equipment and then use these to undertake a range of estate maintenance tasks. Pupils will have the opportunity to develop manual dexterity that will be useful for progression to higher levels of manual and machinery skills required in specific land-based industries.
<b>Employability Skills in the Landbased Sector</b>	This unit is designed to be integrated into practical tasks undertaken as part of this course. It is suitable for pupils with no previous land-based or employment experience. Pupils will have the opportunity to develop some of the employability skills that are valued by the land-based sector including good timekeeping, attendance, safe working and team working. They will have the opportunity to review and evaluate their progress in developing these skills. The third outcome allows pupils to consider the examination of risk in a specific task allowing them to develop a greater understanding of the need to consider safety in all land-based industries.
<b>Animal Handling: An Introduction</b>	This unit allows pupils to develop some of the basic knowledge and skills required to handle animals in a work setting. Pupils will develop the basic skills and knowledge required to move and restrain animals for a purpose that is pertinent to that species. This unit has been designed for delivery in context for one or more categories of animal within a work setting or simulated work setting.
<b>Animal Husbandry: An Introduction</b>	This unit allows pupils to develop some of the basic skills and knowledge required to contribute towards the health and wellbeing of animals in a work setting. Pupils will have the opportunity to develop the basic skills of caring for animals including preparing and maintaining their accommodation as well as feeding them. They will also learn some of the important physical characteristics of animals. This unit has been designed for delivery in context for one or more categories of animal and to be delivered in a work setting or simulated work setting.
<b>Crop Production: An Introduction</b>	This unit allows pupils to develop some of the basic skills and knowledge required to contribute towards the production of plants in a work setting. Pupils will have the

Unit	Description
	opportunity to develop some of the basic skills relating to preparing the growing medium, establishing and maintaining the plant. Plants may be agricultural, forestry, horticultural, edible or non-edible.
<b>Soft Landscaping: An Introduction</b>	This unit allows pupils to develop some of the basic knowledge and skills required for soft landscaping. Pupils will develop the basic skills and knowledge required to establish and maintain soft landscaping. The unit is appropriate for a range of contexts including agriculture, countryside management, and landscape horticulture. This unit has been designed for delivery within the context of a landscape project.

### Assessment Method

There are some written assessments in the form of short answer questions and worksheets. There is also a lot of practical assessment throughout the year.

## National Progression Award in Rural Skills – Estates Level 5

Course Title	National Progression Award in Rural Skills
Level	Level 5
Campus	Arbroath
Days	Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units:	Optional Units:
Rural Business Investigation	Estate Skills
	Soft Landscaping: General Plantings

## Progression Pathways

- SVQs/ NVQs in Appropriate Land-based sector vocational areas
- Programmes in Further Education Colleges
- Other suitable Training or Employment

## Course Description

The qualification allows pupils the opportunity to develop skills and knowledge relating to one area of the land-based sector (Estate Skills) and to develop knowledge and understanding of how a rural business operates.

Much of the learning will be by experience gained from undertaking practical tasks in an outdoor environment although there will be some theoretical classroom sessions as well.

Successful completion of this qualification can provide you with an opportunity to progress to a full-time course in your chosen specialism.

## Unit Contents

Unit	Description
<b>Rural Business Investigation</b>	This unit allows pupils to develop some of the basic knowledge and understanding of the skills and operations in relation to a specific local rural business. The unit provides an opportunity for pupils to focus in on a specific enterprise of a local land based business as well as giving consideration to the sustainability of the business and alternative enterprises available to it.
<b>Estate Skills</b>	<p>This Unit is designed to allow pupils to develop a range of knowledge and skills in the planning and construction of landscape features commonly found in Estates. Pupils will have an opportunity to prepare and draw up a plan for the materials and resources required to construct their chosen features.</p> <p>The unit is suitable for pupils who want to develop or further develop their skills in the context of an Estates environment.</p>
<b>Soft Landscaping: General Plantings</b>	This unit will enable the pupil to select, use, establish and maintain a range of plants. The plant groups include ground cover plants; bulbs; annuals; seasonal bedding; wall shrubs and climbers; and mixed border plantings. The unit can be delivered in a variety of settings including parks, gardens and estates. The unit is designed to provide the pupil with a range of practical skills in planting and maintaining an area and to provide the knowledge and understanding which underpins these horticultural practices.

## Assessment Method

The units require pupils to develop a portfolio of evidence and this unit may lend itself to the development of an e-portfolio which could be combined with some of the theoretical assessment components of the pupil's option specialist choice. In some of the option choices, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, e-assessment is not appropriate.

## National Progression Award in Rural Skills – Animal Care Level 5

Course Title	National Progression Award in Rural Skills
Level	Level 5
Campus	Arbroath
Days	Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units:	Optional Units:
Rural Business Investigation	Animal Care: Accommodation and Handling
	Animal Care: Small Animal Feeding

## Progression Pathways

- SVQs/ NVQs in Appropriate Land-based sector vocational areas
- Programmes in Further Education Colleges
- Other suitable Training or Employment

## Course Description

The qualification allows pupils the opportunity to develop skills and knowledge relating to one area of the land-based sector (Animal Care) and to develop knowledge and understanding of how a rural business operates.

Much of the learning will be by experience gained from undertaking practical tasks in an animal care setting although there will be some theoretical classroom sessions as well.

Successful completion of this qualification can provide you with an opportunity to progress to a full-time course in your chosen specialism.

## Unit Contents

Unit	Description
<b>Rural Business Investigation</b>	This unit allows pupils to develop some of the basic knowledge and understanding of the skills and operations in relation to a specific local rural business. The unit provides an opportunity for pupils to focus in on a specific enterprise of a local land based business as well as giving consideration to the sustainability of the business and alternative enterprises available to it.
<b>Animal Care: Accommodation and Handling</b>	This unit will be suitable for pupils who have some basic knowledge of animal care. The aim is to provide appropriate theory and performance work that will allow the pupils to confidently care for and handle small animals.
<b>Care: Small Animal Feeding</b>	This unit may be suitable for pupils who have a basic knowledge of feeding small animals and wish to expand this knowledge to include the underpinning reasons for variations of diet for particular groups of small animals. The aim is to introduce the concepts of lifestage feeding and feeding according to the particular digestive ability of that animal.

## Assessment Method

The units require pupils to develop a portfolio of evidence and this unit may lend itself to the development of an e-portfolio which could be combined with some of the theoretical assessment components of the pupil's option specialist choice. In some of the option choices, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, e-assessment is not appropriate.



## National Progression Award in Rural Skills – Horticulture Level 5

Course Title	National Progression Award in Rural Skills
Level	Level 5
Campus	Kingsway
Days	Kingsway - Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units	Optional Units
Rural Business Investigation	Soft Landscaping: General Plantings
	Horticultural Skills

## Progression Pathways

- SVQs/ NVQs in Appropriate Land-based sector vocational areas
- Programmes in Further Education Colleges
- Other suitable Training or Employment

## Course Description

The qualification allows pupils the opportunity to develop skills and knowledge relating to Horticulture and to develop knowledge and understanding of how a rural business operates.

Much of the learning will be by experience gained from undertaking practical tasks in an outdoor environment although there will be some theoretical classroom sessions as well.

Successful completion of this qualification can provide you with an opportunity to progress to a full-time course in your chosen specialism.

## Unit Contents

Unit	Description
<b>Rural Business Investigation</b>	This unit allows pupils to develop some of the basic knowledge and understanding of the skills and operations in relation to a specific local rural business. The unit provides an opportunity for pupils to focus in on a specific enterprise of a local land based business as well as giving consideration to the sustainability of the business and alternative enterprises available to it.
<b>Soft Landscaping :General Plantings</b>	This unit will enable the pupil to select, use, establish and maintain a range of plants. The plant groups include ground cover plants; bulbs; annuals; seasonal bedding; wall shrubs and climbers; and mixed border plantings. The unit can be delivered in a variety of settings including parks, gardens and estates. The unit is designed to provide the pupil with a range of practical skills in planting and maintaining an area and to provide the knowledge and understanding which underpins these horticultural practices.
<b>Horticulture Skills</b>	This unit is designed to provide pupils with a range of practical skills in horticulture and to provide the knowledge and understanding which underpins these horticultural practices. Pupils will have an opportunity to carry out a range of garden maintenance tasks, plant propagation practices and turf maintenance operations.

## Assessment Method

The units require pupils to develop a portfolio of evidence and this unit may lend itself to the development of an e-portfolio which could be combined with some of the theoretical assessment components of the pupil's option specialist choice. In some of the option choices, there is scope for e-learning and e-assessment of theoretical components. However, in the case of practical activities, e-assessment is not appropriate.

## Skills for Work: Construction Crafts National 4

Course Title	Skills for Work: Construction Crafts
Level	National 4
Campus	Arbroath and Kingsway and Off Campus
Days	Kingsway – Monday and Wednesday 2-4 pm Arbroath – Friday 9-1pm Off Campus - Days TBC
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units	Optional Units
Employability Skills	Brickwork Techniques
Half Brick Walling	Carpentry and Joinery Techniques
Decorative Painting	Decorative Finishing Using Water-borne Paints
Site Carpentry and Bench Joinery	
Plumbing	

## Progression Pathways

- Skills for Work National 5 - Construction Crafts (Arbroath and Kingsway Campus)
- National Progression Award in Painting and Decorating (Arbroath and Kingsway Campus)
- National Progression Award in Carpentry and Joinery (Arbroath and Kingsway Campus)
- National Progression Award in Brickwork (Arbroath Campus)
- National Progression Award Multi-Trade (Kingsway Campus)
- Modern Apprenticeship in the Construction Industry

## Course Description

The course contains practical Construction Crafts Units in five important construction trades. It is especially suitable for pupils with an aptitude for and an interest in practical crafts work. Pupils will learn a variety of skills in the trades-specific units. In addition, they will develop skills and attitudes that enhance employability, not just in the construction industry, but in employment generally.

In the mandatory section, the Employability Skills Unit addresses a number of practical and employability skills which can be practised and developed across all the units in the course. The four other units in the mandatory section cover specific construction crafts. These crafts-specific units are in trades with high levels of identified skill shortages. Furthermore, they represent skills areas which are readily resourced in centres offering construction courses.

The optional section offers the opportunity to learn skills in three trades. They represent skills areas which are readily resourced in most centres offering construction courses. In the optional section, pupils can take units in the same trades as the mandatory section, further developing their skills in these specific trades.

Alternatively, they can take units in different trades, granting them the opportunity to experience a wider variety of construction crafts.

### Unit Contents

Unit	Description
<b>Employability Skills</b>	Pupils are required to develop work practices and attitudes that enhance their employability. They will have opportunities to review the skills they have developed. They will also develop skills in measurement and interpretation of drawings.
<b>Half Brick Walling</b>	Pupils are required to set out and build short sections of half-brick thick wall in accordance with given drawings and to prescribed tolerances.
<b>Decorative Painting</b>	Pupils will carry out work with decorative finishes involving the use of brushes and rollers as well as stencilling.
<b>Site Carpentry and Bench Joinery</b>	Pupils are required to carry out small-scale tasks in both first-fix and second-fix joinery. They will learn skills in measurement, cutting and fixing of timbers and sheet materials.
<b>Plumbing</b>	Pupils are required to cut, assemble and join plastic pipework in accordance with given drawings using proprietary bends and tee-pieces.
<b>Brickwork Techniques</b>	Pupils are required to set out and build extended sections of half - brick thick wall. This extended work will require the use of builders' line. Once again, the work will be carried out in accordance with given drawings and to prescribed tolerances.
<b>Carpentry and Joinery Techniques</b>	Pupils are required to erect a small-scale framed and panelled assembly and to fabricate and replace one panel to carefully match existing.
<b>Decorative Finishing Using Water-borne Paints</b>	Pupils are required to carry out additional paintwork tasks with purely water-borne paints. This will include a proprietary two-coat system.

### Assessment Method

Assessment in this course is continuous within each subject and the pupils build up a personal portfolio as they move from craft area to craft area. The assessment of pupils' work is a combination of self-review, peer review and assessor review which are recorded by observation checklists and review sheets. The review sheets are completed at the end of each craft subject.

## Skills for Work: Construction Crafts National 5

Course Title	Skills for Work: Construction Crafts
Level	National 5
Campus	Arbroath, Kingsway and Off Campus
Days	Kingsway – Monday and Wednesday 2-4 pm Arbroath – Friday 9 -1pm Off Campus - Days TBC
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Mandatory Units
Employability Skills
One Brick Walling
Bench Joinery
Decorative Painting Techniques

**Progression Pathways**

- National Progression Award in Painting and Decorating (Arbroath and Kingsway Campus)
- National Progression Award in Carpentry and Joinery (Arbroath and Kingsway Campus)
- National Progression Award in Brickwork (Arbroath Campus)
- National Progression Award Multi-Trade (Kingsway Campus)
- Modern Apprenticeship in the Construction Industry

**Course Description**

The course includes practical construction crafts units in three of the main construction trades. Pupils will learn a variety of skills in the trades' specific units. In addition, they will develop skills and attitudes that enhance employability, not just in the construction industry, but in employment generally.

In the mandatory section, the Employability Skills unit addresses a number of practical and employability skills which can be practised and developed across all the units in the course. The three other units in the mandatory section cover specific construction crafts in trades with high levels of identified skill shortages. Furthermore, they represent skills areas which are readily resourced in centres offering construction courses.

## Unit Contents

Unit	Description
<b>Employability Skills</b>	<p>Pupils are required to develop work practices and attitudes that enhance employability. They will review the skills they have developed and adapt their performance in subsequent activities.</p> <p>Pupils will carry out basic risk assessments and record their findings. They will also develop Skills in interpretation of drawings and in preparing basic materials schedules from drawing and specification information.</p>
<b>One Brick Walling</b>	<p>Pupils are required to set out and build short sections of one-brick wall in accordance with given drawings and to prescribed tolerances. This will give them experience of brick bonding techniques significantly beyond simple half-brick walls.</p>
<b>Bench Joinery</b>	<p>Pupils will learn a number of joinery jointing techniques. They will learn skills in measurement as well as how to cut, assemble and fix timbers into a frame from a given drawing.</p>
<b>Decorative Painting Techniques</b>	<p>Pupils will carry out work in forming decorative bands and lines. They will work with moulded panels and gain skills in replicating given designs in freehand brushwork. Finally, pupils will learn how to mix different colours to match given paint samples.</p>

## Assessment Method

Assessment in this course will be based on a range of practical workshop activities, supported by assessor observation checklists and pupil self-checking of quality. In the Employability Skills unit, pupils will carry out self-evaluation on a range of skills, review their progress and identify action points. They will also demonstrate that they can put action points into practice.

There is no external assessment for this course. Pupils must successfully complete each unit to achieve the course.

### VTCT Level 1 Extended Award in Hair and Beauty Skills (VRQ)

Course Title	Level 1 Extended Award in Hair and Beauty Skills
Level	National 4 (Level 1)
Campus	Kingsway and Arbroath
Days	Kingsway – Monday and Wednesday 2-4pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

### Units to be completed

Mandatory Units
Create a hair and beauty image using colour
Hand and Nail Care
Make-up application
Blow dry hair
Winding skills
Shampoo and condition hair

### Progression Pathways

- VTCT Level 2 Extended Certificate in Hair and Beauty skills – School Link Programme
- Introduction to Hairdressing Session 1 – Shorter Full Time Course
- Introduction to Hairdressing Session 2 - Shorter Full Time Course
- VTCT Level 2 Diploma in Beauty Therapy Studies – Full Time Course
- VTCT Level 2 Diploma in Barbering – Full Time Course
- Employment in the industry, as a Salon Assistant or Modern Apprenticeship in Hairdressing

### Course Description

The main purpose of the VTCT Level 1 Extended Award in Hair and Beauty Skills (VRQ) is to prepare you to progress to the next level of vocational learning. All the units in this qualification directly prepare you for further study in the hair and beauty sector. This qualification includes all the required elements to develop your practical hair and beauty skills including a mandatory unit in create a hair and beauty image using colour. You will also have the opportunity to develop your understanding and skills further including: Hand and Nail Care, Make-up Application, Blow-drying Hair, Winding Skills and Shampooing and Conditioning Hair. You will also have the opportunity to develop your knowledge and understanding of the importance of health and safety within a salon environment.

## Unit Contents

Unit	Description
<b>Create a Hair and Beauty image using colour</b>	Through this unit pupils will create an image using colour. To achieve this, pupils will be using makeup, nail polish, temporary hair colour and accessories. Pupil's will design an image using a mood board to collect ideas. They will state the skills and techniques that are used to create the image and present their finished design.
<b>Hand and Nail Care</b>	Through this unit pupils will learn how to carry out a nail and hand treatment on a model whom they know. They will learn how to prepare themselves, the model and their work area for the hand and nail care treatment. They will learn about the basic structure of the nail and will learn how to identify the reasons why the application may be stopped or changed. They will learn about the different products and skills used to apply nail and skin products to provide a professional finish.
<b>Make-up Application</b>	Through this unit pupils will learn how to apply make-up on a mask or model. They will learn how to prepare themselves, their area and mask or model for the treatment. They will learn about the different products used during the make-up application and how to apply them. Pupil's will learn how to identify their model's skin type and face shape, which will help them to decide which products to use. Pupils will learn how to apply the products to provide a professional finish.
<b>Blow Dry Hair</b>	Through this unit pupil's will learn how to blow-dry one length hair sections, creating a smooth finish. They will identify the condition and the thickness of the hair you are working on to be able to choose a product that will support the blow-dry. Pupil's will know what hair problems may occur and how to deal with them.
<b>Winding Skills</b>	Through this unit pupil's will learn how to wind hair in a channel setting pattern using rollers and pins to secure. They will know how to select the correct tools and equipment to wind the hair, and how to achieve sections for the size of the roller. They will learn how to achieve a smooth and even curl result from root to tip and how to avoid buckled ends.
<b>Shampoo and Condition Hair</b>	Through this unit pupils will learn how to shampoo and apply a surface conditioner to hair. They will know what shampoo and conditioner to choose for the hair type they are working on and how to deal with any problems that may arise during or after the process. They will be able to provide aftercare advice for shampoo and conditioning hair.

## Assessment Method

The qualification will be delivered holistically. The pupil will be taught practical skills and given underpinning knowledge for all the above units. Assessment opportunities will be given in a realistic working environment giving the pupil the opportunity to practice skills required for progression.



### VTCT Level 2 Extended Certificate in Hair and Beauty Skills

Course Title	Level 2 Extended Certificate in Hair and Beauty Skills
Level	National 5 (Level 2)
Campus	Kingsway and Arbroath
Days	Kingsway – Monday and Wednesday 2-4pm Angus - Friday 9-1pm
Start Date	May 2019
End Date	April 2020

#### Units to be completed

Mandatory Units
Create an image based on a theme
Basic nail art
Basic skincare
Basic photographic make-up
Blow dry and finish hair
Basic plaiting and twisting

#### Progression Pathways

##### Upon Leaving School

- Introduction to Hairdressing Session 1 – Shorter Full Time Course
- Introduction to Hairdressing Session 2 – Shorter Full Time Course
- VTCT Level 2 Diploma in Beauty Therapy Studies – Full time course
- VTCT Level 2 Diploma in Barbering – Full time course
- Employment in the industry, as a salon assistant or Modern apprenticeship in hairdressing

#### Course Description

The main purpose of the VTCT Level 2 Extended Certificate in Hair and Beauty Skills (VRQ) is to prepare you to progress to the next level of vocational learning and prepare you for the specific job roles of a hairdressing or beauty therapy apprentice. This qualification includes all the required elements to develop your practical hair and beauty skills including a mandatory unit in Creating an image based on a theme. You will also have the opportunity to develop your understanding and skills further by including: Basic nail art, Basic skincare, Basic photographic make-up, Blow-drying and finishing hair and basic plaiting and twisting hair. You will also have the opportunity to develop your knowledge and understanding of the importance of health and safety within a salon environment.

## Unit Contents

Unit	Description
<b>Create an image based on a theme</b>	Through this unit pupils will create a total look including hair, make-up and nails based on a theme. They will know how to research themes for their idea and create an action plan and mood board detailing all their ideas for the total look. They will have an understanding of why creating a mood board is important for developing their final look and they will be able to evaluate your finished image.
<b>Basic nail art</b>	Through this unit pupils will learn how to carry out basic nail art on clients. They will learn about the structure and function of nails. They will learn how to carry out a consultation and find out what the client wants. Pupils will learn how to plan different nail art techniques to help you develop their ideas based on a theme. They will learn how to prepare themselves, the client and their work area for the nail art application. They will learn about the different products and skills used to apply nail art as well as how to apply them in order to create their planned designs.
<b>Basic skincare</b>	Through this unit pupils will learn how to perform a basic skincare treatment. Pupils will learn how to prepare themselves, the client and their work area. Pupils will learn about the different products used during the basic skincare treatment and how to apply them. They will learn how to carry out a consultation and find out what the client wants. They will learn how to identify their client's skin type, which will help them decide which products to use. They will learn how to apply the products to provide a professional finish.
<b>Basic photographic make-up</b>	Through this unit pupils will learn how to apply basic photographic make-up. They will learn how to carry out research using different media to create a mood board. They will learn how to identify the condition of your client's skin and their face shape, which will help them decide which products and tools to use. They will learn about a variety of products used during the treatment, as well as how to use tools to make shapes and designs. They will learn how to apply photographic make-up using precision techniques to achieve a professional finish.
<b>Blow dry and finish hair</b>	Throughout this unit pupils will learn how to blow-dry and finish hair below shoulder length hair, create root lift and curl the ends under. Pupils will learn how to choose which products, tools and equipment to use to complete the look. They will learn how to use straighteners to finish the service. Part of this service is to provide their client with good aftercare advice on how to maintain the style at home or recreate it.
<b>Basic plaiting and twisting</b>	Through this unit pupils will learn how to create a look using twists and a fishtail plait by using neat even sections and an even tension throughout. They will work hygienically and safely, identifying any problems that may affect or prevent the service being carried out. They will know how to use products to complete the look, give clients aftercare advice for the maintenance of the twist and plait and how to remove it.



### **Assessment Method**

The qualification will be delivered holistically. Pupils will be taught practical skills and given underpinning knowledge for all the above units.

Assessment opportunities will be given in a realistic working environment giving pupils the opportunity to practice skills required for employment.

## Skills for Work: Early Learning and Childcare National 4

Course Title	Skills for Work: Early Learning and Childcare
Level	National 4
Campus	Arbroath and Gardyne
Days	Gardyne – Monday & Wednesday 2-4pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units	Optional Unit
Child Development	Care of Children
Play in Early Learning and Childcare:	
Working in Early Learning and Childcare:	

## Progression Pathways

- Early Learning and Childcare Course at National 5
- Further Education
- Training/Employment

## Course Description

The primary target group for this course is school pupils in S4 and above.

The emphasis of this course is to help pupils begin to prepare for working in the early education and childcare sector and to develop employability skills. They will develop the knowledge and skills required in this vocational area. The course is designed as an introduction to early education and childcare at National 4 level and helps pupils begin to understand some of the demands and responsibilities of working in this sector.

Since the National 4 course is designed with progression to National 5 in mind, the majority of the units at the two levels have common titles and address similar content areas. At National 4 pupils will cover issues in each area and begin to develop relevant skills such as team working skills, helping to plan play experiences and self-evaluation skills.

The National 4 Course in Early Learning and Childcare affords a broad link to the care, learning and development of children aged 0–12 years.

## Unit Contents

Unit	Description
<b>Child Development</b>	This unit is designed to introduce pupils to aspects of child development and the key milestones of development from pre-birth to 12 years. An investigation will build upon this knowledge through research of one particular aspect of child development. Presentation of these findings will be supported by an evaluation which will develop this skill as well as the skill of reflection.
<b>Play in Early Learning and Childcare</b>	This unit allows pupils to develop a basic understanding of a variety of types of play and how play contributes to the development of the child. It allows pupils to explore a variety of play types and describe a range of play experiences within different types of play. Pupils will demonstrate an understanding of the appropriateness and value of play opportunities for the learning and development of children. Pupils have the opportunity to plan practical play experiences.
<b>Working in Early Learning and Childcare</b>	This unit allows pupils to develop a basic understanding of different types of provision in the Early Learning and Childcare sector and to describe how the sector supports children and families. Pupils will discuss some of the main skills and qualities required to work with children aged 0–12 years.
<b>Care of Children</b>	This unit is designed to allow pupils to gain a basic understanding of how the needs of children can be met. Pupils are required to plan, demonstrate and review caring skills that meet these needs.

## Assessment Method

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for the pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

## Skills for Work: Early Learning and Childcare National 5

Course Title	Skills for Work: Early Learning and Childcare
Level	National 5
Campus	Arbroath and Dundee
Days	Gardyne – Monday & Wednesday 2-4pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units	Optional Unit
Working in Early Learning and Childcare	Care and Feeding of Children and Young People
Play in Early Learning and Childcare	
Development and Well-being of Children and People	

## Progression Pathways

- National Certificate Group Award in Early Education and Childcare
- PDA, Education Support Assistance
- FA Social Services Children and Young People
- Further Education
- Training/Employment

## Course Description

**The primary target group for this course is school pupils in S4 and above who have completed the National 4 Course in Early Learning and Childcare.**

The emphasis of this course is to help pupils prepare for working in the early learning and childcare sector and to develop employability skills. They will develop a range of knowledge and skills required for this vocational area. The course is designed as an introduction to Early Learning and Childcare at National 5 level and gives pupils an understanding of the demands and responsibilities of working in the sector. It also provides suitable progression for pupils who have studied the National 4 Early Learning and Childcare course.

Since the National 5 course is designed with progression from National 4 in mind, the majority of the units at the two levels have common titles and address similar content areas. At National 5 pupils will cover a broader range of issues in each area and study these issues in more depth.

They will also develop a wider range of skills including research skills, the ability to evaluate their planning and preparation of play experiences and the ability to set realistic and achievable goals for personal development. The pupil will be expected to build on skills from National 4 and work proactively and independently.

The National 5 Course in Early Learning and Childcare affords a broad link to the care, learning and development of children aged 0–18 years.

### Unit Contents

Unit	Description
<b>Working in Early Learning and Childcare</b>	This unit allows pupils to develop an understanding of the Early Learning and Childcare sector and to explain ways in which the sector meets the care, learning and development needs of children and young people. Pupils will consider career options within the sector and the skills, values, knowledge and qualifications required to fulfil these roles. They will reflect on their own skills, qualities, attitudes and achievements in relation to these.
<b>Play in Early Learning and Childcare</b>	This unit allows pupils to develop an understanding of the benefits of play for children and young people. The pupils will demonstrate how children and young people benefit from a range of play experiences through planning, preparing and reviewing play experiences in a simulated context.
<b>Development and Well-being of Children and Young People</b>	This unit is designed to introduce pupils to the principles of development and wellbeing of children and young people. Pupils will learn what is meant by sequences and patterns in child development and the inter-relationship between all aspects of that development. Pupils will also learn about the wellbeing of children and young people and how a variety of factors may affect their development.
<b>Care and Feeding of Children and Young People</b>	This unit enables pupils to examine the specific needs of a baby and continuing needs of a child, and how meeting these needs contributes to the holistic development of the child. The unit also provides pupils with the opportunity to examine issues in relation to feeding of babies and the provision of food and drink to children and young people within Early Learning and Childcare settings. Pupils will also develop an awareness of appropriate practice in relation to provision of hygiene for children.

### Assessment Method

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

## Skills for Work: Health Sector National 4

Course Title	Skills for Work: Health Sector
Level	National 4
Campus	Arbroath and Gardyne
Days	Gardyne – Monday & Wednesday 2-4 pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units
Health Sector: An Introduction
Health Sector: Roles and Responsibilities
Health Sector: Health Awareness
Health Sector: Working Safely
Health Sector: Life Sciences Industry

## Progression Pathways

- SVQs in Health and Social Care, National Courses or Units
- Training/Employment
- National 5 Child, Health and Social Care

## Course Description

The primary target group for this course is school pupils in S4 and above.

The course introduces pupils to the health sector. It includes investigating the different types of provision, the range of services provided and the roles and responsibilities of those working in this area. Pupils will also investigate the career opportunities in the health sector. Care values are important when working in the health sector. Therefore, pupils will explore care values and participate in practical activities that allow pupils to demonstrate care values, including the importance of maintaining confidentiality and an awareness of equality and diversity. Pupils will also assess risks in relation to infection and participate in practical activities to demonstrate infection control measures.

Pupils will be given the opportunity to work as a member of a team to produce health promotion advice, encouraging co-operative working. They will learn about the main body systems as underpinning knowledge to inform the health promotion advice. Pupils will participate in a practical activity to take a physiological measurement.

Effective team working is an essential element of working in the health sector. Pupils will investigate a multidisciplinary team and explore the benefits of a multidisciplinary approach to users of the health sector. The course introduces pupils to the range of product types made by the Life Sciences Industry. Pupils will participate in a practical activity to demonstrate the use of a biomedical device.



Central to the course is developing the employability skills valued by employers in general and necessary for effective work in the health sector. These skills are embedded in the different units providing pupils with the opportunity to practice and develop these skills throughout the course.

Unit	Description
<b>An Introduction</b>	<p>The unit introduces pupils to the health sector and explores its diversity. Pupils will learn about the range of provision and the extensive services provided by the health sector. Pupils will participate in practical activities which will help to develop knowledge and understanding of health sector environments.</p> <p>The unit also focuses on the employability skills and attitudes identified as being those most valued by employers. Pupils will be given the opportunity to reflect on and evaluate their own employability skills and record their progress throughout the unit.</p>
<b>Roles and Responsibilities</b>	<p>The unit introduces pupils to the range and diversity of careers in the health sector. The unit will also introduce pupils to the nature and importance of working in a multidisciplinary team. Pupils will learn about the importance of care values within the health sector and will participate in a practical activity which will enable them to demonstrate these in a health sector context.</p>
<b>Health Awareness</b>	<p>This unit will provide pupils with a basic introduction to the structures and functions of the main body systems. Through team working, pupils will produce advice in relation to the promotion of health.</p> <p>Pupils will participate in a practical activity which will help to develop knowledge and skills in taking a physiological measurement.</p>
<b>Working Safely</b>	<p>In this unit pupils will carry out a risk assessment. Pupils will identify possible hazards and risks, including risks relating to infection, in a setting within the health sector. Pupils will identify measures to minimise or eliminate these. This unit will allow pupils to develop an awareness of their own responsibilities in maintaining a safe working environment. Pupils will participate in a practical activity which will help develop knowledge and understanding of infection control measures.</p>
<b>Life Sciences Industry</b>	<p>The unit introduces pupils to the range of product types made by the life sciences industry and their application in the health sector. Pupils will participate in a practical activity which will help to develop knowledge and skills in the correct use of a biomedical device.</p>

### Assessment Method

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

## Skills for Work: Health Sector National 5

Course Title	Skills for Work: Health Sector
Level	National 5
Campus	Arbroath and Gardyne
Days	Gardyne – Monday & Wednesday 2-4pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units
Health Sector: Working in the Health Sector
Health Sector: Life Sciences Industry and the Health Sector
Health Sector: Improving Health and Well-being
Health Sector: Physiology of the Cardio-Vascular System
Health Sector: Working in Non Clinical Roles

## Progression Pathways

- SVQs in Health and Social Care
- National Courses or Units in Care
- Higher Level Courses in Health and Social Care
- NPA in Social Services and Health Care
- Employment

## Course Description

The primary target group for this course is school pupils in S4 and above. The National 5 course provides **a progression route** for pupils who have successfully completed the Skills for Work: Health Sector National 4 Course. The National 5 Course will build on the skills and knowledge developed in the National 4 Course and will introduce pupils to a range of more advanced skills.

In this course, it is important that pupils demonstrate their skills and knowledge by accessing real or simulated health sector environments and having visiting industry speakers or visits in the health sector. It is anticipated that the course will rely upon and build on partnerships between schools, further education colleges, higher education institutions, employers and other training organisations to demonstrate to the pupils the roles of health and social care in these settings: NHS, Social Work, Social Care, Life Sciences Industry, Complementary Therapies, Retail Pharmaceutical Industry, Independent Healthcare and Voluntary Sector.

The emphasis of this course is to prepare pupils for working in the health sector and develop employability skills valued by employers. Pupils will have the opportunity to investigate a range of job roles and career opportunities as well as participate in a job interview.

Since the National 5 course is designed with progression from National 4 in mind, the units of the National 5 course develop and expand on content introduced in the National 4. The National 5

course covers a broader range of issues and studies these in more depth. Pupils will also develop a wide range of skills, including research and self-evaluation skills. Emphasis throughout all units is on the employability skills and attitudes which will help prepare pupils for the workplace. In National 5, pupils will build on the work in National 4 and demonstrate they can work proactively and independently towards assessment.

### Unit Contents

Unit	Description
<b>Working in the Health Sector</b>	<p>This unit introduces pupils to the range of provision and the services provided by the Health Sector in their local area. Pupils will participate in an interview for a specific job role which will help to develop knowledge and understanding of the world of work.</p> <p>The unit also focuses on the employability skills and attitudes identified as being those most valued by employers in the Health Sector. Pupils will be given the opportunity to reflect on and evaluate their own employability skills and record their progress throughout the unit.</p>
<b>Life Sciences Industry and the Health Sector</b>	<p>This unit is designed to introduce pupils to the contribution of the life sciences industry in the diagnosis and treatment of illness. Pupils will investigate the safety of pharmaceutical products made by the life sciences industry and the health and safety responsibilities of employers and employees in the life sciences industry. Pupils will also undertake a risk assessment in relation to production, storage or use of products made by the life sciences industry.</p>
<b>Improving Health and Well-being</b>	<p>This unit is designed to introduce pupils to the wide range of options available in the Health Sector that help tackle current health and lifestyle issues. It introduces pupils to the health and safety risks to workers in the Health Sector and the importance of a healthy lifestyle. Also, through team working, pupils will give advice in relation to the promotion of health.</p>
<b>Physiology of the Cardio-Vascular System</b>	<p>This unit will provide pupils with an introduction to the structure and function of the cardiovascular system. Pupils will apply this knowledge to investigate the effect of a specific disorder on the structure and function of the cardiovascular system.</p> <p>Pupils will participate in a practical activity which will help to develop knowledge and skills in taking physiological measurements at different activity levels. Pupils will also participate in a practical activity to demonstrate current first aid procedures to provide emergency life support.</p>
<b>Working in Non-Clinical Roles</b>	<p>This unit introduces pupils to the range and diversity of careers in non-clinical roles in the health sector. Pupils will undertake an investigation into the roles and responsibilities of non-clinical roles and the diversity of career opportunities available. Pupils will also participate in a practical activity which will enable them to demonstrate customer care skills in a non-clinical role.</p>

**Assessment Method**

Pupils are expected to engage in written work to investigate resources and to work in teams to produce presentations. Pupils will also be involved in self-evaluation of these skills, seeking feedback from others, identifying areas of improvement, taking account of the feedback received and reviewing their progress throughout the course. Some practical elements are demonstrated later on in the course in order for pupils to improve technical and employability skills. There is a mixture of open and closed book assessments.

## Skills for Work: Sport and Recreation National 5

Course Title	Skills for Work: Sport and Recreation
<b>Level</b>	National 5
<b>Campus</b>	Arbroath – Saltire Sports Centre Gardyne
<b>Days</b>	Arbroath - Friday 9-1pm Gardyne - Monday & Wednesday 2-4pm
<b>Start Date</b>	May 2019
<b>End Date</b>	April 2020

**Units to be completed**

Mandatory Units
Assist with a Component of Activity Sessions
Employment Opportunities in the Sport and Recreation Industry
Assist with Fitness Programming
Assist with Daily Centre Duties

**Progression Pathways**

- National Courses at Higher level
- Further education training or employment
- It is anticipated that some pupils may progress from the National 4 Course whilst other pupils may enter straight into the National 5 level
- Vocational training
- Employment

**Course Description**

The course content covers the main practical activities involved in carrying out a supportive role in sport and recreation environments - sourcing information about career pathways, identifying and reviewing skills and experiences: assisting with planning, setting up and delivering activity sessions; dealing effectively and courteously with clients; assisting with emergency procedures: assisting with setting up, dismantling and checking equipment and resources; helping to plan and review a training programme, and establishing good practice in identifying and reviewing goals. The course also covers health and safety legislation and risk assessment.

## Unit Contents

Unit	Description
<b>Assist with a Component of Activity Sessions</b>	In this unit, pupils will assist in the planning and delivery of a component within activity sessions for both a group and a single client, with the person responsible. They will use appropriate resources that meet centre/organisational guidelines. They will carry out risk assessments and health and safety procedures laid out for the activity sessions. Pupils will also assist in reviewing the activity session with clients and use this review to inform the planning of future activity sessions. Pupils will carry out emergency procedures within the activity environment and complete reports and review their performance with the person responsible.
<b>Employment Opportunities in the Sport and Recreation Industry</b>	In this unit, pupils will source information about career pathways and identify the skills, qualifications and experience needed to pursue these. This will allow them to map their own skills, qualifications and experience against industry requirements. Using this information they will be able to identify areas where further training is required, produce a career plan and review this as necessary.
<b>Assist with Fitness Programming</b>	In this unit pupils, working with the person responsible, will learn how to develop and organise a physical training plan for a client. Pupils will assist in establishing a client's fitness baseline taking into account the client's overall objectives. They will work with the person responsible to address aspects of health and safety, monitor the client's progress, carry out periodic monitoring of the client's physical training plan, review the results and modify the physical training plan.
<b>Assist with Daily Centre Duties</b>	<p>In this unit, pupils will gain experience in setting-up and dismantling and storing equipment. They will learn how to:</p> <ul style="list-style-type: none"> <li>• move and handle equipment in compliance with manufacturers' instructions and centre/organisational requirements</li> <li>• check for faults in equipment and deal with them</li> </ul> <p>Pupils will gain experience in cleaning and tidying areas within the organisation, as well as choosing the correct materials and the appropriate personal protective equipment (PPE). In addition, they will gain knowledge and understanding of the importance of relevant health and safety procedures. Pupils will learn to demonstrate a positive approach when interacting with clients, staff and others. This positive approach will include the ability to communicate appropriately, be responsive, and establish and maintain effective relationships.</p>

## Assessment Method

Each unit will be supported by a National Assessment Bank item (NAB) which will provide an assessment package and exemplify the national standard.

## Skills for Work: Hospitality National 5

Course Title	Skills for Work: Hospitality
Level	National 5
Campus	Arbroath
Days	Friday 9-1pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units
Developing Skills for Working in Hospitality
Front of House Operations
Hospitality Events
Developing Skills for Working in the Professional

## Progression Pathways

- Professional cookery SVQ Level 2
- NC in Hospitality Operations

## Course Description

Skills for Work Hospitality at National 5 (SCQF level 5) provides an introduction to the different commercial and non-commercial sectors of the hospitality industry and the types of provision they offer. Pupils will also learn about the organisational aims of hospitality establishments and the products and services they provide.

Pupils will develop vocational skills and knowledge and gain practical experience in: menu planning; preparing, cooking and presenting a range of foods in a professional kitchen; serving food and drinks; undertaking reception duties and customer care; and planning, organising and running a small hospitality event.

All units in the course place emphasis on the employability skills and attitudes which will help to prepare pupils for the workplace. Pupils will have the opportunity to prepare for, and take part in, a job interview.

## Unit Contents

Unit	Description
<b>Developing Skills for Working in Hospitality</b>	<p>In this unit pupils will investigate a range of hospitality provision. They will identify the organisational aims of hospitality establishments, the products and services provided and the job roles of staff. Pupils will be involved in identifying the employability skills and attitudes relevant for employees in the hospitality industry. They would also demonstrate the skills involved in preparing for and participating in a simulated job interview.</p> <p>Pupils will review and evaluate their own employability skills. On completion of the unit they should be able to demonstrate a positive approach in a range of these skills.</p>
<b>Developing Skills for Working in the Professional Kitchen</b>	<p>In this unit pupils will learn about menu planning, food preparation techniques and cookery processes, food hygiene, health and safety procedures, equipment, terminology, safe knife handling and appropriate storage of finished dishes prior to service. Pupils will also prepare, cook, and present a range of commodities and evaluate finished dishes. Pupils will work as a team member and participate in a number of activities which will help them to develop the skills identified within this unit.</p>
<b>Front of House Operations</b>	<p>In this unit pupils will learn about the work undertaken by front of house staff, specifically reception and the associated customer care skills. They will also experience the skills needed to undertake food and drink service in a variety of styles and establishments. Pupils will participate in a number of activities which will help them to develop the skills identified within this unit.</p>
<b>Hospitality Events</b>	<p>In this unit pupils will be involved in planning, organising, running and evaluating a small scale hospitality event. Pupils will work as part of a team and participate in all the activities involved. Pupils will have the opportunity to use existing skills such as contributing constructively to group discussions, contributing to the provision of food and food service, and following food hygiene and health and safety procedures. They will also develop new skills such as planning and publicising hospitality events.</p>

## Assessment Method

To achieve the course pupils must successfully complete all the units which make up the group award. Ongoing practical observation, short answer questions and portfolio of evidence will be used to assess competency.



## SVQ Hospitality Service Level 5

Course Title	SVQ Hospitality Service
Level	SCQF Level 5
Campus	Kingsway
Days	Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Pupils are required to complete 4 mandatory units and 6 optional units to achieve their SVQ in Hospitality Services at Level 5.

Mandatory Units
Maintain Health and Safety
Work Effectively as a part of a Hospitality Team
Impact of Personal Behaviour
Maintain Food Safety in a Hospitality Environment

## Progression Pathways

- Certificate in Hospitality Operations (Level 6)
- Apply for first line entry level employment within the Hospitality Industry.

## Unit Contents

Unit	Description
<b>Maintain Health and Safety</b>	This unit is about basic health and safety in a hospitality environment. The unit covers following procedures to maintain a healthy and safe workplace, helping to spot workplace hazards promptly and dealing with them in line with workplace procedures, and following emergency procedures if incidents or accidents occur.
<b>Work Effectively as a part of a Hospitality Team</b>	This unit is about making a useful contribution to the work of a team, i.e. the people you work with. 'Team' includes your line manager or supervisor as well as other people in your team working at the same level as yourself. The unit includes accurately following instructions; working on time; helping others when they need help; communicating with the people you work with; getting feedback on what you do well and where you could improve and continuing to learn and develop yourself.
<b>Impact of Personal Behaviour</b>	This unit is about how your own behaviour impacts on customers and the organisation you work for.
<b>Maintain Food Safety in a Hospitality Environment</b>	This unit reflects current food safety guidance in the UK and integrates the key themes of cleaning and preventing

Unit	Description
	contamination. It provides staff with the knowledge and skills of reviewing hazards and using hazard based procedures to maintain food safety in their department.
<b>Prepare and Clear Areas for Food &amp; Beverage Areas</b>	This unit is about how you prepare the food service area ready for your customers and clear it down at the end of the service. This includes preparing the equipment such as trolleys and fridges, service items such as crockery and trays and ensuring that the food service area is set up correctly prior to service. It concludes with efficient clearing of the food service and dining areas and correct storage of equipment and condiments.
<b>Provide a Food and Beverage Service</b>	This unit is about providing customers with an excellent food and beverage service experience. It covers greeting and seating customers, providing customers with information to enhance their visit, the service and appealing display of food and beverages and the maintenance of a welcoming service area.
<b>Prepare and Serve Dispensed and Instant Hot Drinks</b>	This unit is about how you prepare basic equipment such as dispensing machines, kettles, urns, and coffee and tea pots. It covers the preparation methods and how you serve hot drinks such as tea, coffee and hot chocolate.
<b>Set up Specialist Coffee Station</b>	This unit is about how you prepare for the service of specialist coffee in your workplace, including setting up the specialist equipment, such as espresso machine and grinder. It covers how you prepare the necessary stock for service and the checks that should be carried out to ensure the high quality of the coffee drinks that you will be producing.
<b>Prepare and Service Beverage from a Specialist Coffee Station</b>	This unit is about how you prepare and serve beverages from a specialist coffee station. It covers how you interact with your customer to determine their requirements, how you make and present a variety of drinks, such as coffee, tea, hot chocolate and smoothies.
<b>Clean and Close a Specialist Coffee Machine</b>	This unit is about how you clean specialist equipment and close down the station after service

### Assessment Method

Ongoing practical observation, portfolio of evidence and online tests.

## Sociology National 5

Course Title	Social Science
Level	National 5
Campus	Arbroath
Day	Friday 9-1pm or by other arrangement
Start Date	June 2019
End Date	June 2020

## Units to be completed

Mandatory Units
Human Society Theory and Methods
Social Issues
Culture and Identity
End Exam

## Progression Pathways

- Higher Sociology
- Higher Psychology
- Advanced Certificate in Social Science
- Advanced Certificate in Health and Social Care
- National Certificate level 6 Early Education and Childcare
- PDA (Level 6) Education Support Assistance
- Foundation Apprenticeship in Health and Social Care
- Foundation Apprenticeship in Children and Young People
- Routes to Higher Education

## Course Description

The National 5 Sociology course will help you to develop an understanding of society that goes beyond personal experience and common-sense explanations. You will learn to think about human society, social issues, culture and identity from different points of view. Also you will learn about the key role of evidence in supporting explanations for human social behaviour and become familiar with research methods in sociology.

This course develops your sense of yourself as part of society. The sociological approach encourages you to ask questions about the social world in which we live, and to use evidence to support explanations for human social behaviour.

## Course Contents

Topics	Description
<b>Human Society</b>	Pupils will develop an understanding of the sociological approach to studying human societies. Within this unit we will look at a variety of sociological theories and their explanations of human behaviour. These theories will help pupils understand why people behave in the way they do. Pupils will investigate the research methods used in sociology to gather the data which support these theories.
<b>Social Issues</b>	Pupils will develop a sociological understanding of contemporary social issues and apply the theories previously learned to these issues. Pupils will also develop skills in using a range of sources, including research evidence, to justify points of view. The mandatory topic covers differential achievement within the education system due to class, gender and ethnicity. The other topic within the unit will be discussed and decided with the class.
<b>Culture and Identity</b>	Who are we and what influences us to become who we are? In this unit you will apply the theories learned in the unit 'Human Society' to explain the relationship between culture and identity. During this unit you will examine diversity, including cultures and sub cultures.

## Assessment Method

Your grade at National 5 Sociology is composed of a closed book exam in May and an assignment submitted to SQA in April. This assignment is open book and is equivalent to a third of your overall grade. College unit assessments and a prelim will be sat for this National 5 qualification.

## Psychology National 5

Course Title	Social Science
Level	National 5
Campus	Arbroath
Day	Friday 9-1pm or by other arrangement
Start Date	June 2019
End Date	June 2020

## Units to be completed

Mandatory Topics
Research
Individual behaviour
Social behaviour
End Exam

## Progression Pathways

- Higher Sociology
- Higher Psychology
- Advanced Certificate in Social Science
- Advanced Certificate in Health and Social Care
- National Certificate level 6 Early Education and Childcare
- PDA (Level 6) Education Support Assistance
- Foundation Apprenticeship in Health and Social Care
- Foundation Apprenticeship in Children and Young People
- Routes to Higher Education

## Course Description

The course is suitable for anyone with an interest in developing their knowledge and understanding of human behaviour, either to pursue study and career options related to psychology or to broaden their learning experience. You may have little or no prior experience of studying psychology, but an interest in human behaviour and life experience provides a good foundation to progress to this qualification.

### Course Contents

Topics	Description
<b>Research</b>	This introduces pupils to the research process, research methods and ethics used in psychology. Pupils will develop knowledge and understanding of factors to consider when planning and carrying out psychological research. Pupils will also develop numerical skills and an understanding of psychological terminology.
<b>Individual Behaviour</b>	This enables pupils to use psychology to explain individual behaviour. Pupils will investigate topics such as sleep and dreams and learn how these topics can be explained using psychological theories. They also consider the strengths and weaknesses of different theories investigated.
<b>Social Behaviour</b>	This explains how interaction with others shapes social behaviour. You will investigate social psychological topics such as conformity obedience. Pupils will use relevant concepts and research evidence to explain how the thoughts, feelings and behaviours of individuals are developed through interaction within the social environment. Pupils will be encouraged to use psychological knowledge and understanding to explain examples of everyday behaviour.

### Assessment Method

Your grade at National 5 Psychology is composed of a closed book exam in May and an assignment submitted to SQA in April. This assignment is open book and is equivalent to a third of your overall grade. College unit assessments and a prelim will be sat for this National 5 qualification.

## National Progression Award in Dance Level 5

Course Title	National Progression Award in Dance
Level	Level 5
Campus	Kingsway
Days	Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Units
Dance: Choreography
Dance: Alternative
Dance: Contemporary

## Progression Pathways

Pupils who successfully complete the course can audition for the one year NC Dance programme at The Scottish School of Contemporary Dance based in the Space at Dundee and Angus College. There is then potential to progress onto further training at HNC/HND level.

## Course Description

The National Progression Award (NPA) in Dance at SCQF level 5 (Intermediate 2) is an introductory qualification in Dance in which pupils explore choreography and gain an appreciation of dance skills and techniques. It allows pupils to develop knowledge, understanding and skills in choreography and two different styles; Contemporary and alternative techniques such as Hip Hop and Street Dance. Pupils will also research and analyse dance styles and practitioners, putting their learning into context.

## Unit Contents

Unit	Description
<b>Dance: Choreography</b>	This is a mandatory unit in which pupils will develop choreographic skills which will allow them to create movement, use stimuli and analyse a dance piece by an established choreographer. They will be introduced to choreographic devices and stimuli for creating movement and put these skills into practice through tutor-led tasks and workshops. Pupils will also

Unit	Description
	have the opportunity to develop critical thinking skills within the context of analysing an established dance piece.
<b>Dance: Alternative</b>	<p>This Unit is designed to introduce pupils to an alternative dance form and its particular technique (Hip hop/street dance) Pupils will have the opportunity to research and describe a chosen dance form. They will develop an understanding of the dance form and learn to develop and demonstrate relevant skills before performing in the chosen style.</p> <p>This Unit is suitable for pupils who would like to develop general dance technique skills and for those who wish to continue to study at Higher level.</p>
<b>Dance: Contemporary</b>	<p>In this Unit pupils will be introduced to skills and techniques in the style of contemporary dance. They will develop the fundamentals of the technique which will incorporate warm up, floor work, travelling and sequences. Pupils will also have the opportunity to contextualise their learning by recreating movement in the style of a choreographer. They will also undertake some research into the choreographer and dance repertoire.</p> <p>This Unit is suitable for pupils who are interested in developing contemporary dance technique and for those who wish to continue to study contemporary dance at Higher level.</p>

### Assessment Method

Assessments are on-going throughout the course. Some will conclude in a short practical presentation along with short written reports/logbooks and or oral presentations.



## National Progression Award in Photography level 5

Course Title	NPA Photography
Level	Level 5
Campus	Arbroath and Gardyne
Days	Arbroath – Friday 9-1pm Gardyne - Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Mandatory Units
Understanding Photography
Photographing People
Photographing Places
Working with Photographs

## Progression Pathways

On successful completion of the NPA Photography course, and through the production of a strong portfolio of work, students may progress on to full time study on the level 6 – Certificate in Photography course at the Gardyne Campus.

## Course Description

This course is aimed at pupils with an interest but with no formal qualification in photography or portfolio of work. The course will allow students to explore hands on photography and gain introductory knowledge in this field before progression on to full time study.

## Unit Contents

Unit	Description
<b>Understanding Photography</b>	This unit provides pupils with the knowledge and skills to develop their understanding of different aspects of photography. The unit includes photographic terminology, simple evaluation of technical and creative aspects and prepares candidates for further study. This is a mandatory unit in the National Progression Award in Photography at SCQF level 5 but is also suitable for use as a free-standing Unit.
<b>Photographing People</b>	The purpose of this unit is to broaden the pupils' skills and experience in photography, specifically developing understanding of how to photograph people. Pupils will review a range of photographs of people and different styles and approaches. Building on this, they will then

Unit	Description
	<p>plan a series of sessions where they can develop their skills in directing and posing people for photographic assignments. Pupils will select the best images from their work and present them. The unit has been developed as part of the National Progression Award in Photography at SCQF level 5 and is a mandatory unit but may be delivered as a free- standing unit. No previous experience of photography is required and it may facilitate progression to further photographic studies.</p>
<b>Photographing Places</b>	<p>This unit develops and broadens skills in photography/creative media. Pupils will select examples of photographs of places/locations both interior and location photographs. Based on this research they will plan a series of sessions where they can develop their skills in framing and creating interesting and dynamic viewpoints for photographic images. Pupils will select the best images from their work and present them. This is a mandatory unit and has been developed as part of the National Progression Award in Photography at SCQF level 5 but may also be delivered as a free-standing unit. No previous experience of photography is required, and it may facilitate progression to further photographic studies.</p>
<b>Working with Photographs</b>	<p>This unit develops understanding of what makes a good image. Pupils will initially gather and select images to enhance. They will decide how best to enhance them and the images will be named, filed and stored for easy retrieval. Pupils will then present the images for a given purpose. This unit has been developed as part of the National Progression Award in Photography at SCQF level 5. It is a mandatory unit within the NPA but may also be delivered as a free-standing unit. No previous experience of photography is required, and it may facilitate progression to further photographic studies.</p>

### Assessment Method

Ongoing assessment of work throughout year with final submission of completed work and portfolio images.

## National Progression Award in Business and Marketing Level 5

Course Title	National Progression in Business and Marketing
Level	Level 5
Campus	Arbroath and Gardyne/Kingsway
Days	Gardyne/Kingsway - Monday and Wednesday 2-4 pm Arbroath – Friday 9-1 pm
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Units
Management of Marketing and Operations
Marketing: Basic Principles
Understanding Business
Skills for Customer Care
Promoting a Business

**Progression Pathways**

On successful completion of the NPA, it is envisaged that employment could be gained in the business sector in one of the following areas:

- Marketing Assistant
- Customer Service Assistant
- Sales Assistant

***In addition, D&A offers the following progression routes:***

- Advanced Certificate in Business
- Business Academy
- Advanced Certificate in Administration & IT

**Course Description**

The NPA in Business and Marketing at SCQF level 5 has been designed to give you the practical skills and theoretical knowledge required to work in a modern Business environment.

In order to gain this award, you must successfully complete five credits. There are no specific entry requirements. However, it is beneficial if you have completed National Qualifications or relevant SCQF level 4 Units.



The units in the NPA will equip you with skills such as:

- practical ICT skills
- research and presentation skills
- working with internal and external customers
- employability skills
- adaptability/flexibility
- working with others
- customer care skills
- communication

**Unit Contents**

Unit	Description
<b>Management of Marketing and Operations</b>	<p>The general aim of this unit is to develop pupils’ understanding of the management of marketing and operations for small and medium businesses.</p> <p>The unit will develop the skills, knowledge and understanding required to make decisions about how to manage these activities effectively.</p> <p>Pupils who complete this unit will be able to:</p> <ol style="list-style-type: none"> <li>1. Apply knowledge and understanding of how the marketing function contributes to the success of small and medium sized organisations</li> <li>2. Apply knowledge and understanding of how the operations function contributes to the success of small and medium sized organisations</li> </ol>
<b>Marketing: Basic Principles</b>	<p>This is an introductory unit designed to enable pupils to develop a practical knowledge and understanding of the application of marketing concepts and techniques. Pupils will be introduced to the fundamental marketing concepts of the marketing mix, market segmentation and market research.</p> <p>Pupils who complete this unit will be able to:</p> <ol style="list-style-type: none"> <li>1. Apply the marketing mix to the marketing of a specific product or service.</li> <li>2. Apply the concept of market segmentation to the marketing of a specific product or service.</li> <li>3. Apply methods of market research to a specific product or service.</li> </ol>
<b>Understanding Business</b>	<p>The general aim of this unit is to develop pupils’ understanding of the business environment.</p> <p>The unit will develop skills, knowledge and understanding by carrying out activities relating to the role of business organisations and entrepreneurship in society.</p> <p>It introduces pupils to the main roles, activities and functions associated with businesses and other organisations. The unit will allow pupils to explore issues relating to the external environment in which organisations operate and the effect this can have on organisational activity.</p> <p>Pupils who complete this unit will be able to:</p>

Unit	Description
	<ol style="list-style-type: none"> <li>1. Give an account of the key objectives and activities of small and medium-sized business organisations</li> <li>2. Apply knowledge and understanding of factors that impact on the activities of small and medium-sized business organisations</li> </ol>
<b>Skills for Customer Care</b>	<p>The unit is intended to develop knowledge and understanding of customer care. Pupils will consider the key principles of good customer care and how this affects the success of an organisation.</p> <p>The importance of developing relationships with customers, various different communication techniques and ways of establishing a rapport with customers are considered. The unit also allows pupils to consider the importance of gathering, recording and acting upon customer feedback.</p> <p>Pupils who complete this unit will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the key principles of customer care in an organisation.</li> <li>2. Demonstrate customer care skills in routine interactions.</li> <li>3. Demonstrate customer care skills when dealing with dissatisfied customers.</li> <li>4. Explain the importance of feedback from customers to improving customer care in an organisation.</li> </ol>
<b>Promoting a Business</b>	<p>The purpose of this unit is to provide an introduction to the promotional element of the marketing mix and how this is used in business. Pupils will develop their knowledge of the promotional mix elements. On completion of this unit pupils will be able to explain the purpose of promotion in business, identify the key aspects of the promotional mix and put together a campaign for a promotional business campaign.</p> <p>Pupils who complete this unit will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the role of promotion in business.</li> <li>2. Describe the key elements of the promotional mix.</li> <li>3. Plan a promotional campaign for a business.</li> </ol>

### Assessment method

There is no final exam. Each unit is assessed using the continuous assessment approach.

## National Progression Award in Practical Science Level 5

Course Title	NPA Practical Science
Level	Level 5
Campus	Kingsway
Days	Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Mandatory Units
Introduction to Chemistry
Waves and Optics
Radioactivity
The Human Body
Forensic Science: Applications

**Progression Pathways**

- If pupils have suitable Highers (2 Highers, at least one science, Biology or Chemistry), they will be able to progress onto our HN Applied Sciences programme.
- Those with National 5 qualifications (3 National 5 qualifications at least one science, Biology or Chemistry) can progress to the Certificate in Applied Science Programme.

**Course Description**

A collection of science practical and theory units designed to give pupils an insight into skills required for progression to further study and/or employment. Pupils will receive a National Progression Award on successful completion of all units. Skills developed are not regularly offered in schools.

### Unit Contents

Unit	Description
<b>Introduction to Chemistry</b>	This unit is designed to introduce chemical theory and practical skills. (SCQF Level 5)
<b>Waves and Optics</b>	This unit is designed to introduce the concept of Waves and Optics through theory and practical exercises (SCQF Level 5)
<b>Radioactivity</b>	The unit focussed mainly on the different types of radiation, the effects and practical uses of radioactivity (SCQF Level 5)
<b>The Human Body</b>	This unit will allow to investigate the systems of the Human Body, focussing on the structure and function of different systems (SCQF Level 5)
<b>Forensic Science: Applications</b>	This is a largely practical unit studying the most up to date techniques used in the world of Forensic Science (SCQF Level 5)

### Assessment Method

Units are all practical and theory based and will be facilitated with a mixture of group work and individual development of practical skills.

Pupils will be encouraged to participate in independent learning as well as group work through the practical requirements of the unit. The practical skills that are developed will be of huge benefit to pupils for progression onto further study or employment. The discipline required to carry out some of the practical procedures will assist with confidence, awareness of others and self-development.

## National Progression Award in Web Design Level 5

Course Title	National Progression Award in Web Design
Level	Level 5
Campus	Arbroath and Gardyne
Days	Gardyne – Monday and Wednesday 2-4 pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

**Entry requirements**

Entry to this award is at the discretion of the centre. However, Computing Science at SCQF level 4, NPA Software Development at SCQF level 4 or Experience of writing HTML, CSS and programming may be helpful for completion of this course.

**Units to be completed**

Units
Computing: Website Graphics
Computing: Website Design and Development
Computing: Interactive Multimedia

**Progression Pathways**

- HNC Digital Design and Web Development
- HNC Computing
- Foundation Apprenticeship in Creative & Digital Media
- Certificate in Computing, Games and Technology
- Modern Apprenticeship in Web Development/Digital Marketing/Creative & Digital Media

**Course Description**

Web design is a process of planning, and building a collection of electronic files that make up the layout, colours, text styles, structure, graphics, images, and use of an interactive website. This course is designed for young people who wish to gain the knowledge and skills required in the field of web design and development. You will learn how to build your own website through HTML and CSS programming and use graphic design to create your own images. This course will provide you with the basic skills needed to work in the web or digital design industry or to study further in these areas.



### Unit Contents

Unit	Description
<b>Computing: Website Design and Development</b>	Pupils will learn the process of building a website using HTML and CSS by gathering requirements through a client brief. Pupils will learn to plan, design and test your own website.
<b>Computing: Website Graphics</b>	This unit focuses on website graphics. Pupils will capture, create and optimise you own graphics and develop an understanding of the usability and legal issues associated with using graphics on websites. Pupils will build a web page to incorporate your optimised images and graphics.
<b>Computing: Interactive Multimedia</b>	This unit will teach you how to add interactive elements to the website that you have designed and created. Elements such as Drop-down/fly-out menu — Photo gallery — News ticker or video file can be included and incorporated into your design.

### Assessment Method

Within all units, pupils will undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.

## National Progression Award in Digital Media Level 5

Course Title	National Progression Award in Digital Media
Level	National 5
Campus	Gardyne
Days	Gardyne – Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Units
Art and Design: Web Content
Art and Design: Digital Video Skills
Art and Design: Animation Skills

## Progression Pathways

The destinations and progression routes for pupils completing these awards are HND Visual Communication & HND Computer Arts and Design.

## Course Description

These National Progression Awards are designed for individuals who are currently working in or desire to work in the art and design based creative industries sector or pupils who want to develop applied skills in the contemporary uses and applications of digital media in art and design.

## Unit Contents

Unit	Description
<b>Art and Design: Web Content</b>	Pupils begin studying the Art and Design: Animation Skills unit to provide them with an overview of the development of animation in the production of basic animation sequences using traditional and computer techniques.
<b>Art and Design: Digital Video Skills</b>	The next unit to be delivered is Art and Design: Digital Video Skills that requires the pupils to research the use, storage and creative process behind the development of digital video content for art and design. Pupils have the opportunity to plan and create a video sequence, developing applied understanding of camera and filming techniques and basic editing and storage processes.
<b>Art and Design: Animation Skills</b>	Finally, pupils undertake the Art and Design: Web Content unit that allows pupils to develop and extend their applied understanding of creating web content for art and/or design contexts. This provides them with the chance to reinforce earlier research skills in the identification of a range and variety of web based content usage.

## Assessment Method

Continuous internal/external assessment with the focus on portfolio production and submission.

## Sociology Higher

Course Title	Social Science
Level	Higher
Campus	Arbroath
Day	Friday 9-1pm or by other arrangement
Start Date	June 2019
End Date	June 2020

## Units to be completed

Mandatory Topics
Human Society Theory and Methods
Social Issues
Culture and Identity
End Exam

## Progression Pathways

- Guaranteed articulation to HNC Social Science with passes in Higher Sociology and Higher Psychology with a strong course leader reference.
- Range of HNC at D&A College with two Highers
- Together with other Highers, first year entry into University to study subject such as criminology, psychology, sociology, social science, social anthropology, history, law, management, human resources, business and other social science or humanities route.
- Professional Development Award (PDA) in sociology, psychology and criminology.
- Employment areas include criminal justice system, social work, health and care, childhood practice, teaching, civil service, housing, journalism, human resources and many more.

## Recommended Entry

- Pupils progressing from National 5 Sociology will find that the course provides the breadth, challenge and application they require to further develop their research and thinking skills, and their knowledge and understanding of sociology.
- National 5 Modern Studies Course or relevant component units
- Other Humanities courses such as History at SCQF level 5 or 6 or relevant component units
- Pupils' interest in sociology and suitability for Higher Sociology will be ascertained by participation in an informal workshop facilitated by members of the D&A Social Science team by arrangement.

## Course Description

The study of sociology offers pupils the opportunity to develop an understanding of society that goes beyond personal experience and common-sense explanations. Pupils are challenged to analyse social issues and culture and identity from different points of view. This course also encourages the use of evidence when explaining social issues.

The study of sociology provides opportunities to develop communication skills by encouraging imaginative thought and prompting pupils to ask questions about the social world in which we live. They will also interact with others to share and develop their understanding of human social experience and will gain increased awareness of themselves and others.

Sociological research and analysis skills are developed as aspects of political, economic, cultural and social life are explored. This will encourage pupils to respect others and begin to develop informed views of complex social issues.

## Course Contents

Topics	Description
<b>Human Society</b>	Pupils will develop a complex understanding of the sociological approach to studying human societies. Within this unit we will look at a variety of sociological theories and their explanations of human behaviour. These theories will enhance your understanding why people behave in the way they do. Pupils will analyse the research methods used in sociology to gather the data which support these theories.
<b>Social Issues</b>	Pupils will increase your sociological understanding of contemporary social issues and apply the theories previously learned to these issues. Pupils will also enhance your skills in using a range of sources, including research evidence, to justify points of view. The mandatory topic covers social mobility; what this is and factors which impact our life chances. The other topic within the unit will be discussed and decided with the class.
<b>Culture and Identity</b>	Who are we and what influences us to become who we are? In this unit pupils will apply the theories learned in the unit 'Human Society' to explain the relationship between culture and identity. During this unit you will analyse diversity, including cultures and sub cultures.

## Assessment Method

Your grade at Higher Sociology is composed of a closed book exam in May and an assignment submitted to SQA in April. This assignment is open book and is equivalent to just under a third of your overall grade. College unit assessments and a prelim will be sat for this Higher qualification.

## Psychology Higher

Course Title	Social Science
Level	Higher
Campus	Arbroath
Day	Friday 9-1pm or by other arrangement
Start Date	June 2019
End Date	June 2020

## Units to be completed

Mandatory Topics
Individual behaviour
Social behaviour
End Exam

## Progression Pathways

- Guaranteed articulation to HNC Social Science with passes in Higher Sociology and Higher Psychology with a strong course leader reference.
- Range of HNC at D&A College with two Highers
- Together with other Highers, first year entry into University to study subject such as criminology, psychology, sociology, social science, social anthropology, history, law, management, human resources, marketing and other social sciences or humanities routes.
- Professional Development Award (PDA) in psychology, sociology and criminology.
- Employment areas include criminal justice system, social work, health and care, childhood practice, teaching, civil service, housing, human resources, marketing, journalism and many more.

## Recommended Entry

- Pupils progressing from National 5 Psychology will find that the course provides the breadth, challenge and application they require to further develop their research and thinking skills, and their knowledge and understanding of psychology.
- National 5 Biology Course or relevant component Units
- Social Studies or Social Sciences Courses at SCQF level 5 or relevant component units
- Pupils' interest in psychology and suitability for Higher Psychology will be ascertained by participation in an informal workshop facilitated by members of the D&A Social Science team by arrangement.

### Course Description

This course develops pupils' ability to analyse psychological explanations for individual and social behaviour. Psychology provides pupils with opportunities to find out about some of the ways that thoughts and emotions can affect how we feel and behave. Psychological knowledge of individual and social behaviour can support pupils in personal and professional relationships, and can enable them to understand some of the factors that influence behaviour. The central theme of the course is to enable pupils to investigate psychological knowledge and research, which will promote their understanding of individual and social behaviour. Pupils will analyse and evaluate concepts, theories and approaches, and will draw on research evidence to explain human behaviour.

### Course Contents

Topic	Description
<b>Individual behaviour</b>	The general aim of this unit is to enable pupils to analyse individual behaviour. Pupils will investigate topics and learn how these topics can be explained, using psychological approaches and theories. Pupils will evaluate approaches and theories and apply psychological knowledge to show how an understanding of psychology can be applied.
<b>Social behaviour</b>	The general aim of this unit is to enable pupils to analyse how interaction with others shapes social behaviour. Pupils will investigate psychological explanations for social behaviour, and will use research evidence to analyse how the thoughts, feelings and behaviours of individuals are influenced by their social environment. Pupils will apply psychological knowledge and understanding to explain examples of everyday social behaviour.

### Assessment Method

Your grade at Higher Sociology is composed of a closed book exam in May and an assignment submitted to SQA in April. This assignment is open book and is equivalent to a third of your overall grade. College unit assessments and a prelim will be sat for this Higher qualification.

## National Progression Award in Cybersecurity Level 5/6

Course Title	National Progression Award in Cybersecurity
Level	Level 5 or 6
Campus	Arbroath and Gardyne
Days	Gardyne – Monday and Wednesday 2-4 pm Arbroath – Friday 9-1pm
Start Date	May 2019
End Date	April 2020

**Entry Requirements**

Entry to this award is at the discretion of the centre. However, Computing Science at SCQF level 4, may be helpful for completion of this course.

**Units to be Completed**

Units
Data Security
Digital Forensics
Ethical Hacking

**Progression Pathways**

- HNC in Cyber Security
- HNC Computing
- Foundation Apprenticeship in Hardware and Technical Support
- Certificate in Computing, Games and Technology
- Modern Apprenticeship in IT

**Course Description**

Cybersecurity is the protection of internet-connected systems, including hardware, software and data, from cyberattacks. This course is designed for young people who wish to gain the knowledge and skills required in the field of cyber security and ethical hacking. You will learn techniques on how to perform information gathering, network & vulnerability scanning, and methods on how to recover hidden data. You will be introduced to the creation of exploits and the steps performed during a penetration test, while also learning the basic skills needed to work in a computing role or to progress to study in the areas of cyber security and ethical hacking.

### Unit Contents

Unit	Description
<b>Data Security</b>	Pupils will explore corporate data security and data security breaches and learn techniques for the development of a business security strategy.
<b>Digital Forensics</b>	Pupils will learn about the digital forensics process gaining knowledge of data acquisition, data analysis and the reporting of forensics examinations. Pupils will learn practical skills enabling you to report digital evidence and analyse and interpret data which is required to an enquiry under investigation.
<b>Ethical Hacking</b>	With this unit pupils will learn about the knowledge and skills used by ethical and malicious hackers. Pupils will be able to distinguish between methods used by ethical and malicious hackers to compromise individuals' and organisations' computer systems, as well as applying these skills to identify vulnerabilities.

### Assessment Method

Within all units pupils will undertake a mixture of closed book assessment questions to demonstrate they understand the key theory and concepts of the unit and practical based assessment in which pupils will need to demonstrate the technical skills in the form of a small project.



## National Progression Award in Criminology Level 5/6

Course Title	National Progression Award in Criminology
Level	Level 5/6
Campus	Arbroath and Gardyne
Days	Gardyne - Monday and Wednesday 2-4 pm Arbroath – Friday 9 – 1 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Units
Criminology: Crime Scenes
Criminology: Nature and Extent of Crime
Criminology: Forensic Psychology

## Progression Pathways

- Higher Psychology and Higher Sociology
- Together with other Highers a range of HNC at D&A College.
- Together with other Highers, first year entry into University to study subject such as criminology, psychology, sociology, social science, social anthropology, history, law, management, human resources, marketing and other social sciences or humanities routes.
- Professional Development Award (PDA) in psychology, sociology and criminology.
- Routes to Higher Education
- Employment areas include criminal justice system, social work, health and care, housing, childhood practice, teaching, civil service, human resources, police force, marketing, Scottish Prison Service, journalism and many more.

## Recommended entry

- Pupils progressing from National 5 Psychology/Sociology will find that this course provides the breadth, challenge and application they require to further develop their research and thinking skills in social sciences.
- Existing evidence of National 5 study in relevant subjects.

## Course Description

Crime drama and documentaries are extremely popular: CSI, Mindhunters, Making of a Murderer, Killing Eve, The Sinner, Wire in the Blood, Sherlock Holmes to name but a few. But, what about real-life crime? In reality, we need to understand how crime scenes are investigated and used to elicit essential evidence. We look to theory and crime data to create a picture about the nature and extent of crime. This course, takes three SQA units and combines them to provide you with a balanced mix of theory, data analysis, and provides an understanding of how physical and psychological evidence is gathered and used. These three units give you a recognised National Progression Award (NPA) in Criminology.

## Unit Contents

Unit	Description
<b>Crime Scene</b>	The unit 'Crime Scene' explores crime scene protocol and the range of evidence which may be present. It focuses on real life cases which illustrate psychological evidence from a crime scene and offender profiling. For this unit, use of the Scottish Police Services Authority: Forensic Services website will be used to understand crime scene protocol and we use television shows such as the CSI franchise and short YouTube clips to illustrate particular aspects of physical evidence to be collected.
<b>Nature and Extent</b>	The unit will illustrate the ways in which criminologists use data and examine material from the British Crime Survey, thereby establishing the link between criminological theory and the statistical evidence and research strategies. You will be introduced to the variety of criminological theories and the particular perspectives they give to the explanation of criminal behaviour.
<b>Forensic Psychology</b>	This unit introduces to the work of forensic psychologists in the police, courts and the prison estate. You will develop an understanding of different psychological theories of criminal behaviour, including psychopathy. You will also have the opportunity to explore extraordinary criminal behaviour.

## Assessment Method

A combination of open and closed book assessments as required by the SQA.

## National Progression Award in Events Level 6

Course Title	National Progression Award Events
Level	Level 6
Campus	Kingsway
Days	Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Units
Event Organisation
Events Costing: An Introduction
Corporate Events: An Introduction
Branding: An Introduction

## Progression Pathways

- HNC Events at Dundee and Angus College
- Degree in Events Management
- Post Graduate Courses
- Employment Opportunities:
- Management (varying levels) positions in Events Companies, Hotels, Conference Centres and Tourism Organisations.
- At this level many are successful at opening their own Events Company

## Course Description

This course is designed to provide pupils with skills and knowledge required to plan, organise and implement an event. They will demonstrate skills in working with others to plan and implement a real life event. They will learn to review and evaluate their own and their team's contributions and performance. Skills developed will include budgeting and financial planning, resource management, logistics and the marketing of a range of events such as exhibitions, fashion shows, sporting events and charitable functions.

## Unit Contents

Unit	Description
<b>Event Organisation</b>	In this practical unit pupils will develop an understanding of the requirements of event planning; the methods involved in implementation of events and will work with others to apply these concepts in the planning and organisation of, and participation in, a specific event. Pupils will evaluate the success of the event and the contribution of participants to this.
<b>Events Costing: An Introduction</b>	The purpose of this unit is to provide pupils with the knowledge and skills to carry out a range of costings and calculations, including break-even point in relation to events, and to operate a petty cash system.
<b>Corporate Events: An Introduction</b>	This unit is designed to provide pupils with an introduction to corporate events. It will provide pupils with the skills and knowledge required to organise a corporate event from a venue perspective, and will highlight the planning and organisational responsibilities required.
<b>Branding: An Introduction</b>	<p>This unit is an introduction to the concept of branding products and services. It will look at the elements used in branding to create an image, the use of the marketing mix to develop branding and the range of branding strategies available to an organisation. The unit will also provide pupils with the opportunity to review and evaluate a chosen brand.</p> <p>The unit will be of interest to a wide range of pupils, particularly those interested in marketing, advertising and consumer behaviour related subjects.</p>

## Assessment Method

Continuous internal assessment including both open and closed book assessments and observations.

## National Progression Award in Acting and Performance Level 6

Course Title	National Progression Award in Acting and Performance
Level	Level 6
Campus	Kingsway
Days	Monday and Wednesday 2-4 pm
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Units
Drama: Theatre Skills in Performance
Professional Theatre in Context

**Progression Pathways**

The NPA has been designed to improve progression to further study at NC or HNC level depending on audition and interview.

**Course Description**

The NPA in Acting and Performance provides pupils with an opportunity to refine their skills in acting and directing. The work will focus on creating a project that will be performed (on stage, in a studio or selected location depending on choices of production). The learning will be hands on and highly-practical, with pupils expected to attend all rehearsals and compulsory performances. This course also enables pupils to analyse theatre and to build their understanding and appreciation of the art form.

The NPA will enable pupils to gain development in the below skills that are required for progression to further study and are all industry relevant:

- rehearsing
- performing
- demonstration of theatre skills in performance
- demonstration, in practical terms, of knowledge and understanding of the roles within a theatre production team
- evaluating
- working collaboratively with others

In addition, the NPA will focus on providing pupils with relevant experiences which develop skills of self-discipline, commitment, collaboration and creativity: skills which contribute to the growth of the individual.

## Unit Contents

Unit	Description
<b>Mandatory unit 1 - Drama: Theatre Skills in Performance(F5LB 12) is a double-credit Unit (12 SCQF points).</b>	The focus of this unit is stage craft and performance. Pupils will work towards a production and will have the flexibility to choose from a wide range of production types including text based, touring theatre, community theatre, street theatre and site specific. Pupils will apply theatre skills to the rehearsal and performance of a role to an audience and will learn about the complementary roles of the Actor and Director. The unit also provides pupils with the opportunity to evaluate their own theatre skills within a production.
<b>Mandatory unit 2 - Professional Theatre in Context (F5L4 12) is a single credit Unit (6 SCQF points).</b>	In this unit, pupils have the opportunity to experience and analyse two contrasting professional theatrical productions in different styles/genres. Pupils will explore the roles and responsibilities of the director, artistic and technical members of a production team prior to attending the productions. Pupils will consider the contrast between productions and evaluate the effectiveness of the technical and artistic aspects of each production.

## Assessment Method

Assessment will be ongoing throughout engagement in the course, including; rehearsing, devising/creating, evaluating and performing. There will be a final project that will be the summary of all learning throughout the course.

## HNC Computer Networking and Ethical Hacking Level 7

Course Title	HNC Computer Networking and Ethical Hacking
Level	SCQF Level 7
Campus	Gardyne/Arbroath
Days	Monday and Wednesday 2-5 pm - Gardyne
	Tuesday 9-4 pm
Start Date	April 2019
End Date	May 2021

## Units to be completed

Units
Professionalism and Ethics in Computing
Team Working in Computing
Introduction to Developing Software
HNC Computing: Graded Unit 1 (Exam)
Computer Systems Fundamentals
Troubleshooting Computing Problems
Computer Networking: Fundamentals
Computer Networking: Practical
Ethical Hacking Fundamentals
Cloud Computing
Software Development Programming Foundations
Security Concepts

## Progression Pathways

## Internally within D&amp;A College

- HND Games Development
- HND Digital Design and Web Development
- HND Cyber Security
- HND Computing: Technical Support
- HND Computing: Software Development
- HND Computer Networking & Internetworking Technology

## Externally with Partner Universities

- Abertay University – BSc (Hons) Computing – Year 2
- Other University Computing Programmes

## Course Description

### HNC Computer Networks and Ethical Hacking

Computing is one of the most dynamic employable industries today. The world is now reliant on computers and people with digital skills. With this course you can gain the key skills and knowledge required to work in almost any sector in the future. Computer sciences and IT skills can be applied to almost any sector and almost all companies require highly computer-literate employees. This course introduces you to the world of software, networking and ethical hacking. You will study this subject over a period of 2 years and you will receive an HNC Computing which is at SQA Level 7 which can also give you an accelerated option to 2<sup>nd</sup> year of College or University.

### Unit Contents

Unit	Description
<b>Intro to Developing Software</b>	This unit is designed to enable pupils to develop basic software development skills. The design and implementation of the constructs of programming (variables, sequence, selection, iteration, functions and parameter passing) will be covered in the context of a development environment.
<b>Ethical Hacking Fundamentals</b>	This unit aims to introduce pupils to the concepts and practical skills required in real life ethical hacking engagements. By the end of this unit, pupils should be aware of the importance of the role of IT security and be able to perform information gathering steps, system security testing, system exploits, and access maintenance/track covering techniques and suggest possible countermeasures within a security assessment report. On completion of the unit pupils should be able to:  1 Perform target information gathering reconnaissance. 2 Perform system security vulnerability testing. 3 Perform system vulnerability exploit attacks. 4 Produce a security assessment report
<b>Professionalism and Ethics in Computing</b>	This unit is designed to provide pupils with a knowledge and understanding of professional issues, including contemporary legislation, and ethical considerations for those fulfilling a computing related role within the workplace.
<b>Computer Systems Fundamentals</b>	This unit is designed to provide pupils with the knowledge of the various hardware and software elements of a computer system, how to install an operating system and install and configure application and security software.
<b>Troubleshooting Computing Problems</b>	This unit is designed to provide pupils with the skills required to develop a possible solution to a computing problem in the context of computer networking, software development or technical support.
<b>Computer Networking: Fundamentals</b>	This unit is designed to introduce pupils to the basic components of contemporary local area networks





Unit	Description
	(LANs) and wide area networks (WANs) and give an overview of their underlying technologies.
<b>Computer Networking: Practical</b>	This unit is designed to introduce pupils to the basic components of contemporary local area networks (LAN) and wide area networks (WANs). Pupils will gain practical experience of implementing a client server local area network using industry-standard equipment and protocols. Pupils will also learn how to configure appropriate devices to allow a remote computer to gain access to the LAN.
<b>HNC Computing Exam</b>	This Graded Unit is designed to provide evidence that the pupil has achieved the main principal aims of the HNC in Computing. It is assessed through an exam.
<b>Cloud Computing</b>	<p>This unit is intended to give pupils an introduction to the fundamentals of cloud computing and the associated terminology and technology. The unit will cover a broad knowledge base in the essentials of cloud computing along with conceptual understanding of the elements associated with cloud computing.</p> <p>On completion of the unit pupils should be able to:</p> <ol style="list-style-type: none"> <li>1 Identify and describe cloud computing fundamentals.</li> <li>2 Identify and describe different cloud delivery and deployment models.</li> <li>3 Devise and implement a cloud strategy for a small to medium sized enterprise.</li> </ol>
<b>Software Development Programming fundamentals</b>	The unit will allow pupils to understand the importance of good design and good programming practices within programming. Pupils should consolidate basic programming skills and introduce more complex programming program structures. Pupils should be able demonstrate understanding of the concepts of modularity, parameter passing and objects
<b>Security Concepts</b>	The purpose of this unit is to introduce pupils to the threats faced by contemporary networks and the methods (and products) employed to mitigate these threats. Pupils will discuss the classes, features, methods and products employed under the heading Intrusion Prevention Systems.

**Assessment Method**

Within all units there is a mixture between practical based assessment in which pupils will need to demonstrate the technical skills learned throughout the unit in the form of a small project, as well as this, pupils will be expected to undertake a series of extended response questions to demonstrate they understand the key theory and concepts of the unit. Finally, pupils will be expected to undertake an end of year final exam which will be graded.

**Entry requirements**

Entry to this award is at the discretion of the centre. However, 3 passes at National 5 level in appropriate subjects may be considered suitable for entry.

## HNC Contemporary Art Practice Level 7

Course Title	HNC Contemporary Art Practice
Level	Level 7
Campus	Arbroath and Gardyne
Days	Gardyne – Monday and Wednesday 2-5 pm Arbroath – Tuesday 9-4 pm
Start Date	May 2019
End Date	April 2021

## Units to be completed

Units
Art & Design Context
Contemporary Art Practice: Conceptual Processes
Contemporary Art Practice: Graded Unit 1
Contemporary Art Practice: Introduction to Digital Artform
Contemporary Art Practice: Three Dimensional Practice
Contemporary Art Practice: Two Dimensional Practice
Developmental Drawing
Life Drawing
Observational Drawing
Portfolio Production

## Progression Pathways

On successful completion of HNC studies students may progress on to HND Contemporary Art Practice, enter in to university or seek careers in the creative industries.

## Course Description

This course is suited to pupils seeking to enhance their creative skill-set, develop their visual awareness and build a substantial portfolio of high-quality work. Throughout this course, pupils will have the opportunity to explore and enhance their skills in life drawing, contextual studies, observational drawing, mixed media, printmaking, digital art forms, photography, conceptual art and 3D practice. This course will provide pupils the opportunity to broaden their art and design skillset and critical thinking skills.

## Unit Contents

Unit	Description
<b>Art &amp; Design Context</b>	This unit is designed to provide pupils, from a wide range of art and design disciplines, with a historical and contemporary understanding of art and design. It should allow pupils to contextualise historical and contemporary factors in art and design within a specific subject area. It is intended that pupils will, as part of this process, develop research and analytical skills through the gathering, organising, developing and documenting of relevant data.
<b>Contemporary Art Practice: Conceptual Processes</b>	This unit is designed to develop knowledge and understanding of conceptual processes in a contemporary art context. It will enable pupils to explore, develop and produce conceptual ideas.
<b>Contemporary Art Practice: Graded Unit 1</b>	<p>This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HNC/D Contemporary Art Practice award:</p> <ul style="list-style-type: none"> <li>• Demonstrate practical and transferable skills in contemporary art practice.</li> <li>• Demonstrate visual language through exploration of possibilities within drawing and visual thinking.</li> <li>• Demonstrate an open-minded and evaluative approach to study, investigation and research.</li> <li>• Demonstrate an understanding of the influence and contribution made by art practice and practitioners within the 20th and 21st centuries.</li> <li>• Demonstrate knowledge and understanding in selected disciplines within contemporary art practice.</li> </ul>
<b>Contemporary Art Practice: Introduction to Digital Artform</b>	This unit is designed to introduce pupils to the creative use of digital media. Pupils will develop knowledge and skills of creative uses of digital media and explore and evaluate the uses of digital media as an art form.
<b>Contemporary Art Practice: Three Dimensional Practice</b>	This unit is designed to enable pupils to gain knowledge and understanding of contemporary three dimensional art practices. It will offer pupils the opportunity to research current practice and develop practical skills associated with the production of three dimensional artworks. Pupils will produce three dimensional solution(s) to a creative brief which will complement their course of study.
<b>Contemporary Art Practice: Two Dimensional Practice</b>	This unit is designed to enable pupils to develop knowledge and skills in a chosen area or areas of contemporary two dimensional art practices. It will offer pupils the opportunity to investigate a range of two dimensional contemporary art practices and to produce a two dimensional solution to a creative brief which will complement their course of study.

Unit	Description
<b>Developmental Drawing</b>	This unit is designed to provide pupils from a wide range of art and design disciplines with opportunities to use drawing as a method of developing ideas and concepts. Each pupil should keep an annotated sketchbook, workbook or worksheets detailing ideas, techniques, materials and processes. Pupils may be asked to produce a number of drawings under controlled conditions if this assists in ensuring the reliability and authenticity of evidence presented.
<b>Life Drawing</b>	This unit is designed to enable pupils to develop the skills and knowledge required to produce drawings from the human figure. Pupils should be able to represent the human form using their understanding of anatomy, articulation, proportion, form and underlying structure, making directly observed drawings from the human figure. Drawings should represent the human form, clothed and unclothed, in a number of poses using a variety of mediums and techniques.
<b>Observational Drawing</b>	This unit is designed to enable pupils to develop the knowledge and skills required to produce competent observational drawings from primary sources. Pupils should be able to produce drawings in both monochrome and colour, using a variety of drawing media and techniques.
<b>Portfolio Production</b>	This unit is designed to enable pupils to produce a body of art and/or design work that will support an interview for progression to an institute or organisation of their choice. The portfolio produced should reflect pupils' choice of progression. Pupils should be able to competently assemble and present a portfolio of their own work that reflects pupil's interests and strengths and is in a format appropriate to their chosen route of progression.

### Assessment Method

This course will be assessed internally and externally throughout the year. The focus is on continual portfolio production and submission of final outcomes.

## HNC Hospitality Operations Level 7

Course Title	HNC Hospitality Operations
Level	SCQF 7
Campus	Kingsway
Days	Monday and Wednesday 2-5pm
Start Date	May 2019
End Date	April 2021

## Units to be completed

Mandatory Units
Hospitality Industry
Hospitality Supervision
Food Hygiene Intermediate
Food and Beverage Operations
Hospitality: Financial Control Systems
Hospitality Operations: Graded Unit

## Progression Pathways

Pupils will be awarded an HNC in Hospitality Operations on successful completion of all the 8 credits that are mandatory and 4 credits that are optional. The award provides pupils with the relevant mix of competencies to enable immediate entry to employment, progression to complete HND Hospitality Management or articulation to degree level study.

## Unit Contents

Unit	Description
<b>Hospitality Industry</b>	This unit introduces the main features of the hospitality industry. Pupils will gain an understanding of the different sectors of the industry and its importance to the economy.
<b>Hospitality Supervision</b>	This unit will give pupils an understanding of the diversity of the role of the supervisor in the hospitality industry. Pupils will gain an understanding of the qualities needed to be an effective supervisor to be able to lead a small team of people in the hospitality environment.
<b>Food Hygiene Intermediate</b>	This unit will allow pupils to develop their knowledge and understanding of the principles of food safety.
<b>Food and Beverage Operations</b>	Pupils will develop the knowledge and understanding of a range of service styles provided by organisations across the hospitality industry. The current trends will be explored and the impact these have on how food and beverage businesses operate. This unit allows pupils to develop their practical skills by delivering and leading a food and beverage service.

Unit	Description
<b>Hospitality: Financial Control Systems</b>	This unit introduces pupils to the importance of financial control in the day to day running of any hospitality business. Menu costing, calculation of gross and net incomes, cost behaviours and basic break-even points will be covered.
<b>Hospitality Operations: Graded Unit 1</b>	This is a self-directed project based on a case study to assess the pupil's ability to integrate and apply and skills gained in the individual units in order to demonstrate that they have achieved the aims of the qualification. This unit is assessed a grade of A, B or C awarded to pupils who have successfully achieved the unit.
<b>Accommodation Operations</b>	The unit allows pupils to develop knowledge and understanding of the variety of accommodation facilities provided by different sectors of the hospitality industry and the importance of maintaining standards in order to meet customer expectations.
<b>Hospitality Front Office Procedures</b>	This unit covers guest reservation processes used within the hospitality industry. Pupils will have the opportunity to perform a series of procedures from advanced reservations through to guest departures using a computer reservation system.
<b>Food and Beverage Events</b>	This unit will provide pupils with the skills and knowledge relevant to plan and organise food and beverage events. Pupils will develop an insight into the nature and scope of food and beverage events. The unit will enable pupils to understand the procedures, systems and resources involved in planning and organising a food and beverage event from the initial enquiry through to close down of the event.
<b>Creating a Culture of Customer Care</b>	This unit allows pupils to analyse factors affecting customer care and to judge the effectiveness of a customer strategy by applying them to the workplace.

### Assessment Method

Internal continuous assessments using various methods including open and closed book assessments, observations, projects and reports.

## HNC Photography Level 7

Course Title	HNC Photography
Level	Level 7
Campus	Gardyne
Days	Gardyne – Monday and Wednesday 2-5 pm
Start Date	May 2019
End Date	April 2021

**Units to be completed**

Units
Digital Imaging
Photography: Documentary
Photography: Environment
Photography: Graded Unit 1
Photography: Image Editing
Photography: Portraiture
Photography: Social Photography
Photography: Studio Still Life
Photography: Theory

**Progression Pathways**

Progression on to HND Photography course or entry in to university programme. Option to develop as a freelance photographer as well as opportunities to enter in to employment within the creative industries.

**Course Description**

The HNC Photography course is designed to develop technical competence and individual creative and visual skills in a broad range of photographic disciplines. HNC builds on skills gained from previous study at NQ or Higher level. Successful completion of HNC, with satisfactory attendance and approach to studies, will allow progression opportunity on to HND.

**Unit Contents**



Unit	Description
<b>Digital Imaging</b>	This unit is designed to embrace the importance of digital and computer technology within the design process. It will enable pupils to explore digital imaging, gain basic technical knowledge of digital imaging software (vector and bitmap), be aware of the importance of file types and file management and be able to use the relevant applications to produce a product to a given brief/s.
<b>Photography: Documentary</b>	The unit is designed to enable pupils to research, produce, present and analyse a series of documentary images. Pupils will research and evaluate different contextual and cultural issues in documentary photography.
<b>Photography: Environment</b>	This unit is designed to enable the pupil to research, produce, present and evaluate a series of images of the environment. Images will be produced on location. Pupils will also be able to research different styles of historical and/or contemporary images of the environment.
<b>Photography: Graded Unit 1</b>	<p>This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the HND Photography:</p> <ul style="list-style-type: none"> <li>▪ develop research and evaluation skills</li> <li>▪ develop the ability to apply acquired photographic knowledge and skills</li> <li>▪ develop the ability to take responsibility for one's own learning</li> <li>▪ develop the ability to work independently</li> <li>▪ develop a range of contemporary vocational skills</li> <li>▪ gain an understanding of the importance of photography as a tool for visual communication</li> </ul>
<b>Photography: Image Editing</b>	This unit is designed to develop pupils' knowledge and skills in the specialist area of photographic image editing. Pupils will prepare, edit, store and print digital image files using a RAW workflow, and will prepare and process digital image files by applying a consistent resolution, white balance and exposure control on each image and by batch processes using RAW conversion. Pupils will apply global and local image editing techniques and, finally, store and print out their images using an appropriate colour management policy.
<b>Photography: Portraiture</b>	This unit is designed to enable pupils to research, produce and present a series of portraits in the studio and on location. Pupils will also be able to research different styles of historical and/or contemporary portraits.
<b>Photography: Social Photography</b>	This unit is designed to enable the pupil to research, produce and present a series of social photography images in the studio and on location. Pupils will also be able to research different styles of social photography images.

Unit	Description
<b>Photography: Studio Still Life</b>	This unit is designed to enable pupils to research, produce and present a series of still life images produced in the studio. Pupils will also be able to research different examples of historical and/or contemporary still life images.
<b>Photography: Theory</b>	This unit is designed to enable pupils to research, identify and understand the basic principles of photographic theory

### Assessment Method

This course will be assessed internally and externally throughout the year. The focus is on continual portfolio production and submission of final outcomes.

## Professional Development Award in Sociology Level 7

Course Title	Professional Development Award in Sociology
Level	Level 7
Campus	Arbroath and Gardyne
Days	Gardyne - Monday and Wednesday 2-5pm Arbroath – Tuesday 9-4 pm
Start Date	May 2019
End Date	April 2020

**Units to be completed**

Units
Sociology A: Introduction to Sociology
Sociology B: Applying sociological theories and studies to sociological topics

**Progression Pathways**

- Successful completion of the PDA provides the opportunity of progressing to a full HNC qualification in Social Sciences or first year entry to university (together with Highers or equivalent).
- Completion of HNC Social Science may lead to second year entry for many related degree courses at our partner universities.
- University of St Andrews – degrees in social anthropology, psychology, history, English and other humanities.
- Abertay University – degrees in social science, criminology and sociology.
- Robert Gordon University (RGU) – degrees in social science.
- University of Highlands and Islands (UHI) – degrees in social science, history, politics, sociology and criminology.
- University of Aberdeen – degrees in anthropology, history, psychology, sociology, philosophy and geography.
- University of Dundee – degrees in liberal arts.

**Recommended Entry**

Pupils must have 2 Highers in relevant subjects in order to undertake this PDA.

**Course Description**

Pupils will examine the foundations of sociology and the historical and social context surrounding the development of sociology as a discipline.

The influence of events such as the Enlightenment, the French Revolution and the Industrial Revolution are discussed. The key ideas of Mills' (1959) *The Sociological Imagination* and what it means to think sociologically are examined.

Different ways of examining society are also considered, focusing initially on macro and micro models of society then exploring key sociological theories and concepts in more detail. The relationship between individuals and wider society/social structures is scrutinised. Theoretical knowledge is then applied to a range of different sociological topics. You will use your knowledge

of relevant theory to examine whether these studies support or refute particular theories and to critically evaluate the methodological approaches of the studies.

### Unit Contents

Unit	Description
<b>Sociology A</b>	In Sociology A we explore the historical and intellectual foundations of sociology and what it means to think sociologically. We also examine different approaches to the study of society (macro and micro models of society) and some key sociological concepts and theories. We also examine how different theoretical perspectives explain the relationship between the individual and society.
<b>Sociology B</b>	In Sociology B you will apply your knowledge gained in Sociology A to three different sociological topics. These are education, crime and deviance and social stratification. Theoretical debates on these topics are explored and a range of research studies are critically evaluated.

### Assessment Method

A combination of open and closed book assessments as required by the SQA.

## Professional Development Award in Psychology Level 7

Course Title	Professional Development Award in Psychology
Level	Level 7
Campus	Arbroath and Gardyne
Days	Gardyne - Monday and Wednesday 2-5 pm Arbroath – Tuesday 9-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Units
Psychology A: History and Development of Psychology
Psychology B: Explanation and Research of Psychological Topics

## Progression Pathways

- Successful completion of the PDA provides the opportunity of progressing to a full HNC qualification in Social Sciences or first year entry to university (together with Highers or equivalent).
- Completion of HNC Social Science may lead to second year entry for many related degree courses at our partner universities.
- University of St Andrews – degrees in social anthropology, psychology, history, English and other humanities.
- Abertay University – degrees in social science, criminology and sociology.
- Robert Gordon University (RGU) – degrees in social science.
- University of Highlands and Islands (UHI) – degrees in social science, history, politics, sociology and criminology.
- University of Aberdeen – degrees in anthropology, history, psychology, sociology, philosophy and geography.
- University of Dundee – degrees in liberal arts.

## Recommended Entry

Pupils must have 2 Highers in relevant subjects in order to undertake this PDA.

## Course Description

Pupils will develop a knowledge and understanding of the historical development of psychology. You will examine four schools of thought in psychology, explaining how each developed, as well as the key features that differentiate one from another. Pupils will develop evaluation skills as you examine each school of thought. From here, they will then go on to analyse theory related to specific topics in psychology and conduct a piece of research.

### Unit Contents

Unit	Description
<b>Psychology A</b>	This unit aims to develop your knowledge and understanding of the historical development of Psychology. You will explore and evaluate four schools of thought - Psychoanalytic, Behaviourist, Cognitive and Biological.
<b>Psychology B</b>	In Psychology B you will apply your knowledge gained in Psychology A to three different psychological topics. These topics can include psychopathy, attachment theories and early socialisation and pro-social behaviours such as altruism. Theoretical debates on these topics are explored and a range of research studies are critically evaluated. You will also Plan and carry out research into one of the topics, collate and analyse results, draw conclusions and complete a report of the research to a prescribed psychological report format.

### Assessment Method

A combination of open and closed book assessments as required by the SQA.

## Professional Development Award in Criminology Level 7

Course Title	Professional Development Award in Criminology
Level	Level 7/8
Campus	Arbroath and Gardyne
Days	Gardyne - Monday and Wednesday 2-5 pm Arbroath – Tuesday 9-4 pm
Start Date	May 2019
End Date	April 2020

## Units to be completed

Units
Criminology
Scottish Criminal Law

## Progression Pathways

- Successful completion of the PDA provides the opportunity of progressing to a full HNC qualification in Social Sciences or first year entry to university (together with Highers or equivalent).
- Completion of HNC Social Science may lead to second year entry for many related degree courses at our partner universities:
- University of St Andrews – degrees in social anthropology, psychology, history, English and other humanities.
- University of Aberdeen – degrees in anthropology, history, psychology, sociology, philosophy and geography.
- Abertay University – degrees in social science, criminology and sociology.
- University of Dundee – degrees in liberal arts.
- Robert Gordon University (RGU) – degrees in social science.
- University of Highlands and Islands (UHI) – degrees in social science, history, politics, sociology and criminology.

## Recommended Entry

It is suggested that pupils may have the NPA Criminology from S5 in order to undertake this PDA but due to this PDA containing a SCQF Level 8 unit, additional Highers are also required.

A minimum of two relevant Highers at grade B or above.

## Course Description

This PDA is designed to introduce pupils to a selection of topics and areas of debates that inform contemporary justice. Pupils will study a number of theories and approaches and consider different explanations of the causes of crime, criminalisation and justice. Pupils will be encouraged not only to know and evaluate research carried out by social scientists and legal experts associated with

the specific discipline, but also to understand how research is carried out. Pupils will also be introduced to aspects of the legal system and encouraged to take a critical view of evidence-based research.

### Unit Contents

Unit	Description
<b>Criminology</b>	This unit is designed to introduce you to a selection of topics and areas of debates that inform contemporary criminology. Pupils will start by examining how crime and criminal justice have been theorised and then goes on to consider theoretical explanations of crime causation and criminalisation. Pupils will also explore the aims of the criminal justice and penal system.
<b>Scottish Criminal Law</b>	Pupils will gain knowledge and understanding criminal liability and also Scottish Criminal Law. We will examine crimes against property involving dishonesty and certain crimes against the person. It is intended to provide underpinning legal knowledge which could form the basis for further study of Scottish Criminal Law.

### Assessment Method

A combination of open and closed book assessments as required by the SQA.



## Professional Development Award in Information Technology in Business Level 7

<b>Course Title</b>	<b>Professional Development Award in Information Technology in Business</b>
<b>Level</b>	Level 7
<b>Campus</b>	Arbroath and Gardyne
<b>Days</b>	Gardyne - Monday and Wednesday 2-5 pm Arbroath – Tuesday 9-4 pm
<b>Start Date</b>	May 2019
<b>End Date</b>	April 2020

**Units to be completed**

<b>Units</b>
IT in Business — Word Processing and Presentation Applications
IT in Business — Databases
IT in Business — Spreadsheets

**Progression Pathways**

Pupils who successfully complete this award may wish to undertake the PDA in Office Administration at SCQF level 7. Pupils may also complete further Units from the HNC Administration and Information Technology or HNC Business award and build their Qualification into a full HNC

**Course Description**

The PDA in Information Technology in Business at SCQF level 7 offers you the opportunity to develop knowledge and skills for employment within an administration role. The award will provide you with the skills required to undertake a variety of administration functions using IT in an organisation.

Pupils will develop their knowledge and skills in the use of office and information technology to carry out administrative tasks.

- You will produce a variety of documents using word processing and presentation software. The production of accurate, well-laid documents aids business communication.
- You will develop skills in the use and manipulation of databases in order to present information for use in decision making.
- You will use your skills in the use of spreadsheets to help solve business problems.

**Unit Contents**

Unit	Description
<b>IT in Business — Word Processing and Presentation Applications</b>	<p>This unit is designed to develop skills and knowledge in word processing and presentation packages to aid business communication. This unit will be relevant to pupils who are interested in a career in administration with a particular focus in document production and presentation.</p> <p>On successful completion of the unit the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Produce business documents using word processing software.</li> <li>2. Perform a mail merge.</li> <li>3. Evaluate the impact of current legislation in relation to information and equipment.</li> <li>4. Create a business presentation using presentation software.</li> </ol>
<b>IT in Business — Databases</b>	<p>This unit introduces the fundamental principles of database design and the use of database management software to aid decision-making in business.</p> <p>On completion of the unit pupils should be able to:</p> <ol style="list-style-type: none"> <li>1. Design a relational database structure from source documents.</li> <li>2. Modify and store data using a relational database.</li> <li>3. Query and present information to aid decision-making.</li> </ol>
<b>IT in Business — Spreadsheets</b>	<p>This unit is designed to allow pupils to develop an understanding of spreadsheet design and how to use spreadsheet features and functions for practical and effective use in a business environment.</p> <p>Pupils will develop knowledge and skills to allow them to create customised solutions to common business problems and scenarios.</p> <p>On completion of the unit pupils should be able to:</p> <ol style="list-style-type: none"> <li>1. Design and create a spreadsheet to meet the needs of a business.</li> <li>2. Apply statistical functions and present information in an appropriate format.</li> <li>3. Present spreadsheet data in graphical format and evaluate information.</li> </ol>

### Assessment method

There is no final exam. Each unit is assess using the continuous assessment approach.

## Professional Development Award in Financial Accounting Level 7

<b>Course Title</b>	<b>Professional Development Award in Financial Accounting</b>
<b>Level</b>	Level 7
<b>Campus</b>	Arbroath and Gardyne
<b>Days</b>	Gardyne - Monday and Wednesday 2-5 pm Arbroath – Tuesday 9-4 pm
<b>Start Date</b>	May 2019
<b>End Date</b>	April 2020

**Units to be completed**

<b>Units</b>
Recording Financial Information
Using Financial Accounting Software
Preparing Financial Statements

**Progression Pathways**

Pupils who successfully complete this PDA may undertake further related PDAs or HN Units to build up their qualification(s) towards a full HNC in Accounting.

**Course Description**

This PDA in Financial Accounting at SCQF level 7 offers you an opportunity to develop the knowledge and skills required for a financial accounting support role within an organisation. It is primarily intended for those who expect to take up a career in accounting and/or financial administration but is also relevant to those with appropriate work experience who wish to formalise their qualifications or progress in their accounting career.

Pupils will develop manual book-keeping skills, and prepare and analyse final accounts and statements for a variety of business organisations — sole traders, partnerships and companies. Pupils will be introduced to the use of accounting software packages to record accounting transactions and produce accounting reports.

Pupils will have an opportunity to develop the Core Skills of Communication, Numeracy, Information and Communication Technology and Problem Solving although there is no automatic certification of Core Skills or Core Skills components.

## Unit Contents

Unit	Description
<b>Recording Financial Information</b>	<p>This unit is designed to enable pupils to develop their manual book-keeping skills. It will give them the knowledge needed to record financial information, using a double entry book-keeping system, up to trial balance. The unit will also enable pupils to complete a VAT Return and incorporate control mechanisms into the book-keeping system.</p> <p>On completion of the unit the pupils should be able to:</p> <ol style="list-style-type: none"> <li>1. Record financial transactions in books of original entry</li> <li>2. Record financial transactions in a double entry book-keeping system and extract a trial balance</li> <li>3. Complete a VAT Return</li> <li>4. Incorporate control mechanisms into a book-keeping system</li> </ol>
<b>Using Financial Accounting Software</b>	<p>This unit is designed to enable pupils to use a commercial accounting software package to process financial transactions and to prepare accounting reports for a small business.</p> <p>On completion of the unit pupils should be able to:</p> <ol style="list-style-type: none"> <li>1. Use an accounting software package to set up and amend accounting records</li> <li>2. Use an accounting software package to process financial transactions</li> <li>3. Use an accounting software package to incorporate year-end adjustments and produce financial statements for a small business</li> <li>4. Use an accounting software package to produce a range of accounting reports</li> </ol>
<b>Preparing Financial Statements</b>	<p>This unit is designed to enable pupils to prepare financial statements for a range of business organisations — sole traders, partnerships and companies. These organisations can be either traders or manufacturing concerns.</p> <p>Pupils will also prepare statement of cash flows and analyse accounting statements using appropriate accounting ratios for a limited company.</p> <p>On completion of the unit pupils should be able to:</p> <ol style="list-style-type: none"> <li>1. Prepare financial statements for business organisations</li> <li>2. Prepare financial statements, for a sole trader, from incomplete records</li> <li>3. Prepare a statement of cash flows for a limited company</li> <li>4. Analyse the financial statements of a limited company using accounting ratios</li> </ol>

## Assessment method

There is no final exam. Each unit is assess using the continuous assessment approach.

## Professional Development Award in Management Accounting Level 7

<b>Course Title</b>	<b>Professional Development Award in Management Accounting</b>
<b>Level</b>	Level 7
<b>Campus</b>	Arbroath and Gardyne
<b>Days</b>	Gardyne - Monday and Wednesday 2-5 pm Arbroath – Tuesday 9-4 pm
<b>Start Date</b>	May 2019
<b>End Date</b>	April 2020

**Units to be completed**

<b>Units</b>
Cost Accounting
Management Accounting using Information Technology

**Progression Pathways**

Pupils who successfully complete this PDA may undertake further related PDAs or HN Units to build up their qualification(s) towards a full HNC in Accounting. No exemptions, for CIMA or ACCA qualifications, are available to pupils undertaking this PDA.

**Course Description**

This PDA in Management Accounting at SCQF level 7 offers you an opportunity to develop the knowledge and skills required for a cost or management accounting support role within an organisation.

You will have the opportunity to develop ICT knowledge and skills, in relation to using current cost accounting techniques. You will also develop skills in preparing financial information for use in decision making within an organisation.

**Unit Contents**

<b>Unit</b>	<b>Description</b>
<b>Cost Accounting</b>	Develops knowledge and skills of cost accounting including classifying and coding costs and recording transactions in a cost accounting system.
<b>Management Accounting using Information Technology</b>	Develops skills of budgetary control using spreadsheets. This includes preparation of a master budget, report and variance analysis, using a break-even analysis and preparing marginal and absorption costing statements.

**Assessment method**

There is no final exam. Each unit is assessed using the continuous assessment approach.