Group Award Specification for:

Tenancy and Citizenship

Group Award Code: GK72 44

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Contents

1 Introduction

This document for the new National Progression Award in Tenancy and Citizenship at SCQF level 4 was previously known as the Arrangements document. This document includes: background information on the development of the Award, its aims, guidance on access, details of the Award structure, and guidance on delivery. The purpose of this document is to:

♦ assist centres to implement, deliver and manage the qualification
♦ provide a guide for new staff involved in offering the qualification
♦ inform course managers teaching staff, assessors, learners, employers and HEIs of the aims and purpose of the qualification
♦ provide details of the range of learners the qualification is suitable for and progression opportunities

It is envisaged that this National Progression Award in Tenancy and Citizenship can be utilised in a variety of settings by a number of providers. The NPA provides candidates with an opportunity to develop skills and knowledge which will help them to gain and sustain a tenancy. It also allows the opportunity for the development of skills for life and work which may enhance opportunities for employment and help candidates to become responsible, contributing citizens.

The fundamental rationale for the new qualification, however, is that it can contribute to raising the self-belief of many candidates by showing them that they have, or can develop, the skills, knowledge and attitudes required for tenancy sustainment. Secondly, it can promote the belief that a tenancy is a genuine option at some stage in one's life and that it can be pursued by people of all levels of ability.

1.1 Rationale

Following an initial proposal, consultation was undertaken on the need for a nationally recognised qualification in Tenancy and Citizenship. As a result of the consultation, a strong need was established for a qualification in this area. The consultation exercise found that stakeholders valued the benefits of having tenants who have achieved a nationally recognised and certificated standard of education, relevant to tenancy sustainment.

Feedback from stakeholders also suggested a requirement for specific topics to be accommodated in the new qualification, including:

♦ an awareness of factors surrounding tenancy.
♦ the responsibilities of tenancy.
♦ social responsibility.
♦ basic financial skills.

These topics were addressed as part of the process of devising the framework for the qualification and can be accommodated through approaches to learning and teaching.

The development also took account of developments in a Curriculum for Excellence, embracing the four capacities with specific reference to the individual capacity relating to Responsible Citizens. Citizenship involves enabling people to make their own decisions and to take responsibility for their own lives and their communities, to be able to survive in, thrive in and contribute to society.

The Tenancy and Citizenship Award aims to reduce unnecessary and preventable tenancy failure by providing candidates with the requisite skills. knowledge and self-belief to obtain their tenancy, maintain their tenancy, and to meet tenant responsibilities.

It is important for people to live in a safe environment. This Award provides them with the opportunity to flourish through education, employment and good health. In many cases the lack of a secure environment can lead to tenancy breakdowns and resultant homelessness which can have serious personal, social and financial implications. Tenancy breakdowns can be as a result of eviction (or threat of eviction), abandonment or negative housing experiences. Some identified risk factors leading to tenancy breakdowns are:

♦ The age of the tenant (particularly young, first time tenants).
♦ Antisocial behavior.
♦ Poverty and low income.
♦ Limited life skills.
♦ Offending backgrounds.
♦ A lack of required supports.

It is important to increase the likelihood of tenancy sustainability by allowing candidates to develop a knowledge and understanding of the processes, rights and responsibilities related to tenancies as well as supporting health and wellbeing and maximizing life opportunities. A sustainable tenancy is defined as one which can be maintained by the tenant throughout the life of the tenancy.

This award has been developed at SCQF level 4.

1.2　Target client groups

The National progression Award in Tenancy and Citizenship may be suitable for a wide range of learners, however, the main target groups are:

♦ People looking to secure a tenancy for the first time.
♦ People returning to independent living.
♦ People seeking to develop the skills necessary to maintain and sustain their current accommodation.
♦ Young people preparing to leave their family home.
♦ Looked after young people preparing to move to independent living.

This is not an exhaustive list and only indicates examples of potential client groups.

In addition the Award may also be useful for people working with voluntary and charitable organisations supporting individuals trying to secure a tenancy.

The qualifications could also be relevant for those looking to enhance their skills portfolio and anyone who is considering obtaining a tenancy at some point in the future. The Award provides candidates with pertinent and valuable skills which can be applied in many living contexts.

The Award could be delivered by a range of educational providers such as:

♦ Secondary schools,
♦ Colleges
♦ School/College partnership
♦ Prisons
♦ Secure Units and residential schools
♦ Organisations dealing with homelessness
♦ Educational Training providers

2 Qualification structure

The National Progression Award in Tenancy and Citizenship meets the relevant design principles as it:

♦ is made up of 6 SQA Unit credits at SCQF level 4.
♦ it amounts to 36 SCQF credit points at SCQF level 4.
♦ all the Units within the Award are at SCQF level 4 which is the SCQF level for the Award.

The mandatory section comprises 4 SQA Unit credits at SCQF level 4. The optional section comprises 2 SQA Unit credits at SCQF level 4. The 2 Unit credits in the optional section can be gained either through the attainment of two Units worth one credit each or through a combination of single Unit worth 1 Unit credit and a 0.5 credit (Building Own Employability Skills) plus 2 x 0.25 credit Units (for example Preparing for Employment: First Steps plus Dealing with Work Situations).

A mapping of Core Skills development opportunities is available in Section 5.2

2.1 Structure

Mandatory Section — Candidates will complete 24 SCQF credit points from this section					
4 Code	2 code	Unit title	SCQF level	SCQF credit points	SQA credit
H95P	44	Gaining and Sustaining a Tenancy	4	6	1
H95T	44	Looking after your Home	4	6	1
H95R	44	Living in a Community	4	6	1
FC64	04	The Principles of Money	4	6	1
Optional Section — Candidates will complete 12 SCQF credit points from this section					
4 code	2 code	Unit title	SCQF level	SCQF credit points	SQA credit
FC63	04	Money Management	4	6	1
H18L	44	Exploring Wellbeing	4	6	1
H18M	44	Improving Wellbeing	4	6	1
F786	10	Preparing for Employment: first Steps	4	1.5	0.25
F787	10	Building Own Employability Skills	4	3	0.5
F788	10	Responsibilities of Employment	4	1.5	0.25
F789	10	Dealing with Work Situations	4	1.5	0.25
H20H	74	Cookery Skills, Techniques and Processes	4	6	1
F3GC	10	Information and communication Technology	4	6	1
H1F6	10	Internet Safety	4	6	1

Candidates successfully completing 36 SCQF credit points (24 from the mandatory section and 12 from the optional) will gain the Group Award.

3 Aims of the Award

The Award is designed to prepare candidates to obtain and sustain a tenancy whilst providing them with the financial, self-care and life skills necessary to successfully maintain the tenancy. As a result, they will be better equipped to undertake further education, training or employment, live a healthy lifestyle and become responsible, contributing citizens.

The Tenancy and Citizenship award is designed to contribute to the development of the four purposes of the *Curriculum for Excellence:* successful learners, confident individuals, responsible citizens and effective contributors.

3.1 General aims of the Award

General aims of the Award are to allow candidates to develop:

♦ the capacity for successful citizenship	(1)
♦ self-reliance	(2)
♦ resilience	(3)
♦ problem solving skills	(4)
♦ self-esteem	(5)
♦ self-confidence	(6)
♦ personal responsibility	(7)

3.2 Specific aims of the Award

Specific aims of the Award are to allow candidates to develop knowledge and skills related to:

♦ tenancy options	(8)
♦ obtaining and sustaining a tenancy	(9)
♦ managing their finances	(10)
♦ creating and maintaining a safe and healthy home	(11)
♦ maintaining a heathy lifestyle	(12)
♦ living within a community	(13)
♦ communicating, interacting and building relationships with others	(14)
♦ dealing with conflict	(15)
♦ developing employability skills	(16)

Further information on where the aims of the Award are met within the structure can be found in Section 5.2.

4 Recommended entry to the Award

There are no pre-entry requirements for this Award. Entry to this Award is at the discretion of the centre.

4.1   Core Skills entry profile

The Core Skills entry profile provides a summary of the associated assessment activities that exemplify why a particular level has been recommended for this qualification. The information should be used to identify if additional learning support needs to be put in place for learners whose Core Skills profile is below the recommended entry level or whether learners should be encouraged to do an alternative level or learning programme.

There are no specific requirements for Core Skills entry although it is recommended that candidates possess a Core Skills profile at least the level below the award. It is recommended that where candidates have no existing Core Skills profile, centres consider carrying out a Core Skills profiling exercise in order that targeted support may be offered as required.

Core Skill	Recommended SCQF entry profile	Associated assessment activities
Communication	3	Simple communication skills are required for learners as they will need to read, understand and evaluate a range of documentation. Learners will have to have the ability to produce simple written communication. Learners will have to have the ability to produce and respond to simple oral communication
Numeracy	3	Simple numerical skills are essential for learners in order to cope with income management, maintaining a bank account and household budgeting. Learners should be able to read and use simple graphical information in everyday situations Learners should be able to apply simple numerical skills in everyday situations
Information and Communication Technology (ICT)	3	It would be useful for learners to have simple ICT skills as they will need to research a range of documentation and maintain safety whilst on-line. Learners should be able to use ICT within simple tasks, to access information and to perform simple processing tasks
Problem Solving	3	Learners should be able to undertake simple planning and organising tasks. They should be able to apply critical thinking skills to analyse simple situations and review and evaluate a simple problem solving activity.
Working with Others	3	It is important that the learners understand the essential features of successful co-operation and the importance of using interpersonal skills in simple interactions to work with others co-operatively on an activity

5 Additional benefits of the qualification in meeting employer needs

This qualification was designed to meet a specific purpose and what follows are details on how that purpose has been met through mapping of the Units to the aims of the qualification. In addition, significant opportunities exist for learners to develop the more generic skill, known as Core Skills through doing this qualification.

5.1   Mapping of qualification aims to Units

Code	Unit title	Aims															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
H95P44	Gaining and Sustaining a Tenancy	✓	✓	✓	✓	✓	✓	✓	✓	✓							
H95T44	Looking after your Home	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓				
H95R44	Living in a Community	✓	✓	✓	✓	✓	✓	✓		✓			✓	✓	✓	✓	✓
FC6404	The Principles of Money		✓		✓	✓	✓			✓	✓						
FC6304	Money Management		✓		✓	✓	✓			✓	✓						
H18L44	Exploring Wellbeing	✓	✓	✓		✓	✓			✓		✓	✓	✓	✓	✓	
H18M44	Improving Wellbeing	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	
F78610	Preparing for Employment: First Steps	✓	✓			✓	✓	✓		✓							✓
F78710	Building Own Employability Skills	✓	✓		✓	✓	✓	✓		✓					✓		✓
F78810	Responsibilities of Employment	✓	✓			✓	✓	✓		✓							✓
F78910	Dealing with Work Situations	✓	✓	✓	✓	✓	✓	✓		✓					✓	✓	✓
H20H74	Cookery Skills, Techniques and Processes		✓		✓	✓	✓			✓			✓				
F3GC10	Information and Communication Technology		✓		✓	✓	✓			✓					✓		
H1F610	Internet Safety	✓	✓		✓	✓	✓	✓		✓		✓	✓	✓	✓		

5.2 Mapping of Core Skills development opportunities across the qualification

Unit code	Unit title	Communication		Numeracy		ICT		Problem Solving			Working with Others	
		Written	Oral	Using Number	Using Graphical Information	Accessing Information	Providing/Creating Information	Critical Thinking	Planning and Organising	Reviewing and Evaluating	Working Co-operatively with Others	Reviewing Co-operative Contribution
H95P 44	Gaining and Sustaining a Tenancy	S	S			S	S				S	
H95T 44	Looking after your Home	S	S			S	S				S	
H95R 44	Living in a Community	S	S			S	S				S	S
FC64 04	The Principles of Money											
FC63 04	Money Management											
H18L 44	Exploring Wellbeing							E				
H18M 44	Improving Wellbeing							E	E			
F786 10	Preparing for Employment: First Steps											
F787 10	Building Own Employability Skills											
F788 10	Responsibilities of Employment											
F789 10	Dealing with Work Situations											
H20H 74	Cookery skills, Techniques and Processes											
F3GC 10	Information and communication Technology					E	E					
H1F6 10	Internet Safety							E				

E — embedded   S — signposted

5.3 Assessment Strategy for the qualification

Unit Code	Unit Title	Assessment				
		Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
H95P 44	Gaining and Sustaining a Tenancy	Written/oral	Written/oral	Written/oral	Written/oral	
H95T 44	Looking after your Home	Written/oral	Written/oral/performance	Written/oral/performance	Written/oral/performance	
H95R 44	Living in a Community	Written/oral	Written/oral	Performance evidence	Written/recorded	
FC64 04	The Principles of Money	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment
FC63 04	Money Management	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment	Multiple Choice assessment/e-assessment	
H18L 44	Exploring Wellbeing	Written/recorded/oral				
H18M 44	Improving Wellbeing	Flexible				
F786 10	Preparing for Employment: First Steps	Written	Written	Written		
F787 10	Building Own Employability Skills	Written/recorded/oral	Performance evidence			
F788 10	Responsibilities of Employment	Written/recorded/oral	Written/recorded/oral			
F789 10	Dealing with Work Situations	Written/recorded/oral	Written/recorded/oral			
H20H 74	Cookery skills, Techniques and Processes	Practical/observational	Practical/observational			
F3GC 10	Information and communication Technology	Practical/observational/recorded/e-assessment	Practical/observational/recorded/e-assessment	Practical/observational/recorded/e-assessment	Practical/observational/recorded/e-assessment	
H1F6 10	Internet Safety	Written/oral/performance	Written/oral/performance	Written/oral/performance	Written/oral/performance	

6 Guidance on approaches to delivery and assessment

The Award in Tenancy and Citizenship at SCQF level 4 is designed to develop candidates' potential as contributing members of society through the development of life skills related to task management, social interaction, and self-reflection in the context of gaining and sustaining a tenancy. The Award also provides opportunities for candidates to demonstrate the ability to manage information and be effective communicators.

Where possible methods of assessment and assessment conditions should be as flexible as possible in order to suit the identified target group, however, some Units may require specific methods of assessment and particular assessment conditions. Centres are therefore advised to check the mandatory information in the Unit specification for any Unit they wish to deliver as part of the Award.

6.1 Sequencing/integration of Units

The structure of the Award lends itself to a variety of delivery approaches and opportunities. Some Units could be delivered on a part-time basis, full time basis, or embedded within a broader programme of study.

The Award could be delivered in a number of ways, and the sequence of delivery could depend on factors including:

♦ the individual candidate and identified needs
♦ local requirements for tenancy
♦ duration of the programme of study
♦ resources/timetabling

Delivery could be supported through a variety of teaching and learning approaches, including:

♦ tutor or teacher led working with groups or individuals
♦ internet research
♦ visiting speakers
♦ practical activities
♦ simulation/role-play
♦ candidate presentations
♦ peer support
♦ projects
♦ group work

Centres may wish to establish links with external partners such as local authorities, National Landlords Association, Citizens Advice, charitable and voluntary organisations to add value to the delivery of the Award.

These methods are indicative and are neither mandatory nor exhaustive.

There are opportunities for integrated learning and assessment across some groupings of Units and a holistic approach could be taken to the delivery and assessment of the Award. Practitioners should encourage integration and contextualisation of Units wherever possible to avoid over assessment.

Delivery of the following groups of Units might be undertaken holistically:

Candidates involved in activities which focus on their wider health and wellbeing may be able to generate evidence which would contribute to the following Units:

♦   H95T 44: Looking after your home
♦   H95R 44: Living in a Community
♦   H18L 44: Exploring Wellbeing or,
♦   H18M 44: Improving Wellbeing
♦   H20H 74: Cookery Skills, Techniques and Processes

Candidates with a focus on their employability skills may be involved in activities which may enable them to generate evidence which would contribute to the following Units:

♦   F786 10: Preparing for Employment: First Steps
♦   F787 10: Building Own Employability Skills
♦   F788 10: Responsibilities of Employment
♦   F789 10: Dealing with Work Situations

Candidates making progress towards the following Units may be involved in activities which would generate evidence which would meet the standards for both Units

♦   FC64 04: Principles of Money
♦   FC63 04: Money Management

Candidates may be involved in a range of activities which would enable them to generate evidence for the following Units:

♦   F3GC 10: Information and Communication Technology
♦   H1F6 10: Internet Safety

Again this is merely indicative and centres might devise their own approaches to holistic delivery and assessment of the Award.

6.2   Recognition of Prior Learning

SQA recognises that learners gain knowledge and skills acquired through formal, non-formal and informal learning contexts.

In some instances, a full Group Award may be achieved through the recognition of prior learning. However, it is unlikely that a learner would have the appropriate prior learning and experience to meet all the requirements of a full Group Award.

The recognition of prior learning may **not** be used as a method of assessing in the following types of Units and assessments:

♦   HN Graded Units
♦   Course and/or external assessments
♦   Other integrative assessment Units (which may or not be graded)
♦   Certain types of assessment instruments where the standard may be compromised by not using the same assessment method outlined in the Unit
♦   Where there is an existing requirement for a licence to practice
♦   Where there are specific health and safety requirements
♦   Where there are regulatory, professional or other statutory requirements
♦   Where otherwise specified in an Assessment Strategy

More information and guidance on the *Recognition of Prior Learning* (RPL) may be found on our website **www.sqa.org.uk**.

6.3 Progression

The National Progression Award in Tenancy and Citizenship may help candidates to progress towards employment, training or other qualifications. For example:

Candidates choosing the *Money Management* (FC63) Unit from the optional section of the Award may be able to achieve the Personal Finance Award (GA1Y) at SCQF level 4. It may be possible thereafter to progress towards the *Skills for Work Course in Financial Services* (C220) at level 5. They may also wish to make progress towards the *National Certificate in Personal and Vocational Skills* (GF99) at SCQF level 4.

Candidates choosing the *Information and Communication Technology* (F3GC) Unit and/or the *Internet Safety* (H1F6) Unit may also wish to make progress towards the *National Certificate in Personal and Vocational Skills* (GF99) at SCQF level 4. Theremay also be an opportunity to progress to the *Information and Communication Technology* (F3GC) Unit at level 5

Candidates choosing the *Exploring Wellbeing* (H18L) Unit and/or the *Improving Wellbeing* (H18M) Unit from the optional section of the Award may be able to achieve the *Wellbeing Award* (GF2N) at SCQF level 4 or they may wish to progress to the *Wellbeing Award* (GF2P) at SCQF level 5.

Choosing the following Units from the optional section of the Award may enable candidates to move into employment and they may be able to achieve the Employability Award (G9CY) at SCQF level 4:
Preparing for Employment: First Steps (F786)
Building Own Employability Skills (F787)
Responsibilities of Employment (F788)
Dealing with Work Situations (F789)

Candidates choosing the *Cookery Skills, Techniques and Processes* (H20H) Unit from the optional section may choose to make progress towards this Unit at National 5 or undertake a National Course in *Hospitality: Practical Cookery* (C739) at National 4

6.4 Opportunities for e-assessment

The following Units within the Award can be assessed through e-assessments.

♦ F3GC 10: Information and Communication Technology
♦ H1F6 10: Internet Safety
♦ FC64 04: Principles of MoneyFC63 04: Money Management

These assessments are available through SQA Solar **http://www.sqasolar.org.uk**

However centres are free to use other resources available, eg E-Portfolio.

6.5   Support materials

A **list of existing ASPs** is available to view on SQA's website at the following link: http://www.sqa.org.uk/sqa/46233.2769.html

6.6   Resource requirements

♦ It is recommended that appropriate IT facilities be available to candidates
♦ For those candidates undertaking H20H 74: Cookery Skills, Techniques and Processes an adequate kitchen environment should be made available.

No other specific resource requirements have been identified in order to facilitate delivery of the Award.

7   General information for centres

Equality and inclusion

The Unit specifications making up this Group Award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Internal and external verification

All instruments of assessment used within this/these qualification(s) should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

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

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

8   Glossary of terms

Embedded Core Skills: is where the assessment evidence for the Unit also includes full evidence for complete Core Skill or Core Skill components. A learner successfully completing the Unit will be automatically certificated for the Core Skill. (This depends on the Unit having been successfully audited and validated for Core Skills certification.)

Finish date: The end of a Group Award's lapsing period is known as the finish date. After the finish date, the Group Award will no longer be live and the following applies:

♦ candidates may not be entered for the Group Award
♦ the Group Award will continue to exist only as an archive record on the Awards Processing System (APS)

Graded Unit: Graded Units assess learners' ability to integrate what they have learned while working towards the Units of the Group Award. Their purpose is to add value to the Group Award, making it more than the sum of its parts, and to encourage learners to retain and adapt their skills and knowledge. (**Note to writer:** delete if not applicable to product type)

Lapsing date: When a Group Award is entered into its lapsing period, the following will apply:

♦ the Group Award will be deleted from the relevant catalogue
♦ the Group Award specification will remain until the qualification reaches its finish date at which point it will be removed from SQA's website and archived
♦ no new centres may be approved to offer the Group Award
♦ centres should only enter candidates whom they expect to complete the Group Award during the defined lapsing period

SQA credit value: The credit value allocated to a Unit gives an indication of the contribution the Unit makes to an SQA Group Award. An SQA credit value of 1 given to an SQA Unit represents approximately 40 hours of programmed learning, teaching and assessment.

SCQF: The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at **www.scqf.org.uk**.

SCQF credit points: SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

SCQF levels: The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National Units will normally be at levels 6–9 and Graded Units will be at level 7 and 8. National Qualification Group Awards are available at SCQF levels 2–6 and will normally be made up of National Units which are available from SCQF levels 2–7.

Subject Unit: Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

Signposted Core Skills: refers to opportunities to develop Core Skills arise in learning and teaching but are not automatically certificated.

History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up to date qualification structure.

NOTE: Where a Unit is revised by another Unit:

♦   No new centres may be approved to offer the Unit which has been revised.
♦   Centres should only enter candidates for the Unit which has been revised where they are expected to complete the Unit before its finish date.

Version Number	Description	Date

Acknowledgement

SQA acknowledges the valuable contribution that partner organisations and associations have made to the development of this qualification.

9 General information for learners

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

The National Progression Award at SCQF 4 has been designed to enable you to acquire and develop the knowledge, understanding and skills to enable you to obtain a tenancy and to keep the tenancy. You will be required to complete all 4 mandatory Units and the equivalent of 2 optional Units. The optional Units might depend on what is available in your centre and what might be best for you.

The mandatory Units are designed in order to ensure that you focus on the following areas:

Gaining and Sustaining a Tenancy

♦ Learning about tenancy options in Scotland
♦ Preparing for a new tenancy
♦ Getting the skills required in order hold on to the tenancy
♦ Being aware of the problems you might face in keeping a tenancy and how these problems can be avoided

Looking After your home

♦ How to keep your a safe and secure
♦ How to keep energy bills down
♦ How to deal with waste management in relation to a home

Living in a Community

♦ Being aware of how to deal with social isolation
♦ How to engage positively with others in the community
♦ How to be a part of your community

The Principles of money

♦ How to deal with your income, bank account and budgeting

The optional Units allow you to make a choice as to what other skills you might need. They can give you the opportunity to focus on:

Exploring Wellbeing and Improving Wellbeing

♦ Your wellbeing and how you can improve it

Preparing for Employment: First Steps, Building Own Employability Skill, Responsibilities of Employment and Dealing with Work Situations

♦ Building up employability skills

Money Management

♦ Increasing your financial skills

Information and Communication Technology and Internet Safety

♦ Keeping safe on the internet

Cookery Skills, Techniques and Processes

♦ Developing straightforward cookery skills

Your tutor will be able to advise you on which optional Units you should consider choosing.

You do not need any prior qualifications to begin this Award. The Award is made up of Units. To achieve a Unit you will need to pass the Unit assessment. Unit assessment may include practical work, written work and discussion. It is hoped that by completing this award you will gain the skills and self-belief that might allow you to sustain a tenancy.

Successfully completing the National Progression Award in Tenancy and Citizenship may help you to progress towards employment, training or other qualifications. For example:

If you choose the *Cookery Skills, Techniques and Processes* (H20H) Unit from the optional section of the Award this may allow you the opportunity to make progress towards a National Course in *Hospitality: Practical Cookery* (C739) at National 4.

Your Tutor will be able to help you understand which qualifications which you may be able to progress to.