

## SVQ Level 3 in Museums Practice

### Information for Traineeship applicants

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#### The SVQ Level 3 in Museums Practice

SVQ stands for Scottish Vocational Qualification and it is national work-based award that officially recognises that the awardee has the skills, knowledge and experience to do his/her job. SVQs exist in virtually every profession, from business, IT and management to the creative industries, trades and legal services. SVQs are accredited by the Scottish Qualifications Authority, a national body that works with schools, colleges, universities and training organisations to support over 15,000 qualifications and assessments annually in Scotland.

SVQs send powerful messages to employers:

- *you have the skills, knowledge and expertise to do the job*
- *you are motivated, confident and ambitious*
- *you are ready to take on responsibility*
- *you are committed to your work*

#### Using the SVQ as a framework for learning

The SVQ Level 3 in Museums Practice is a new qualification for 2015. The content and structure of the SVQ has been created in response to the skills, knowledge and understanding expected to exist within an early career museum professional. This qualification will be used as the framework for learning during the traineeship.

#### A 'Level 3' SVQ qualification

Level 3 corresponds to the level of experience and responsibility you will gain through completion of the traineeship experience. According to the Scottish Qualifications Authority, this generally corresponds to an HNC level qualification in further education. Within the museums sector, it will correspond to an advanced entry level.

#### How is the SVQ organised?

The SVQ is made up of a series of individual units – each chosen for their focus on a specific competency area, topic or theme. The SVQ in Museums Practice units are split into a few different areas:



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- Mandatory
- Optional traineeship streams (this is connected to the individual traineeship you are applying to)
  - Learning and Engagement
  - Collections and Interpretation
  - Digital Skills
  - Volunteer Management
- Additional

This flexible qualification is made up of:

- All 5 mandatory units
- A minimum 2 from the chosen optional stream
- A further 2 from any other stream or additional units

#### How are the units assessed?

The qualification is based upon assessment of a portfolio of evidence, gathered by you, the trainee. The evidence is gathered from every aspect of your day-to-day working experience.

Each unit is assessed against two types of criteria:

- Performance
- Knowledge and Understanding

It is necessary to have a good range of different types of evidence, such as:

- Product evidence (emails, photographs, promotional materials)
- Observation of activities by the assessor
- Statement written by you, the trainee
- Witness testimony (supervisor, etc with knowledge of the skill being assessed)
- A professional discussion between the assessor and the trainee

What the evidence types boil down to: an *action* that can be *observed*, a *product* that can be *evaluated*, and *knowledge and understanding* that can be *tested or discussed*.

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You'll find as your knowledge and expertise grows, you'll have many examples to satisfy the evidence required for each unit.

#### **Completing the SVQ – the role of the assessor, trainee and supervisor**

**Assessor** - The assessor will guide the entire assessment process, offering support and guidance to both the trainee and the supervisor. Attainment of each unit is meant to be easily achievable with guidance from the assessor. If there are questions regarding the units or assessment process, the assessor is very helpful and will be able to answer these queries directly during visits, through emails and phone calls.

**Trainee** – With the support of the supervisor, museum staff and external assessor, it is your role to reflect upon your work-based learning experiences in order to find different forms of evidence to satisfy the assessment criteria of each unit. You will pull together this information before each meeting with the assessor and will have regular meetings with the supervisor.

**Supervisor** – The supervisor will guide and shape your learning experience throughout the year placement, by providing opportunities for on the job learning through involvement in shadowing, working alongside members of staff, setting tasks, workplace discussions and external training opportunities. During the early stages, the supervisor will have more of a hands-on approach to guiding your learning, particularly for progression through the mandatory units.

Good news! There will be a lot of support for you to progress through the qualification.

#### **The assessor meeting**

The assessor will meet with you, the trainee on a pre-arranged basis, usually every few weeks. Meetings and communication can be in the form of face-to-face meetings, Skype or telephone calls. You will meet and talk through the elements of the unit being assessed. If the assessor is satisfied with the evidence presented, the assessor will fill out and complete the paperwork for the unit.

Don't worry! There is no pass or fail, if there are certain points the assessor would like you to elaborate on or find further evidence for, this will be discussed so everyone is happy and confident in the next steps to take.

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If you are moving on to a next unit, the assessor will discuss with you which unit to approach next in conjunction with the supervisor. Everyone will talk through the aims of the unit, and the types of evidence that would be ideal for satisfying unit assessment. Everything is recorded in writing, helping you and your supervisor to stay on track.

The assessor will meet with the supervisor after each meeting, to give a quick progress report and talk through how the supervisor can support you in preparing evidence before the next planned meeting. In early stages of the traineeship it will be beneficial for you, the assessor and supervisor to meet together.

#### **The qualification process through the year**

Progress is monitored throughout the year, and quarterly reports completed by the assessor help the assessment and verification process of the qualification. At key points during the process, an external verifier will verify the quality of the assessment, making sure the assessor is comprehensive and fair throughout the assessment process.



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