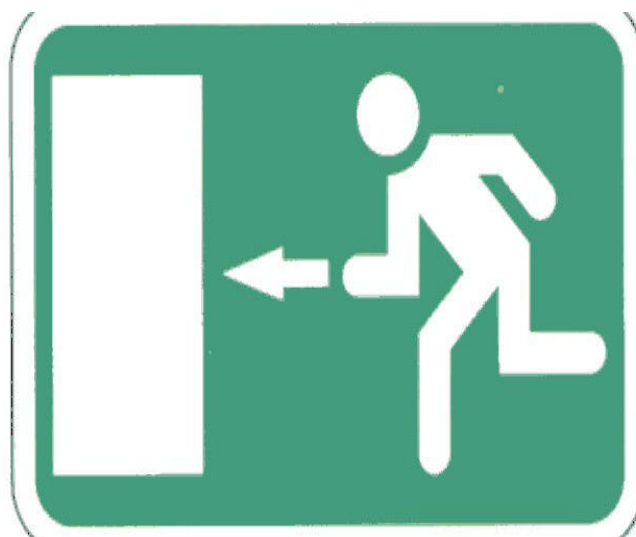
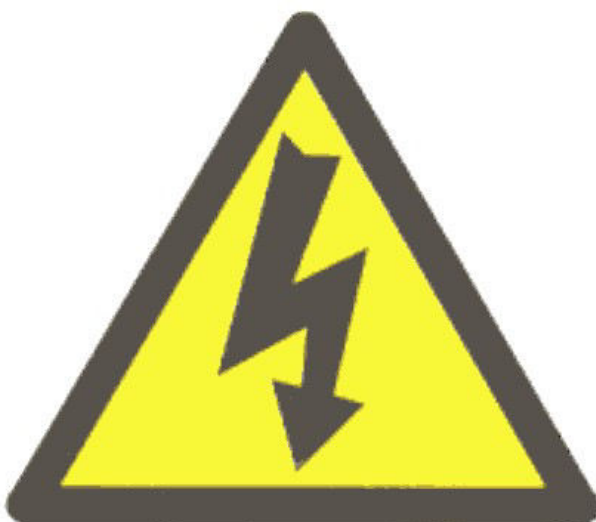


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# SQA Guidance Booklet

SQA (SELECT) Customised Award in Electrotechnical  
Site Safety Assessment (TESSA)

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### SELECT Course No. 222

### SQA Customised Award in The Electrotechnical Site Safety Assessment (TESSA)

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## Course Programme

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### *Home-Study*

Candidates are e-mailed a link to the course notes and materials on booking and they must read and study the notes in order to gain the maximum benefit (we recommend at least six hours of study time). The content of these notes isn't covered during the course.

Assessment - At the end of the day, there will be an ECS Health, Safety and Environmental Assessment based on the information within these course notes.

The assessment consists of 50 multiple-choice questions and candidates are allocated 30 minutes to complete the assessment.

In order to be successful in the assessment a candidate is required to correctly answer a minimum of 43 of the 50 questions.

The assessment itself, however, is 'closed book', i.e. candidates will not be allowed to consult these, or any other, notes during the period of the assessment.

### **The Electrotechnical Site Safety Assessment (TESSA) – Day-Training Course**

The following is covered throughout the day-course:

- Outlines the characteristics of good health and safety practice on a construction site.
- Describes the properties of electricity and their effect on the safety measures which must be taken when working with electricity.
- Names the key standards, legislation, documentation, and certification associated with Electrical Installations in the UK.
- Describes the key practical measures which ensure that the risk of accidents involving electrical installations is minimised.
- Describes the purpose and scope of the Building Standards Division.

## Course Programme

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Candidates' performance is assessed via a TESSA Workbook during the classroom presentation.

To successfully complete the Workbook Candidates must achieve an overall mark of at least 24/29.

Candidates must successfully complete **BOTH** the ECS Health, Safety and Environmental Assessment and the course workbook before we can apply to put them forward for the SQA Award.

## Appeals Procedure

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All candidates have the right to appeal against any decision made by their Assessor.

Initially, any concern about assessment will be dealt with by the Assessor. If the matter has been discussed and no satisfactory outcome has been achieved, the matter will be referred to the Internal Verifier.

If no satisfactory outcome has been achieved after this discussion, the candidate may appeal to an independent third party. This could be another Internal Verifier not previously involved in the assessment of the candidate or someone from within or from outside the centre with a broad expertise in the award area.

In the case of Appeals relating to the SQA Customised Award Course these may be referred to the External Verifier. If the candidates remain unhappy the final stage is to refer the complaint directly to the awarding body.

Details of the appeal: i.e. its nature, persons involved and dates of discussion and meetings will be recorded as evidence that an appeal has been processed.

The SQA coordinator is required to:

- Retain records including all materials and candidate evidence, of investigations for appeals for a minimum of 3 years and for 6 years if a criminal prosecution/civil case is involved.

## Equal Opportunities Statement for Learners

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We are committed to promoting diversity and equality of opportunity in training. We aim to treat all learners with dignity and respect and to ensure no learners or potential learners are denied access to training or discriminated against unfairly.

All staff involved in the delivery of the SQA Customised Award qualifications are made aware of the provisions of this document and are offered advice and training, as appropriate, on issues relating to equal opportunities. We expect staff to treat all individuals equally regardless of age, gender, sexual orientation, race, ethnic or national origin, disability, religion, trade union activity or political belief. All staff have a duty to ensure that their personal conduct conforms to our policies and codes of conduct.

We expect all learners to treat staff and other learners with respect and equally regardless of age, gender, sexual orientation, race, ethnic or national origin, disability, religion, trade union activity or political belief.

We aim to provide an environment that promotes equality of opportunity by ensuring that all learners have equal access to the resources needed for their course and that the learning environment is accessible for all learners. We ensure that all materials related to the course are free from any discriminatory language and use clear language and terms that are commonly understood within the industry.

When appropriate we will make alteration to training/assessment to meet the special needs of learners on the SQA Customised Award Courses. If you feel that you need any assistance please speak with your Trainer in the first instance. Any alterations must be agreed with the Internal Verifier and reasons for the changes recorded.

Any learners who consider that they have not been treated in accordance with this policy should submit their complaint in writing to the Internal Verifier. All complaints will be investigated and, if appropriate, remedial action will be taken.

## Grievance Procedure

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All candidates have the right to raise any concerns on any aspect of their training course.

Initially, any concern about the training course should be dealt with by the Assessor. If the matter has been discussed and no satisfactory outcome has been achieved, the matter will be referred to the SQA coordinator.

However, where the nature of the concern would mean that you are not comfortable raising the grievance with the Assessor, you should contact the SQA coordinator at SELECT.

This process does not cover the assessment process; this is dealt with under the Appeals Procedure.

All candidates have the right to complain to SQA about assessment related matters (but not assessment judgements), once they have exhausted their centre's complaints procedure.

## Candidate Induction Security Policy

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Information relating to your course including Registration documents and Assessment Materials will be stored at SELECT. This information can only be accessed by relevant staff.

Information will be stored electronically on the SELECT courses database & on SQA Rex/Connect. This is pass-worded & can only be accessed by relevant SELECT staff.

Information will be passed to SQA that relates to your Registration & Certification of the course.

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## Malpractice Policy

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Malpractice is a term that covers any deliberate actions, neglect, default or other practice that compromises the assessment process or validity of a certificate, or credibility and reputation of the SQA.

The following are examples of candidate malpractice.

### Plagiarism, Collusion and Personation

Plagiarism and collusion are both forms of cheating something that SELECT and the SQA take very seriously.

**Plagiarism** involves taking someone else's words or ideas and trying to pass them off as your own. This includes failing to acknowledge sources of information that you have used in your work. Some examples of plagiarism are:

- Including parts of someone else's work in your own without using quotation marks and identifying the source. This includes cutting and pasting information from the internet.
- Copying, re-wording or summarising someone else's work and including it as your own without acknowledging the source.
- Not labelling diagrams/illustrations that you have used.

**Collusion** involves working together with other students on a task that should have been done on your own. This includes giving assistance to or lending materials to another candidate which they then submit as their own work.

**Personation** – pretending to be someone else.

### How are plagiarism and collusion identified?

There are many ways to identify plagiarism and collusion, including:

- Assessors and Internal Verifiers checking drafts of work may be able to spot changes in the style of writing and use of language.

## Malpractice Policy

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- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you are thinking about copying from).

### Consequences

If a student is suspected of any malpractice, the tutor will investigate this further and take appropriate action. Appropriate action will depend on the situation but for minor breaches may include work being re-assessed. More serious incidences of malpractice should be referred to the SQA coordinator, who will undertake an investigation. This will be recorded. Where appropriate this will lead to the delegates being removed from the course and if appropriate any certificates declared invalid.

The SQA coordinator is required to:

- Report all cases of malpractice to SQA
- Retain all records of investigations of malpractice. These records should be available to SQA on request. Retention is 3 years or 6 years if criminal prosecution/civil case

## GDPR Policy

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SELECT takes the security of our Members' and Candidates' personal details very seriously. The following information explains more about how we manage your personal data, and outlines some of your rights regarding our management of it.

### What personal data does the SELECT Training department gather?

The SELECT Training department gathers the following items of personal data from candidates who join a course of study at SELECT:

- Full name
- National Insurance number
- Date of birth
- Mobile number
- Home address
- Email address
- Scottish Qualifications Authority Candidate number (if known)

# GDPR Policy

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## How do we gather it?

The SELECT Training department may gather some items of personal data at the time of booking on the course, either by email or by phone, and may gather other items of personal data from candidates on the day of the course.

## Why do we need it? What is the legal reason for the gathering and processing of the data?

The personal data that we gather is needed in order to ensure the effective administration of SELECT courses, in order to liaise with the SQA for certification purposes, and in order to ensure that any certificates awarded are posted to the correct address of each candidate. We require the mobile and email address of candidates for the purpose of communication of changes to course arrangements, or potential short-notice cancellation of a course. The legal reason for the gathering, processing, and storage of this data is that it is necessary for the performance of a contract.

## How do we store it?

The personal data gathered is stored in password protected systems, and locked filing cabinets.

## Who has access to it?

The personal data gathered is accessed by SELECT members of staff employed in the Training department only for the purposes of exercising the duties of their role.

## How/why might it be deleted if I don't request for it to be deleted?

The personal data gathered will be stored for a period of 2 years from the date of the course, after which time it will be permanently deleted, and hard copy records confidentially destroyed.

## How can I request for my data to stop being processed in this way?

Please call 0131 445 5577 and ask to be transferred to the Training Department, or email [training@select.org.uk](mailto:training@select.org.uk) to make this request.

## How can I find out more about what SELECT does with my personal data?

Please see our GDPR Data Protection Policy which can be found on [www.select.org.uk](http://www.select.org.uk) for more information.

## How SQA uses Personal Data

Please click on the link below to see how SQA uses candidate's personal data:

<https://www.sqa.org.uk/sqa/45397.html>

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