

A Guide to the Scottish Qualifications Certificate for College and Workplace Candidates



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This Guide will help you to understand the Scottish Qualifications Certificate.

The Scottish Qualifications Certificate, or SQC* for short, is Scotland's new Certificate for recording success and achievements in qualifications awarded by the Scottish Qualifications Authority.

Your SQC records all the qualifications you have achieved – individual Units, Courses (such as an Intermediate 2 or a Higher), and Group Awards such as HNCs, HNDs and Scottish Vocational Qualifications.

Your SQC will be updated regularly, recording your most recent achievements.

Your SQC will also:

- **come with commemorative certificates for Group Awards and summary pages for all Courses you have successfully completed**
- **show your Core Skills profile, which tells you (and potential employers or university admissions officers) the highest level of the five Core Skills you have achieved so far**
- **stay with you for the rest of your career – as long as you are achieving SQA qualifications, your SQC will be updated, recording your progress in lifelong learning**

We obtain qualifications throughout our lives – at school, college and in the workplace. All qualifications awarded by SQA are recorded on the SQC – every time you obtain a new qualification you get an updated Certificate. This gives you an accurate and comprehensive record of all the learning success you achieve throughout your life.

This Guide to your SQC follows the career of a fictitious candidate, Mary Stuart, a 25 year old candidate.

* *The SQC replaces the Scottish Certificate of Education and the Record of Education and Training. These have been discontinued.*



The first piece of information is a cover letter, which accompanies every SQC and commemorative Certificate, where included. You should read the letter carefully before looking at the other documents in the envelope.



10 September 2001

Mary Stuart
25 Central Street
Ayr Town
Countyshire
AW2 7SE

IRONMILLS ROAD
DALKEITH
MIDLOTHIAN
EH22 1LE

HANNOVER HOUSE
24 DOUGLAS STREET
GLASGOW
G2 7NQ

TEL: 0845-273 1000
FAX: 0141-242 2244

E-mail: mail@sqa.org.uk

Contact Name – Customer Relations
Direct Line – 0141-242 2040
e-mail – helpdesk@sqa.org.uk

Dear Candidate

Scottish Qualifications Certificate – Candidate Number **856768984**

I am pleased to enclose your Scottish Qualifications Certificate along with a commemorative Certificate which details the Group Award you recently completed successfully. (If you have any qualifications achieved before 1994 which are listed on Scottish Certificates of Education or the Certificate of Sixth Year Studies from the Scottish Examination Board or Records of Education and Training from SCOTVEC, please keep these documents as record of these successes.)

The Scottish Qualifications Certificate is designed to be cumulative. Therefore any SQA qualifications you achieve in future will be listed on a new version of your Certificate along with your previous achievements. I hope this will encourage you to aim for further SQA qualifications in the future.

Yours sincerely

Chief Executive

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Date the SQC was posted.
For college candidates completing Group Awards this is usually during August and September.

This is the telephone number to call and e-mail address to write to if you have any enquiries about your Certificate.

Every candidate has a unique nine digit candidate number. You need to quote this if you call or write to us. It appears on all SQC documents.



Mary's SQC is behind the letter. She has a three-page SQC which provides a detailed record of all her educational and learning achievements.

This is page 1 of Mary's SQC. It records all the Group Awards and National Courses she has achieved.



SCOTTISH QUALIFICATIONS AUTHORITY

Scottish Qualifications Certificate

This Certificate lists the achievements of
Mary Stuart
Scottish Candidate Number 856768984

Ref code	Qualification title	Level	Grade	Date
Group Awards				
613F 15	Higher National Certificate - Business Administration			08/2001*
Courses				
0680 12	English	SCE Higher	A	08/2000
0026 12	Economics	Higher	B	08/2001
0001 12	Administration	Intermediate 1	A	08/2001

Scottish Candidate Number: 856768984 Mary Stuart Page 1 of 3 Issued: September 2001

Notes:
 1 Where column is blank, the information in the column does not apply to that qualification.
 2 For qualifications marked *, + or #, see the section of this Certificate entitled 'Supplementary Information'.

This is a Scottish Certificate of Education (SCE) Course completed in August 2000. These Courses will be phased out by 2003 and will always be shown on the SQC by the prefix 'SCE'.

The notes at the bottom of the page explain any symbols that appear.

Group Awards are always recorded first on the SQC. Details of the Units that make up the award are shown on a separate page.

The date column shows the most recent additions to the SQC.

Date of issue of the SQC.

The Ref code is simply a 'label' each qualification has in our computer system.



Page 2 of Mary's SQC lists all the Higher National Units and National Units that have contributed to her HNC and Courses. To complete a Higher National group award you must pass a set number of Higher National Units.

To pass a Course at Intermediate 1, Intermediate 2, Higher or Advanced Higher, you must successfully complete the Units which make up the Course and the external exam. If you fail the examination part of the Course or only partially complete the Course for any reason, the Units you have completed successfully will always be recorded on your SQC – so you have full credit for what you have achieved.



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Refcode	Qualification title	Level	Grade	Date
Higher National Units				
A6G5 04	Structure of Business Organisations		Merit	08/2001
A6G7 04	Micro-Economic Environment		Pass	08/2001
A6G9 04	Macro-Economic Environment		Pass	08/2001
A6GK 04	An Introduction to Financial Accounting Statements		Pass	08/2001
A6GP 04	Using Financial Accounting Statements		Pass	08/2001
A6GV 04	Working with People and Teams		Merit	08/2001
A6G0 04	Using Information Technology in Business: Database and Word Processing Applications		Pass	08/2001
A13M 04	Retail Marketing		Pass	08/2001
A850 04	Interview Skills		Pass	08/2001
04AK 04	The Music Industry and the Internet		Merit	11/2000
National Units				
Units contributing to the award of Higher Economics				
0205 12	The Economy	Higher		08/2001
0206 12	Micro-economics	Higher		08/2001
Units contributing to the award of Intermediate 2 Administration				
0011 12	Administrative Services	Higher		08/2001
0012 12	Information Technology for Management	Higher		08/2001
Other National Units				
0252 12	Music : Midi Sequencing	Higher		08/2000
12Y6 11	Audio and Music	Intermediate 2		11/1999
026H 11	Work Experience	Intermediate 2		08/1999
048J 11	Spanish : language	Intermediate 2		08/1999
094T 10	Job-seeking Skills	Intermediate 1		08/1999
0829 04	Introduction to Computer Aided Drawing	Intermediate 1		08/1999+
....End of Qualifications Information....				

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Notes:
 1 Where column is blank, the information in the column does not apply to that qualification.
 2 For qualifications marked *, + or #, see the section of this Certificate entitled Supplementary Information.

These are the Higher National Units that make up the HNC in Business Administration Group Award.

This is a stand-alone Higher National Unit completed in December 2000.

These are the National Units that make up the Higher Economics Course.

The National Units are shown at Higher level because this is the level of Unit passed. Mary was awarded the Course at Intermediate 2 level because she narrowly failed the Higher external exam, but the Units are recorded at the level passed.

No 'level' is shown for this National Unit as it was achieved before Units had levels attached to them. Further details are given in the Supplementary Information section on the final page of the SQC.



The final page of the SQC is the *Supplementary Information* section and this records your Core Skills profile along with other information about your achievements.



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Supplementary Information

Core Skills

The Core Skills profile below is calculated from the qualifications recorded on this Certificate and from any free-standing Core Skills Units which may have been achieved. The level of a Core Skill which appears in this profile is worked out by looking at how each level of that Core Skill compares against the qualifications listed on this Certificate. The comparison is based on the SQA publication *Automatic Certification of Core Skills in National Qualifications*. Centres have a copy of this publication and it is also available on SQA's website.

Core Skill – Communication	Oral Communication	Higher	11/2001
	Written Communication	Higher	08/2000
Core Skill – Information Technology	Using Information Technology	Intermediate 1	08/2000
Core Skill – Problem Solving	Critical Thinking	Higher	11/2001
	Planning and Organising	Higher	11/2001
	Reviewing and Evaluating	Higher	11/2001
Core Skill – Working with Others	Working with Others	Higher	10/2001

Higher National Certificate – Business Administration

Achieved – 03/2001

This Higher National Certificate is allocated 120 points at level 7 of the Scottish Credit and Qualifications Framework (SCQF). The SCQF is a system of levels and points agreed by national organisations in Scotland, including SQA and Higher Education organisations. The levels and points are designed to assist individuals in planning future learning and in negotiating credit towards future qualifications. Advanced Highers and the first year of higher education degree programmes are also at level 7 in the SCQF.

National Units

Units listed in the section of this Certificate as 'Other National Units' and marked +. These Units were contained in the catalogue of National Certificate Modules or Short Courses of SQA's predecessor bodies, SCQ/NVEC and the Scottish Examination Board. They have been classified, for certification purposes, as National Units. Users of the Certificate should note that such Units were developed before the introduction of the system of national levels and therefore the 'level' column on the Certificate is blank.

.... End of Supplementary Information....



(Chief Executive, Scottish Qualifications Authority)

Scottish Candidate Number: 856760084 Mary Stewart

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Core Skills are useful skills for life and work. All candidates now receive a Core Skills profile which details their highest achievement to date in these skills. Most candidates achieve their Core Skills while working towards other qualifications.

This is further information about the Group Award achieved by Mary.

Every page of the SQC has a hologram. This is for security purposes.



The final part of Mary's Certificate is her commemorative Group Award Certificate. All candidates who complete a full Group Award – such as a Scottish Group Award, Higher National Certificate/Diploma or Scottish Vocational Qualification – receive a commemorative Certificate in addition to the SQC. The commemorative Certificate is printed on buff coloured paper.

The commemorative Certificate sent to Mary is shown below. The achievement of a Group Award is a hugely significant achievement for candidates and many like to frame the Certificate as a permanent reminder of their success.


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This document is issued to certify that

Mary Stuart

has achieved the

Higher National Certificate

in

Business Administration


Chief Executive
Scottish Qualifications Authority

Scottish Candidate Number 316763934 Issued 10 September 2021



Type of qualification.

Name of qualification.

Hologram for security purposes.



You can get more **information**
about the SQC from the
SQA Helpdesk on **0141-242 2214**,
or from any college or
workplace centre which offers
SQA qualifications.

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Helpdesk: 0141-242 2214

Hanover House
24 Douglas Street
Glasgow
G2 7NQ

Ironmills Road
Dalkeith
Midlothian
EH22 1LE

fax: 0141-242 2244
e-mail: helpdesk@sqa.org.uk
website: www.sqa.org.uk

June 2001 A1359