

# A Guide to the Scottish Qualifications Certificate for School Candidates



# A Guide to the Scottish Qualifications Certificate for School Candidates

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 larger qualifications (we call them 'Group Awards', and they include HNCs, HNDs, and SGAs).

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

**Your SQC will also:**

- come with commemorative certificates for Group Awards or summary pages for Courses successfully completed
- show your Core Skills profile, which tells you (and potential employers or university and college 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, Robert D Bruce, a 17 year old school pupil.

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




Robert is a 17 year old school candidate who has just completed his fifth year at school. He sat five Higher Courses in English, Latin, Mathematics, Physics and Economics.

Robert passed three Highers (English, Latin and Mathematics), narrowly failed Higher Physics but was awarded a pass at Intermediate 2, and failed Higher Economics.

This is what Robert would receive from SQA to confirm his results.



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

  
**SCOTTISH  
QUALIFICATIONS  
AUTHORITY**

13 August 2001

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Contact Name – Customer Relations  
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e-mail – helpdesk@sqa.org.uk


Dear Candidate

**Scottish Qualifications Certificate – Candidate Number 976343255**

I am pleased to enclose your Scottish Qualifications Certificate which includes a summary page detailing the National Course/Clusters you recently completed successfully. Any Group Award you might be entered for will be certificated in due course. (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

You entered for, but did not achieve, the full National Courses or Clusters listed below. Any parts of these qualifications which you did achieve will be listed in your Scottish Qualifications Certificate in the National Units section.

Course or Cluster entered	Result
Physics (Higher)	Physics (Intermediate 2)
Economics (Higher)	No award

Chairman: Professor John M Ward CBE  
Chief Executive: Bill Morton MSc DipTPMRTM  
registered Scottish Charity number SC 026 067

Date the SQC was posted.

For school candidates this is usually mid-August.

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.


This box details any Courses failed or Courses awarded at the level below because you failed by a narrow margin (this is sometimes called a 'fallback' award).

If you fail absolutely every Course or Unit entered for (and this is very rare) we will send you a letter telling you this. You will not receive an SQC.



Behind the letter will be a summary page confirming the Standard Grades, National Courses and Clusters you achieved that year. This lets you see at a glance the grades you have obtained.

Full details of the Courses you have completed and passed, and the Unit/Elements which make them up, are given on the SQC. Here is Robert's summary page:



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National Qualifications

This document summarises the achievements of


Robert D Bruce

Scottish Candidate Number 976343255

in National Courses first certificated in August 2001

Title	Level	Grade
English	SCE Higher	A
Latin	Higher	A
Mathematics	Higher	C
Physics	Intermediate 2	A

.....end of qualifications listed.....




(Chief Executive, Scottish Qualifications Authority)

Note

Full details of components or elements of qualifications listed above are provided on the candidate's Scottish Qualifications Certificate.  
Scottish Candidate Number: 976343255 Robert D Bruce

Issued: August 2001



SCE Higher refers to Scottish Certificate of Education Courses. These will be completely phased out by 2003.

'Fallback' awards are given because you passed all the Course Units but narrowly missed passing the external exam. The award is always made at Grade A at the level below the one you entered for.

The hologram is for security purposes.



Robert's SQC is behind the summary page. He has a four-page SQC which provides a detailed record of all his educational and learning achievements.

This is page 1 of Robert's SQC. It records all the Courses he has achieved. If he had achieved any Group Awards or Clusters, they would have been listed here too.



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### Scottish Qualifications Certificate

This Certificate lists the achievements of

**Robert D Bruce**

Scottish Candidate Number 976343255

Ref code	Qualification title	Level	Grade	Date
<b>Courses</b>				
0680 12	English	SCE Higher	A	06/2001#
0014 12	Latin	Higher	A	06/2001
0056 12	Mathematics	Higher	C	06/2001
0089 11	Physics	Intermediate 2	A	06/2001
0300 01	Biology	Standard Grade - Credit	1	06/2000
0680 01	English	Standard Grade - Credit	1	06/2000
1540 01	History	Standard Grade - Credit	2	06/2000
2120 01	Latin	Standard Grade - Credit	2	06/2000
2500 01	Mathematics	Standard Grade - General	3	06/2000
2680 01	Music	Standard Grade - General	3	06/2000
3120 01	Physics	Standard Grade - General	4	06/2000

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

The Certificate builds up achievement over time. These are details of Standard Grade Courses passed in 2000.

Scottish Candidate Number: 976343255 Robert D Bruce

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**Notes:**

- 1 Where a 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'.




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



Page 2 of Robert's SQC lists all the National Units and Standard Grade Elements that have contributed to his Courses and Standard Grades. To pass a Course at Intermediate 1, Intermediate 2, Higher or Advanced Higher level, 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 it 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
<b>National Units</b>				
Units contributing to the award of Higher Latin				
0063 12	Latin: Translation	Higher		06/2001
0065 12	Latin: Interpretation – Verse	Higher		06/2001
0066 12	Latin: Interpretation – Prose	Higher		06/2001
Units contributing to the award of Higher Mathematics				
0321 12	Mathematics 1	Higher		06/2001
0322 12	Mathematics 2	Higher		06/2001
0323 12	Mathematics 3	Higher		06/2001
Units contributing to the award of Intermediate 2 Physics				
0360 12	Electricity and Electronics	Higher		06/2001
0363 12	Mechanics and Properties of Matter	Higher		06/2001
0364 12	Radiation and Matter	Higher		06/2001
Other National Units				
0205 12	The Economy	Higher		06/2001
0206 12	Microeconomics	Higher		06/2001
ESY8 11	Religion and Morality	Intermediate 2		06/2001
ES44 09	Introduction to Computers	Access 3		06/2000
001M 04	Work Experience			06/2000+
<b>Standard Grade Elements</b>				
Elements for Standard Grade Biology				
	Knowledge and Understanding		1	06/2000
	Problem Solving		1	06/2000
	Practical Abilities		1	06/2000
Elements for Standard Grade English				
	Reading		1	06/2000
	Writing		1	06/2000
	Talking		1	06/2000
Elements for Standard Grade History				
	Knowledge and Understanding		2	06/2000
	Enquiry Skills		2	06/2000
Elements for Standard Grade Latin				
	Interpretation		2	06/2000
	Translation		1	06/2000
	Investigation		2	06/2000
Elements for Standard Grade Mathematics				
	Knowledge and Understanding		2	06/2000
	Reasoning and Enquiry		3	06/2000

Scottish Candidate Number: 976349355 Robert D Bruce

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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 Units that make up the Higher Latin Course.

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

No 'level' is shown for this 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 Certificate.

This is a breakdown of Standard Grade Elements. It continues on page 3 (not shown).



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.



## 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	Intermediate 2	06/2000
Written Communication	Higher	06/2001
Core Skill - Numeracy		
Using Graphical Information	Higher	06/2001
Using Number	Higher	06/2001
Core Skill - Information Technology		
Using Information Technology	Intermediate 1	06/2000
Core Skill - Problem Solving		
Critical Thinking	Higher	06/2001
Planning and Organising	Higher	06/2001
Reviewing and Evaluating	Higher	06/2001
Core Skill - Working with Others		
Working with Others	Access 1	06/2000

### National Units

Units listed in the section of this Certificate as 'Other National Units' and marked \*. These Units were contained in the catalogues of SQA's predecessor bodies, SCOTVEC 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.

### Assessment Arrangements

The symbol # against an award indicates that aspects of the assessment for this award were amended or restricted to meet the particular need of this candidate. Details of these changes are available from SQA on request.

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

(Chief Executive, Scottish Qualifications Authority)

Scottish Candidate Number: 076343355 Robert D. Price

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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.

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





You can get more **information**  
about the SQC from the  
SQA Helpdesk on **0141-242 2214**,  
or from your school.

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Helpdesk: 0141-242 2214

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website: [www.sqa.org.uk](http://www.sqa.org.uk)

June 2001 A1310