

## ABOUT YOUR

# Scottish Qualifications Certificate

Your Scottish Qualifications Certificate, or SQC for short, is a complete record of all the Scottish qualifications you have achieved in education and training at school, college, or in the workplace. In fact, it covers almost every qualification you're likely to achieve in Scotland (except for university degrees). We've tried to make it as easy to understand as possible, while making sure that it contains all the information you might ever need to know about your qualifications. A booklet called 'Your Exams', which was issued to you by your school or college in March, gave more information about the SQC.

Your SQC will be updated with every new qualification you achieve. Your new SQC, which gives the results for the National Courses, National Clusters, Standard Grades or National Units you achieved last session, is enclosed. If you have been successful in a Scottish Group Award, a group award certificate will accompany your SQC.

The SQC contains security features and notes on the reverse of the SQC refer to any attempt to alter the certificate.

Other notes on the reverse refer to:

- ♦ Qualifications achieved prior to 1994 awarded by any of SQA's predecessor bodies.
- ♦ SQA's equal opportunities policy.

The information on your SQC is given in the order in which it will be most relevant to you. Any Standard Grades or National Courses or Clusters you have just achieved will be shown on the summary page which is behind the letter that came with your SQC. Your qualifications are listed on your SQC by level (starting with the highest) and, within each level, by the date when the certificate was issued (the most recent first). If you've achieved more than one Course, or Standard Grade at the same level and with the same certification date, the one with the highest grade is listed first.

There are two ways in which you may not achieve a National Course for which you entered. The first would happen if you have not achieved Grades A-D in the external assessment and you will find details in the box on the letter that came with your SQC (applies to National Courses only). Grade D is awarded where you have failed the exam by a narrow margin. The second way would be if you failed to achieve the complete set of National Units required for the Course. Any Units you have achieved, and the result of your exam, will be listed on your SQC.

If you sat the same external assessment as in a previous diet, but gained a lower result in the current diet, the best external assessment result will be taken and reported on the SQC.

You were given a Scottish Candidate Number when you were first registered for an SQA qualification — this is most likely to have been at school. You should use this number every time you are entering for an SQA qualification in the future.

Scottish Candidate Number 049028938



The summary page tells you at a glance the National Courses/Clusters and Standard Grades you passed, and the grade you obtained.

Title	Level	Grade
English	Higher	A
Business Management	Higher	B

The SQC is a cumulative record of all the qualifications you have passed.

The 'Ref. Code' is simply the 'label' each qualification has in our computerised tracking system — you won't need to remember it.

Ref. Code	Qualification Title	Level	Grade	Date
<b>Courses</b>				
C039	12 English	Higher	A	08/2004
C010	12 Business Management	Higher	B	08/2004
0860	01 English	Standard Grade – Credit	1	08/2003
0700	01 Drama	Standard Grade – Credit	2	08/2003
1000	01 French	Standard Grade – General	3	08/2003
2500	01 Mathematics	Standard Grade – General	3	08/2003



The Units you've achieved are listed by type (which could be National Units, Higher National Units, SVQ Units or Customised Units). In this example, the Units listed are National Units, and some are components of a National Course. You may also achieve Units on their own, as shown.

Ref. Code	Qualification Title	Level	Grade	Date
<b>Courses</b>				
C115	12 English	Higher	A	08/2004
C010	12 Business Management	Higher	B	08/2004
0860	01 English	Standard Grade - Credit	1	08/2003
0700	01 Drama	Standard Grade - Credit	2	08/2003
1000	01 French	Standard Grade - General	3	08/2003
2500	01 Mathematics	Standard Grade - General	3	08/2003
<b>National Units</b>				
Units contributing to the award of Higher English				
D8VH	12 English: Language Study	Higher		08/2004
D8VJ	12 English: Literary Study	Higher		08/2004
D8VL	12 English: Personal Study (Spoken Response)	Higher		08/2004
National Units				
D339	12 French: Language	Higher		08/2004
D342	12 French: Extended Reading/Viewing	Higher		08/2004
D36H	09 Work Experience	Access 3		08/2004

Your Certificate also gives details of your Core Skills profile. This is located on the final page of your SQC under 'Supplementary Information'. As you probably know, the Core Skills are the five skills that are important for work and your personal life. They are built into many National Units and Courses, but not always at the same level as the Unit or Course itself. Your Core Skills profile on your SQC shows the highest level you achieved in each of the different Core Skill components. This is calculated by taking the highest level of each Core Skill built into the Courses and Units which you completed.

#### Core Skills Profile

Core Skill –	Level	Date
Communication		
Oral Communication	Higher	08/2004
Written Communication	Higher	08/2004
Numeracy		
Using Graphical Information	Higher	08/2004
Using Number	Higher	08/2004
Information Technology		
Using Information Technology	Intermediate 1	08/2004
Problem Solving		
Critical Thinking	Higher	08/2004
Planning and Organising	Higher	08/2004
Reviewing and Evaluating	Higher	08/2004
Working with Others		
Working with Others	Higher	08/2004

## IF YOU STILL HAVE questions about your Certificate or results

Your school or college will be able to answer most questions about your results. If you have a general query about the Scottish Qualifications Certificate, contact: the SQA Candidate Advice Line on 0845 278 8080, or e-mail: [results2004@sqa.org.uk](mailto:results2004@sqa.org.uk), or visit the SQA website: [www.sqa.org.uk](http://www.sqa.org.uk)

**If you wish to appeal against any of the grades obtained, please discuss this with your school or college. You cannot submit an appeal to us directly, it must come from your school or college.**

