



Foundation Certificate in Personal Finance (G8TK 04): Centre Guide

Introduction

The Foundation Certificate for Personal Finance (FCPF) is a Customised Award offered in partnership between **SQA** and the **ifs** School of Finance. Although formally unleveld, the FCPF is benchmarked against Intermediate 1 (SCQF level 4). It consists of two **SQA** Units – *Money: An Introduction* (F2SB 04) and *Money Management* (F2SC 04) and carries an entry fee of £34 per candidate.

Further information about the nature and content of this award can be found in the FCPF product card and **SQA**'s Unit descriptors, all of which are available to download from the Personal Finance page of **SQA**'s website:

<http://www.sqa.org.uk/sqa/36556.html>

Entries & registration

As the FCPF is awarded jointly by **SQA** and the **ifs**, there are some additional steps in the presentation process which are unique to this award. The full process is outlined below:

1. Enter candidates with SQA. All candidates undertaking this award **must** be entered with **SQA** by your regular process, just like any other **SQA** qualification – either by paper or for example through the Phoenix, SEEMIS, SQARED or SQAREX software systems.

2. Register candidates with ifs. Once you have entered your candidates with **SQA**, you should confirm this with the **ifs** by emailing Robert McAulay at:

rmcaulay@ifslearning.ac.uk

Robert will send you a registration form which must be completed and returned to him.

When submitting your registration form to the **ifs** with details of your candidates for this award, you must also provide evidence of your **SQA** entries for those candidates. The easiest way to do this is to use **SQA**'s Navigator software – click on current groupings, then on the number of candidates shown next to code G8TK 04 and print out the resultant screen of candidate details. This will allow the **ifs** to provide you with login details to access the learning and teaching materials and also to send out ring binders for use by your candidates.

3. Request assessments from ifs at an appropriate point in your delivery of the qualification. There are two forms of assessment – paper based examinations or via the **ifs** e-test assessment platform. Paper based assessments will be marked by the **ifs** and the results will be posted on the myifslearning website within the timescales quoted in the Financial Capability Handbook. If any of your candidates require reassessment, this can be arranged through the **ifs** at an additional cost of £12 per candidate per reassessment (payable to the **ifs**). This charge is required to cover the **ifs**' costs in administering and marking the additional assessment(s) and is the only additional charge beyond the £34 entry fee.

4. Submit your results to SQA. Once your candidates have completed their assessments and you have received the results, you **must** then submit the Unit results to **SQA** as normal in order to trigger certification. These results will be subject to checking against the **ifs**' records.

A flowchart overleaf shows this process mapped out step-by-step.

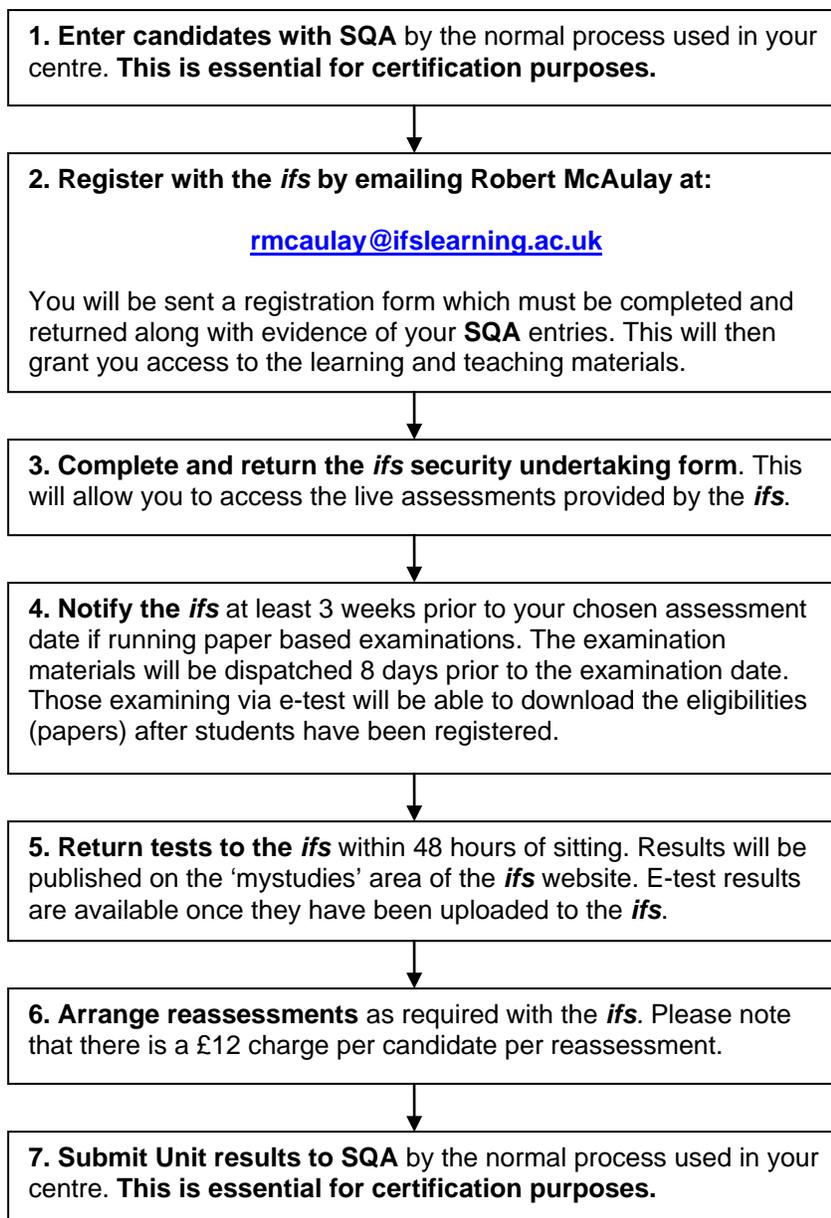
Foundation Certificate in Personal Finance

A step-by-step guide from entry to certification

Approval

Please note that for session 2009/10, all secondary schools and further education colleges are automatically approved to deliver the FCPF. It is therefore not necessary for such centres to submit an approval request. Other types of centre must still apply for approval as normal.

Entries, registrations, assessments & results



Once you have followed all of the steps above, your successful candidates will have their achievement recorded both on their Scottish Qualifications Certificate and also in a joint commemorative certificate issued by **SQA** and the **ifs**.