

# 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 April, 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 reasons why you might not achieve a National Course you have been entered for. The first is that you have not achieved Grades A–D in the external assessment. If this has happened, you will find details in the box on the letter that came with your SQC. The second is that 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 the SQC.

Grade D, like Grades A–C, is reported on the SQC as a Course in its own right. If you have achieved a Grade D, this means that you have achieved all the National Units for the Course, and have scored between 45% and 49% in the exam.

If you have achieved a complete National Course for the first time, but sat the same external assessment in a previous session, the best external assessment result will be 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.



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>				
C115 12	English	Higher	A	08/2005
C010 12	Business Management	Higher	B	08/2005
0860 01	English	Standard Grade – Credit	1	08/2004
0700 01	Drama	Standard Grade – Credit	2	08/2004
1000 01	French	Standard Grade – General	3	08/2004
2500 01	Mathematics	Standard Grade – General	3	08/2004

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 first are National Units, and some are components of a National Course. You may also achieve Units on their own, as shown.

<b>National Units</b>				
Units contributing to the award of Higher English				
D8VH 12	English: Language Study	Higher		08/2005
D8VJ 12	English: Literary Study	Higher		08/2005
D8VK 12	English: Personal Study (written response)	Higher		08/2005
National Units				
D339 12	French: Language	Higher		08/2005
D342 12	French: Extended Reading/Viewing	Higher		08/2005
D36H 09	Work Experience	Access 3		08/2005

## ADDITIONAL INFORMATION

# Scottish Credit and Qualifications Framework (SCQF)

The Scottish Credit and Qualifications Framework (SCQF) is a system of levels and points that has been agreed by national organisations in Scotland, including SQA and Higher Education organisations. Its main purpose is to make the relationships between qualifications clearer. This, in turn, will make progression and transfer between qualifications easier. The level says how hard a qualification is, and the points are a measure of its size (or how long it takes to

achieve). The SCQF is designed to help you to plan your future learning and to get credit towards future qualifications.

You can see at a glance how many SCQF points you have built up, and at what level, on the Additional Information page of your certificate.

You can find out more about SCQF by visiting the SCQF website: [www.scf.org.uk](http://www.scf.org.uk)

Your Certificate also gives details of your Core Skills profile. This is also located on the 'Additional Information' page. 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

	Date
Core Skill - Communication	
Oral Communication - Higher	08/2005
Written Communication - Higher	08/2005
Core Skill - Numeracy	
Using Graphical Information - Higher	08/2005
Using Number - Higher	08/2005
Core Skill - Information Technology	
Using Information Technology - Intermediate 1	08/2004
Core Skill - Problem Solving	
Critical Thinking - Higher	08/2005
Planning and Organising - Higher	08/2005
Reviewing and Evaluating - Higher	08/2005
Core Skill - Working with Others	
Working with Others - Higher	08/2005

## 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: [results2005@sqa.org.uk](mailto:results2005@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.**

