

Introducing SQA specialist awards **and services for business**



SQA provides solutions for all types of organisations to achieve the high standards that learners in today's training and learning market require. We can offer recognition, certification, registration, quality assurance or an examination administration service for your learning provision.



Customised Awards **Service**

What it is

SQA's Customised Awards service offers you an opportunity to develop qualifications that are tailored to your needs. This is ideal if you're in a highly specialised business, or you're operating in a unique market where existing qualifications don't quite meet all your requirements.

Customised Awards are competence-based qualifications. To get a Customised Award, candidates have to prove – and supply evidence – that they can do what the qualification covers, to the standard that the qualification sets.

What we do for you

We will guide you through the development of the qualification. You will develop your own assessment

material, with our advice. Once the qualification is developed, we will validate it for a minimum of eight years. Customised Awards are backed by SQA's own robust external quality assurance systems. This would mean quality assurance visits would be carried out by an External Verifier from SQA and that you would need to become an approved SQA centre, or work in partnership with an existing SQA Approved Centre.

You'll then be ready to run your Customised Award, and award it to successful candidates. Candidates will receive certification including a commemorative certificate bearing your organisations logo and signature.

Customised Awards can also be Credit Rated on the Scottish Credit and Qualifications Framework (SCQF), formally recognising the level and credit points of the qualification.

The business benefits to you

Customised Awards can help you to increase skills levels in your workforce. Because they're competence-based, they also allow you to demonstrate that your people are competent and can do everything your customers will ask of them. They can help formalise procedures, strengthen employee confidence, strengthen relationships between candidates and management, and provide a positive experience and formal recognition. They can also help you meet regulatory requirements.

Customised Awards will enhance your corporate image, and give you a way of demonstrating that your staff training meets SQA's rigorous quality assurance criteria.

Case study: Maritime and Coastguard Agency (MCA)

'MCA currently has six Customised Awards registered with SQA, two for the coastguard and four for the survey and inspection personnel, which has helped facilitate a robust and fit-for-purpose technical training and development framework. Since their inception in July 2007, these awards have not only provided credible external accreditation of the competence of MCA's technical personnel but have also lent favourably to organisational benchmarking of the core and specialist technical training requirements.

It is, perhaps, further testimonial to the MCA and SQA's reputation within the wider maritime industry, as Institute for Marine Engineering, Science and Technology (IMarEST), in September 2011, has also agreed to include the Surveyor Customised Awards as suitable evidence towards "operational experience" in order to gain individual registration as Chartered and Registered Engineer or Marine Technologist (eg. C.Eng; C.MarTech; R.MarTech etc.)' **Learning and Development Manager, Maritime and Coastguard Agency**

Credit Rating **Service**

What it is

You can have your qualifications credit rated on the SCQF – Scotland’s national framework of learning. The SCQF helps employers and learners understand and compare qualifications and understand how they relate to each other.

Credit rating ensures that you meet the SCQF guidelines, and confirms an official level and credit points for your qualification or learning programme.

For qualifications or learning programmes to be included in the SCQF, they must have their SCQF credit rating formally confirmed. SQA is a member of the SCQF partnership and is a leading recognised Credit Rating Body for this purpose.

What we do for you

You can apply to have your qualifications and learning programmes credit rated. Your application includes your own recommendations for both credit points and level.

We will assess your qualification against the descriptors for each SCQF level to determine its position in the Framework. This will show potential users the general level of knowledge and skills required to achieve the qualification.

We will also confirm the amount of learning required to complete the qualification. This will allow us to give the qualification a credit value, and will show potential users how much work is involved in achieving the qualification.

The business benefits to you

You can use credit rating to demonstrate to your customers that your qualifications or learning programmes meet the standards required for SCQF recognition. It will also show how your qualifications relate and compare to others – in Scotland, in the UK, and internationally. Visit www.sqa.org.uk/creditrating to read more.

We have credit rated qualifications or learning programmes for public service organisations (police, fire service); local authorities; training organisations; third sector and voluntary organisations; higher and

further education institutions; professional bodies; sports organisations; and private companies – and the list is growing.

Case study:

Chartered Management Institute (CMI)

‘As a major awarding body in the area of management and leadership it is important that CMI’s professional qualifications are fit for purpose across this wide range of management experience and have an easily transferable value. SCQF provides that common currency providing easy recognition across all levels and sectors. Credit rating will help our members and employers generally to better understand the range of qualifications we offer and the value of these qualifications beyond their inherent worth.

SCQF recognition can only add value to our already well respected qualifications. Credit rating brings tangible benefits to students, their employers and the approved centres across Scotland which deliver our qualifications.’

Ian Andrew
Head of Business Development
Chartered Management Institute

Endorsement **Service**

What it is

You can ask us to endorse your training products: training resources that support SQA qualifications.

SQA endorsement demonstrates that your product consistently delivers its aims and objectives; is constantly reviewed and kept up to date; underpins good practice; and encourages a culture of learning – it's a kind of seal of approval.

What we do for you

We can endorse learning, teaching and assessment materials, produced and published by another organisation to support SQA qualifications. Resources will be branded with the SQA Endorsed logo and an endorsement statement which outlines the nature of the endorsement.

The resource must:

- be fit for purpose
- be subject to quality assurance
- be accurate and up to date in their content
- support SQA qualifications

The business benefits to you

SQA endorsement means that your organisation's learning, teaching and assessment materials have been quality assured for purpose, currency and consistency.



Case study: Hodder Gibson

At Hodder Gibson, we have been proud to publish the first texts endorsed by SQA (*ESOL for Scottish Qualifications* and our entire *How to Pass* range of revision guides for S Grade, Intermediate and Higher), and have found the endorsement procedures to be rigorous, but extremely professionally managed and implemented. We believe that such endorsement offers reassurance to students that our materials will suit their learning and studying needs, and enhances further the credibility of our publications.

John Mitchell
Managing Director, Hodder Gibson

Examination, Marking and Certification **Services**

What it is

Our Examination, Marking and Certification Services offer you the opportunity to have a distinct community of learners undertake an examination tailored to your needs. This is important when seeking to ensure that each learner's knowledge is being measured to the same standard, each and every time. Marking and certification also gives you the assurance and confidence that tried and tested quality assured processes have been used. This is important in verifying that learners have achieved the level of knowledge and skills required by your organisation and industry standards.

What we do for you

We will work with you to develop the examination to your exact requirements using experts from your industry sector. This includes:

- **designing, developing and validating examination questions**
- **advising on examination delivery models to suit your needs such as on-demand tests**
- **developing and delivering paper and on-line testing**
- **marking examinations and providing analysis of results**
- **learner certification**

All our services are designed to ensure a robust examination system that is tailored to your needs using industry-leading test development and delivery software.

The business benefits to you

1. Having your learners knowledge tested and certificated by a leading authority.
2. Freeing up valuable resources confident that services are being managed by an internationally recognised and government approved agency.
3. Retaining a competitive advantage without the capital investment through access to industry leading testing software and new technologies as they develop.
4. Enriching your organisation's development and understanding through knowledge transfer from our specialist knowledge and expertise.
5. Confidence that our services are subject to tried and tested, rigorous, and robust quality assurance procedures.



Quality Assurance Services – Evaluating and Monitoring Standards

What it is

Your organisation may have responsibility to ensure a distinct community of organisations and/or individuals obtain and maintain accreditation or certification to your industry standard. This may include providing a registration scheme for these organisations or individuals who require keeping their accreditation current.

What we do for you

We will work with you to develop the quality assurance service to your exact requirements using experts from your industry sector. This includes:

- reviewing, designing and developing standards
- reviewing, designing and developing supporting policies and procedures
- managing communication and interaction with stakeholders
- managing approval applications
- recruiting and training inspectors
- managing monitoring and compliance visits and reports
- providing supporting documentation outlining policies and procedures
- providing reports and analysis of activities

All our services are designed to ensure a robust quality assurance system that is tailored to your needs using industry leading online technologies to manage data, workflow and reports.

The business benefits to you

1. Having your scheme members approved and standards maintained by a leading authority.
2. Freeing up valuable resources, confident that services are being managed by an internationally recognised and government approved agency.
3. Enriching your organisations development and understanding through knowledge transfer from our specialist knowledge and expertise.
4. Retaining a competitive advantage without the need for capital investment, through access to industry leading software and new technologies as they develop.
5. Confidence that our services are subject to tried and tested rigorous and robust quality assurance procedures.
6. Access to our extensive pool of subject experts in approving, evaluating and monitoring standards.



Registration Scheme and Licence to Practice Services

What it is

Your organisation may have responsibility to ensure a distinct community of organisations and/or individuals obtain and maintain their registration or licence to practice. This may be to provide services to others or to perform their job.

Our Registration Scheme and Licence to Practice Services support you to develop a register holding details of organisations or individuals, with the option to issue a plastic photo-card confirming licence to practice.



What we do for you

We will work with you to develop the registration service to your exact requirements using experts from your industry sector. This includes:

- reviewing, designing and developing the registration scheme or licence to practice
- reviewing, designing and developing supporting policies and procedures
- managing communications and interaction with stakeholders
- arranging for appropriate authorities or the public to have access to the register
- managing registration and re-registration applications
- processing fee payments
- issuing a plastic card or paper certificate with security features built in
- providing supporting documentation outlining policies and procedures
- providing reports and analysis of activities

All our services are designed to ensure a robust registration scheme or licence to practice that is tailored to your needs using industry leading online technologies to manage data, workflow and reports.

The business benefits to you

1. Having your scheme membership authenticated by a leading authority.
2. Freeing up valuable resources, confident that services are being managed by an internationally recognised and government approved agency.
3. Accessing real-time information to check membership validity.
4. Enriching your organisation's development and understanding through knowledge transfer from our specialist knowledge and expertise.
5. Retaining a competitive advantage without the need for capital investment, through access to industry leading software and new technologies as they develop.
6. Confidence that our services are subject to tried and tested rigorous and robust quality assurance procedures.

Contact **us now**

If you think any of these services will help you achieve the high standards you require, or help you get a competitive edge, please get in touch. We're on hand to provide expert advice and to help you. And remember, what you've read here is just a taster. The services we offer are completely flexible – you decide what you need, and we'll do the rest.



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