

# 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 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.

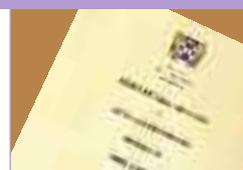
## Letter

The first thing you'll notice as you take your SQC out of its envelope is a letter from SQA's Chief Executive, Dr Janet Brown.



## Group Award commemorative certificate

If you have achieved a Group Award, for example a Higher National Diploma or an SVQ, then the next item will be a certificate commemorating this achievement.



## Summary of attainment

The next page of your certificate has your name and Scottish Candidate Number on it, and is headed 'Summary of attainment up to (month and year of issue)'. This section lists all the Group Awards, Courses and stand-alone Units you have ever achieved (so long as they were taken after 1994). If you need information about qualifications you achieved before 1994, you can get this from SQA.

The Group Awards, Courses and Units have their Scottish Credit and Qualifications Framework (SCQF) level shown in the 'Level' column on the right.



## Detailed record of attainment

The next section, headed 'Detailed record of attainment in (month and year of issue)', gives more detail about the qualifications you've achieved since you last received a certificate. Any new qualifications that are listed in the Summary of attainment will be explained in more detail here.

Any Group Awards or Courses you have recently achieved are explained here. The Units and external assessments that make them up are listed. (External assessments have an 'X' code.)

This section also shows any stand-alone Units you have achieved since you last received a certificate.

The SCQF level of each item is given (where appropriate), as is its number of SCQF credit points (in the column headed 'Credit').

Credit points are not given for Courses or Group Awards. Instead, they are given for the Units and external assessments that make them up.

If you have achieved a grade D for a National Course, there will be no credit points for the external assessment. This is because credit points are only awarded at Grades A–C. There will be credit points for the Units.



## Profiles

The final section of your SQC is headed 'Profiles up to (month and year of issue)'. This section shows your Core Skills profile, and your SCQF profile. Your profiles are generated automatically from your results.



## CORE SKILLS PROFILE

Core Skills are the five skills that are important for work. They are built into many National Courses and Units, but not always at the same level as the Course or Unit itself — instead, they're built in at the level needed to pass the Course or Unit. The Core Skills profile shown on your certificate shows the SCQF level you've achieved in each of the different Core Skills components. The highest possible level for Core Skills is level 6.

## SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK PROFILE

Your SCQF profile simply shows the number of credit points you have achieved at each level.

## ABOUT YOUR RESULTS

### Standard Grades

Standard Grades are awarded at three levels: Credit (grades 1–2), General (grades 3–4) and Foundation (grades 5–6). Grade 7 means that the Course was completed. Grades are also awarded for the Elements of Standard Grade.

### National Courses

National Courses (Intermediate 1, Intermediate 2, Higher and Advanced Higher) are awarded at grades A, B, C and D. If you entered for a Course but did not achieve one of these grades, there will be a note on the letter that accompanies your certificate telling you that this has happened.

National Courses (Access 2, Access 3) don't have any grades, but any that you have achieved will be listed beside any other Courses or Standard Grades.

If you didn't achieve the complete set of National Units required for the Course, any Units that you have achieved, and the result of your exam, will be listed on the SQC.

### Appeals

Information on Appeals can be found at [www.sqa.org.uk/appeals](http://www.sqa.org.uk/appeals).

### Skills for Work Courses

These qualifications don't have grades, but any that you have achieved will be listed beside any Courses or Standard Grades.

### Group Awards

These qualifications are made up of groups of Units and/or Courses, and will appear under the National Group Awards or Customised Group Awards sections of the SQC. Your certificate will also show which Units and/or Courses have made up the Group Award.

### Units

There are four types of Unit available from SQA — National, Higher National, SVQ, and Customised. For most of these Units, the result is Pass — if you have failed a Unit, it won't appear on your certificate.

For some Higher National Units, candidates can achieve a result of 'Merit'. For Higher National Graded Units, the grades awarded are A, B and C. Your results for these qualifications will be listed in the Grade column on both the Summary of attainment and the Detailed record of attainment.

## MORE ABOUT THE SCQF

The SCQF is a way of describing and comparing qualifications in terms of how hard they are and how much effort is involved in achieving them. It does this by giving qualifications a level and credit points.

- There are 12 levels. Qualifications at level 1 are the simplest to achieve; qualifications at level 12 are the most complex and demanding.
- Credit points are worked out according to the length of time it will take the average learner to achieve a qualification, with one credit point for every 10 hours of effort needed.

All the qualifications awarded by SQA are now covered by the framework, as are all university degrees. There's more information at [www.scqf.org.uk](http://www.scqf.org.uk).

## IF YOU STILL HAVE QUESTIONS ABOUT YOUR CERTIFICATE OR RESULTS

The school, college, workplace or other SQA centre that entered you for SQA qualifications will be able to answer most questions about your results, so if you need more information about your certificate, get in touch with them.

If you have a general enquiry about the SQC, you can contact us at the telephone number or e-mail address shown on the letter that accompanies your certificate. You can also get information from our website at [www.sqa.org.uk](http://www.sqa.org.uk).