

03 October 2007

To: Head of centre

Cc: Directors of Education, SCIS, Scottish Executive
key stakeholders, teaching associations and
SQA Co-ordinators (all centres)

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

Contact Name: Lesley Joyce at Glasgow
Direct Line: 0845 213 5378
E-mail: lesley.joyce@sqa.org.uk

Dear Colleague

Update on developments in Skills for Work National Courses

The purpose of this letter is to update you on current and planned developments in Skills for Work Courses.

Following the successful Skills for Work pilot 2005-07, thirteen Skills for Work Courses were made available to all centres, subject to SQA's normal approval processes, from August 2007.

Beyond the pilot, SQA is continuing to develop its portfolio of Skills for Work Courses to increase choice for centres and learners. Six new Skills for Work Courses are currently being developed and will be available to all centres, subject to SQA's normal approval processes, from August 2008 onwards.

Over the next few months, Qualifications Managers will be issuing summary information about the structure and content of the new Skills for Work Courses. This will be followed by a launch event for each Course at which further, more detailed, information will be available. All centres will be invited to send a representative to these events, details of which will be published on our website (www.sqa.org.uk/skillsforwork) in due course. The Arrangements documents for each new Course will be published on our website by April 2008. At least one National Assessment Bank item for each Course will be available at the launch event, and all National Assessment Bank materials will be published for each Course by August 2008.

To assist centres in their planning, the table below details the subject area, key development milestones and contact information for each new Course.

Course (working title)	Level	Summary information to be issued	Launch event	Publication of Arrangements documents	For further information, contact the Qualifications Manager
Uniformed and Emergency Services	Intermediate 1 (SCQF level 4)	November 07	April 08	April 08	Keith Wright at keith.wright@sqa.org.uk
Energy	Intermediate 2 (SCQF level 5)	December 07	April 08	April 08	Pat Robb at pat.robb@sqa.org.uk
Engineering Skills	Intermediate 2 (SCQF level 5)	December 07	April 08	March 08	Pat Robb at pat.robb@sqa.org.uk
Hairdressing	Intermediate 2 (SCQF level 5)	December 07	April 08	April 08	Paul Gallacher at paul.gallacher@sqa.org.uk
Hospitality	Intermediate 2 (SCQF level 5)	December 07	April 08	March 08	Graeme Findlay at graeme.findlay@sqa.org.uk
Retailing	Intermediate 2 (SCQF level 5)	November 07	March 08	March 08	Christine Keenan at christine.keenan@sqa.org.uk

Centres interested in offering any of the above Courses in 2008/09 are reminded that:

- ◆ appropriate partnership arrangements, learning environments, resources and expertise need to be in place for SQA approval purposes
- ◆ support in the approval process is available from SQA's Customer Support Managers
- ◆ advice on specific Courses is available from the appropriate Qualifications Manager

I would like to take this opportunity to remind you that the thirteen existing Skills for Work Courses which are already available to all centres, again subject to SQA's normal approval processes, are:

- ◆ Construction Crafts at Intermediate 1 and 2 (SCQF levels 4 and 5)
- ◆ Early Education and Childcare at Intermediate 1 and 2 (SCQF levels 4 and 5)
- ◆ Engineering Skills at Intermediate 1 (SCQF level 4)
- ◆ Financial Services at Intermediate 2 (SCQF level 5)
- ◆ Hairdressing at Intermediate 1 (SCQF level 4)
- ◆ Health and Social Care at Higher (SCQF level 6)
- ◆ Hospitality at Intermediate 1 (SCQF level 4)
- ◆ Practical Experiences: Construction and Engineering at Access 3 (SCQF level 3)
- ◆ Rural Skills at Intermediate 1 (SCQF level 4)
- ◆ Sport and Recreation at Intermediate 1 and 2 (SCQF levels 4 and 5)

We will be holding Support Networks for each of these subject areas before the end of the year. These will be open to centres already approved to offer the Courses and centres interested in doing so. The Support Networks will provide opportunities for:

- ◆ centres involved in the pilot to share experience with new centres
- ◆ discussion and standardisation of interpretation of standards
- ◆ sharing examples of delivery models
- ◆ sharing best practice in internal verification
- ◆ developing a better understanding of evidence requirements for external verification.

Invitations to Support Networks have been issued by e-mail to all centres. The dates for each Network meeting are published on our website along with contact information for booking.

You can find the latest information about Skills for Work Courses on our website:
www.sqa.org.uk/skillsforwork.

Yours faithfully



Lesley Joyce
Business Manager
National Qualifications Product Development Team