

**Operational Guidance  
for all Skills for Work Pilot centres  
in session 06/07**

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## **1. Introduction**

There are now ten Skills for Work Courses available as part of a two year pilot. These Courses have been developed and introduced in two phases, as follows:

<b>Course Title</b>	<b>Phase</b>	<b>Session first available</b>
Financial Services (Intermediate 2)	1	2005/06
Sport and Recreation (Intermediate 1)	1	2005/06
Early Education and Childcare (Intermediate 1)	1	2005/06
Early Education and Childcare (Intermediate 2)	1	2005/06
Construction Crafts (Intermediate 1)	1	2005/06
Construction Crafts (Intermediate 2)	2	2006/07
Hairdressing (Intermediate 1)	2	2006/07
Rural Skills (Intermediate 1)	2	2006/07
Sport and Recreation (Intermediate 2)	2	2006/07
Practical Experiences: Construction and Engineering (Access 3)	2	2006/07

Only centres that are covered by a pilot agreement with the Scottish Executive are allowed to offer these Courses during 2006/07.

This document outlines the operational rules and provides guidance for all centres involved in the pilot during session 2006/07.

It is expected that during the pilot phase most of the delivery of Skills for Work Courses will be via school/college partnerships with the colleges making the candidate entries. Although this will be the most common approach, there will also be cases where individual schools act as the presenting centre, either contracting with colleges to provide the delivery and assessment or carrying this out on their own. The purpose of the pilot will be to review the relative success of these various approaches as well as the design and content of the Courses themselves.

All centres involved in the pilot programme can expect a high level of monitoring and support by SQA staff during the pilot phase. This should give pilot centres the opportunity to share experiences and learn from others involved in the pilot as well as the opportunity to provide feedback on the Courses and thus influence future development.

## **2. Pilot Agreement with SEED**

All centres involved in phase 2 of the Skills for Work pilot programme must adhere to the pilot agreement they or their Local Authority have signed with SEED. A copy of the agreement is provided as Appendix 2 of this guide for information.

### **3. Course Codes and Approval**

The Course and Unit codes for the pilot Skills for Work frameworks are given in Appendix 1 of this guide.

These Courses are not on the automatic approval list and therefore pilot centres must seek approval to deliver them before they can enter candidates. Colleges with devolved authority for approval should submit form DAAP1 once their approval process has been completed, other centres should seek approval from SQA by completing and submitting form SA1(2) in the normal manner. Please note that centres should seek approval before **31 October 2006**.

Any schools considering seeking approval to offer the Skills for Work Courses during session 2006/07, or who gained approval during session 2005/06 and plan to offer these qualifications again this year, should firstly check the guidance attached at Appendix 3 in relation to the reporting of dual attainment.

### **4. Candidate Registration**

Candidates must have a Scottish Candidate Number (SCN) before they can be entered for any of the Skills for Work Courses or Units. All school aged candidates taking part in the Skills for Work pilot must be registered by the school they currently attend.

Where Unit and Course entries are to be made by colleges, it will be the responsibility of the schools within each school/college partnership to provide the college with details of each candidate's SCN on commencement of the programme. Guidance on registering candidates is given in the Operational Help Centre.

### **5. Course/Unit Entries and Completion Dates**

#### **Completion Dates**

The completion date submitted with a Course entry can be any date up to 2 years ahead of the date the entry is processed. However, it is expected that during the pilot phase most candidates will still be at school and will be looking for certification as part of the main diet certification run in August. To ensure certification for eligible candidates in August, centres must provide a completion date of May, June or July in the year certification is required.

Those centres who anticipate their candidates completing the Course and being certificated at a time outwith the main certification diet in August, can submit Course entries with completion dates of any month from September to April.

The completion dates for the Units that comprise each Course must be no later than the completion date submitted for the Course.

### **Initial Entry**

As there is a need for detailed reporting on progress and the maintenance of accurate records during the pilot phase for these new Courses, centres should adhere to the rules listed below in relation to candidate entries during session 06/07.

**(i) Where centres expect candidates to receive their certificates in August 2007 (this could be candidates who commenced Courses in 05/06 and are completing over two years or candidates starting in session 06/07 and completing over one year) centres should:**

- ◆ submit their entries for the relevant Course code and at least one Unit during the period between 02 October 2006 and 27 January 2007 (unless the candidates were already entered during session 05/06)
- ◆ ensure all Unit entries required to complete each Course are submitted by end April 2007

**(ii) Where centres expect candidates to complete their Course during session 06/07 but anticipate certification outwith the main diet in August 2007 (i.e. those with completion dates other than May, June or July 07) centres should:**

- ◆ submit their entries for the relevant Course code and all component Units at least 3 months before the completion date for the Course

**(iii) Where centres have candidates who will commence their Course in session 06/07 but will not complete it until session 07/08, centres can:**

- ◆ enter candidates at any time throughout session 06/07 or session 07/08
- ◆ SQA would encourage centres to enter for Courses and Units as early as they can and allow at least 3 months between entry and Unit completion dates

### **6. Price and Invoicing**

The price for each Skills for Work Course entered will be £33 in session 06/07 (the same price as a National Course with grading).

Invoices will be issued in line with the timescale for other National Courses, i.e. the Course fee of £33 will be invoiced in April 2007 for Course codes entered in session 06/07 prior to 31 March 2007. Where a centre meets these timescales then Units that are entered as part of the Course, either at the same time as the Course entry or later, will be counted as part of the Course fee.

If a candidate withdraws from the Course, centres should withdraw their Course entry before the end of March in the first session to avoid being invoiced for the entry fee. In other words candidates entered for the Course in session 06/07 must

be withdrawn by their centre before 31 March 2007 to avoid their names appearing on the April 2007 invoice.

## **7. Unit Results**

Unit results should be submitted by centres using their normal data transfer method.

Results should be submitted by the completion date set by the centre. Where the centre finds they need more time they can extend the completion date. The procedure for changing completion dates is explained in the Operational Help Centre.

To ensure certification for eligible candidates within the main diet in August, results should be submitted by the deadline for Unit results outlined in the Key Dates document.

## **8. Eligibility Checks on Entries and Results**

Where Skills for Work Courses have a completion date in May, June or July, SQA will issue centres with eligibility reports on a regular basis from early May in the same year as the completion date for the Course. The eligibility report will highlight the entry profile for any candidates entered for the Course who have not been entered for the appropriate grouping of Units and/or have Unit results still outstanding.

For example, if a candidate is entered for a Skills for Work Course (consisting of four Units) with a completion date of May 2007, but has only been entered for 3 Units by April 2007 this would be highlighted to the entering centre in the eligibility report. Certification can only take place in line with results received.

## **9. Awards Reporting**

Certification of Skills for Work Courses, where eligible, will take place on a weekly basis for Course entries that have a completion date between August and April (inclusive). Those entries with completion dates in May, June or July will be certificated, where eligible, as part of the main National Qualifications run in August.

The Statement of Certificated Results will be issued in the same week as the main diet certification in August. Skills for Work Courses will be shown on the Statement of Certificated Results where all the necessary Units and the Course have been certificated.

## **10. Tracking and Monitoring Pilot Centres**

Year one of the pilot has clearly shown the need for accurate, accessible data on centres and candidates undertaking Skills for Work Courses.

During the continuing pilot phases, and especially over the coming year when the number of SfW candidates and centres will grow substantially, accurate statistical information on numbers, age/stage, gender etc. will be required by SQA and SEED for pilot management and evaluation purposes.

Out with the pilot, such data is naturally gathered via routine candidate *registration* and *entry* submissions. Experience during phase 1 of the pilot has shown that centres submitted SfW data to SQA throughout the year, largely in line with their normal practices and in many cases, at times best suited to their local circumstances and the needs of varying candidate groups and delivery models.

However, to ensure the efficient management of the pilot and provision of effective support for centres, SQA requires access to accurate candidate data at the earliest opportunity.

With this in mind, centres will be required to complete, and return to SQA, separate Pilot Information Forms for **each** SfW Course and **each** SfW candidate group this session. The form allows centres to identify their SfW group(s) by an internal name or code - i.e. Group A / Group B / S3/4 Group / S5/6 Group etc.

Pilot Information Forms will be sent (electronically) at the beginning of September to all centres participating in phase 1 and phase 2 of the pilot. These forms should be completed, as soon as possible, for all SfW Courses and candidate groups and returned to the SfW Project Officer at SQA.

SfW Development Managers will review the data gathered via these forms during their ongoing support visits throughout the year. This will allow centres to regularly update SQA on information about their candidates, and to discuss variations - i.e. withdrawals, extended completion dates etc.

It must be stressed that the new Pilot Information Forms **do not replace** the required submission of candidate registration and entry data to SQA. Centres must **continue to submit** registration and entry data in the normal way, and in line with SQA operational guidance.

## Appendix 1

### Course and Unit Codes for Skills for Work Courses

#### Phase 1 Courses

##### **Construction Crafts (Intermediate 1) – Course Code C218 10**

Candidates must achieve five mandatory Units and three optional Units (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DM7C 10	Construction Crafts: Employability Skills	0.5
DM7E 10	Construction Crafts: Plumbing	0.5
DM7G 10	Construction Crafts: Half-Brick Walling	0.5
DM7J 10	Construction Crafts: Site Carpentry and Bench Joinery	0.5
DM7K 10	Construction Crafts: Decorative Painting	0.5
	<b>Optional Units</b>	
DM7N 10	Construction Crafts: Roof Tiling	0.5
DM7R 10	Construction Crafts: Plasterwork	0.5
DM7T 10	Construction Crafts: Electrical Installation	0.5
DM7W 10	Construction Crafts: Practical Copper Pipework	0.5
DM7Y 10	Construction Crafts: Decorative Finishes Using Waterborne Paints	0.5
DM81 10	Construction Crafts: Brickwork Techniques	0.5
DM82 10	Construction Crafts: Carpentry and Joinery Techniques	0.5

##### **Sport and Recreation (Intermediate 1) – Course Code C219 10**

Candidates must achieve five mandatory Units (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DM7D 10	Sport and Recreation: Assist with Activity Sessions	1
DM7F 10	Sport and Recreation: Dealing with Facilities and Equipment	1
DM7H 10	Sport and Recreation: Skills for Employment	1
DM7L 10	Sport and Recreation: Dealing with Accidents and Emergencies	0.5
DM7M 10	Sport and Recreation: Personal Fitness	0.5

### **Early Education and Childcare (Intermediate 1) – Course Code C221 10**

Candidates must achieve three mandatory Units and one optional Unit (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DM83 10	Child Development	1
DM41 10	Play in Early Education and Childcare	1
DM84 10	Working in Early Education and Childcare	1
	<b>Optional Units</b>	
DM85 10	Care of Children	1
DM86 10	Parenting	1
DM5V 10	Maintenance of a Safe Environment for Children	1

### **Early Education and Childcare (Intermediate 2) – Course Code C221 11**

Candidates must achieve three mandatory Units and one optional Unit (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DM5X 11	Child Development and Health: An Introduction	1
DM41 11	Play in Early Education and Childcare	1
DM84 11	Working in Early Education and Childcare	1
	<b>Optional Units</b>	
DM60 11	Care and Feeding of Children	1
DM86 11	Parenting	1
DM5R 11	First Aid	1

### **Financial Services (Intermediate 2) – Course Code C220 11**

Candidates must achieve four mandatory Units (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DM7P 11	Financial Services: Introduction	1
DM7V 11	Financial Services: Building Positive Relationships with Customers and Colleagues	1
DM7X 11	Financial Services: Personal Finance Awareness	1
DM80 11	Financial Services: Employability Skills	1

## **Phase 2 Courses**

### **Construction Crafts (Intermediate 2) – Course Code C218 11**

Candidates must achieve three mandatory Units and one optional Unit (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DX0J 11	Construction Crafts: Bench Joinery	1
DM7C 11	Construction Crafts: Employability Skills	1
DX0L 11	Construction Crafts: One Brick Walling	1
	<b>Optional Units</b>	
DX0R 11	Construction Crafts: Decorative Painting Techniques	1
DX0T 11	Construction Crafts: Plumbing of Sanitary Appliances	1

### **Rural Skills (Intermediate 1) – Course Code C239 10**

Candidates must achieve three mandatory Units and two optional Units (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DV0A 10	Estate Maintenance: An Introduction	1
DX0V 10	Land-based Industries: An Introduction	1
DX0W 10	Employability Skills for Land-based Industries	0.5
	<b>Optional Units</b>	
DX0X 10	Animal Husbandry: An Introduction	1
DX0Y 10	Animal Handling: An Introduction	0.5
	<b>Or</b>	
DX12 10	Crop Production: An Introduction	1
DX13 10	Soft Landscaping: An Introduction	0.5

### **Sport and Recreation (Intermediate 2) – Course Code C219 11**

Candidates must achieve four mandatory Units (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DX0E 11	Sport and Recreation: Assist with a Component of Activity Sessions	1
DX0F 11	Sport and Recreation: Employment Opportunities in the Sport and Recreation Industry	1
DX0G 11	Sport and Recreation: Assist with Fitness Programming	1
DX0H 11	Sport and Recreation: Assist with Daily Centre Duties	1

### **Hairdressing (Intermediate 1) – Course Code C238 10**

Candidates must achieve four mandatory Units (four Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DX0K 10	Hairdressing: Employability Skills	1
DX0M 10	Hairdressing: Salon Awareness	1
DX0N 10	Hairdressing: Working in the Salon	1
DX0P 10	Hairdressing: Creativity	1

### **Practical Experiences: Construction & Engineering (Access 3) – Course Code C240 09**

Candidates must achieve three mandatory Units (three Unit credits)

<b>Unit Code</b>	<b>Unit Title</b>	<b>Credit Value</b>
	<b>Mandatory Units</b>	
DX15 09	Practical Experiences in Construction	1
DX16 09	Practical Experiences in Engineering	1
DX17 09	Developing Employability Skills in Construction and Engineering	1

## **Appendix 2**

### SKILLS FOR WORK - PILOT AGREEMENT

Centres participating in the skills for work pilot will receive a range of support from the Scottish Executive, SQA, HMIE, SFEU & LTS. In return, Local Authorities are expected to agree to the requirements listed below. It will be for each local authority to determine whether any particular requirements (e.g. provision of statistics) are delegated, but **overall responsibility for participating students will remain with the authority.**

**Local authorities agree to ensure through partnership agreements with colleges or other training providers that the following requirements are met:**

#### ***Preparation***

1. A written partnership agreement between local authorities or participating schools and colleges or other training providers, based on *Lifelong Partners*, is in place before the students commence their Skills for Work course. (Strategy 5.3, 7.3, 7.4)<sup>1</sup>
2. A commitment to provide disclosed staff for delivery of the Courses and ensure adequate staff cover in the event of illness or redeployment of staff. (Guide 10.14, 10.15)\*
3. A commitment to deliver complete Courses (Guide 3.2)\*
4. Only college staff or other training providers registered with GTCS (or with conditional registration) who have or are working towards a teaching qualification in further education (TQ(FE)) within an appropriate timeframe will be able to teach students in S3 and above in schools. College staff or other training providers who do not meet these requirements will be able to teach students in schools if a teacher is present in the class. (Strategy 10.6)\*
5. As well as expertise in their vocational area, college lecturers and other training providers who teach school students outside of school should possess or be working towards an appropriate teaching qualification, or have other means to demonstrate they can teach to the requisite standard. (Strategy 10.7)\* Staff of other training providers who do not meet these requirements will be able to teach students if a teacher is present in the class.
6. Provision of an appropriate and comprehensive selection programme in which students are involved at all stages and where decisions are taken on the basis of relevant information about the student's ability to cope with the level and format of the course and their ability to sustain a commitment to the course. (Guide 6.7)\*
7. Provision of a comprehensive induction programme for participating students. (Guide 6.27 – 6.33)\*

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<sup>1</sup> The numbers in brackets refer to the relevant sections from *Lifelong Partners: A Strategy for Partnership*: and *Lifelong Partners: A Guide for Schools, Colleges and Local Authorities*. These publications are available from [www.scotland.gov.uk/publications](http://www.scotland.gov.uk/publications)

8. Compliance with all relevant health and safety requirements and best practice, including meeting all requirements identified through suitable risk assessments. (Guide 7.1)\*

### ***Delivery***

9. A locally agreed system of recording achievements by candidates (Guide 8.2)\*
10. Reports on progress of candidates as appropriate (Guide 6.25)\*
11. Locally agreed arrangements for liaison with schools/local authority on student discipline and health, including circumstances where a student has to be returned to school (Guide 6.34, 6.35)\*
12. An assurance that information on students will only be passed to school/local authority/SQA/HMIE as appropriate (Guide 6.22)\*

### ***Monitoring and Evaluation***

13. Student, parents & carers participation in ongoing feedback and final evaluation, to help inform next stage of development. (Guide 9.3)\*
14. Participation of teachers/lecturers delivering and assessing the Courses in HMIE, NFER and SQA pilot evaluation. (Guide 9.6)\*
15. Comprehensive arrangements to evaluate course delivery and outcomes, including agendas for action resulting from self-evaluation. (Guide 9.3 – 9.5)\*
16. Teachers/lecturers delivering and assessing the Courses to feed back issues as they arise and to consider relevant progression routes as appropriate.
17. Centres agree to have records of internal quality assurance processes available for Quality Assurance Managers and moderators during support visits (Guide 9.2)\*
18. There will be a systematic programme of HMIE evaluation visits with a focus on learning and teaching guidance and support, and student progress and achievement.
19. Where a private training provider or other organisation is involved in a student's learning, the local authority, school or college will ensure through conditions of payment that HMIE can observe teaching and assess student progress and achievement (Strategy 9.7)<sup>2</sup>

### ***Support***

20. Teachers/lecturers delivering and assessing the Courses to participate in support meetings arranged by SQA and offer advice on the next stages of development.
21. Teachers/lecturers delivering and assessing the Courses agree to additional support visits from Quality Assurance Managers and moderators.
22. Relevant staff from centres to attend meetings arranged by SQA for support/admin issues, if required

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<sup>2</sup> The numbers in brackets refer to the relevant sections from *Lifelong Partners: A Strategy for Partnership:* and *Lifelong Partners: A Guide for Schools, Colleges and Local Authorities.* These publications are available from [www.scotland.gov.uk/publications](http://www.scotland.gov.uk/publications)

### *Statistics*

Local authorities agree to ensure the following statistics are provided to SQA:

- |   |                       |
|---|-----------------------|
| ◆ Number of candidates entered on Courses   | Nov 2006              |
| ◆ Number of candidates remaining on Courses | June 2007             |
| ◆ Number of Units achieved by candidates    | Aug 2007              |
| ◆ Number of Units achieved by candidates    | Aug 2008 <sup>+</sup> |

(<sup>+</sup> If delivering courses over two years)

In addition, centres will be expected to enter candidates for the Course and one Unit by a date in Oct/Nov 2006, to be set by SQA

Responsibilities of SQA together with HMIE, LTS, SFEU

- ◆ The provision of Course specifications, Unit specifications and any modifications to these documents in the light of the pilot experience
- ◆ The provision of National Assessment Bank packs
- ◆ The provision or sharing of learning and teaching materials as soon as feasible
- ◆ Implementation of an appropriate communication strategy to support local authorities and centres and keep them fully informed of developments
- ◆ Opportunities for staff development events with subject specialists, free of charge, and with cover and travel costs provided
- ◆ Regular support visits and feedback from subject specialists
- ◆ Regular development visits and feedback from moderators
- ◆ Feedback from HMIE on strengths and weaknesses identified during evaluation visits
- ◆ Approval visits to centres where approval is not devolved to the centre
- ◆ Certification to successful candidates

### **Partners and Local Authorities**

The co-operation of all of the members of each partnership in implementing these arrangements is essential to the success of the pilot.

Directors of Education are invited to endorse these arrangements by signing as indicated below and returning a copy of this form to Bill Scott-Watson, Scottish Executive Education Department, Qualifications, Assessment & Curriculum Division, Area 2A, Victoria Quay, Edinburgh EH6 6QQ by **31 March 2006**.

## **Appendix 3**

### **Dual Attainment Reporting for Skills for Work Courses**

The Scottish Executive Education Department (SEED) have confirmed the availability of Dual Attainment Reporting for pupils certificated in **August 2007**.

In practical terms, this will mean that school pupils undertaking Course(s) in partnership with a college (or other approved centres such as a consortium of schools), will have their attainment in those Course(s) credited to their school - as well as to the actual delivery centre.

This facility will have an impact on schools that are:

- ◆ working in partnership with a college (or other approved centre)
- ◆ currently making the entries for their Skills for Work candidates

**SQA coordinators in schools affected, should agree with their partner centres on any changes to responsibility for data management.**

**Existing Partnership Agreements may need to be amended.**

Schools with pupils about to embark on a **one** or **two year** Skills for Work Course (i.e. in session 2006/07 with certification in either 2007 or 2008) and that are working in partnership with a college, or other approved centre, in order to gain credit for their pupils' attainment will no longer require to:

- ◆ seek approval from SQA
- ◆ make SfW Course and Unit entries
- ◆ submit SfW Unit results

## Appendix 4

### Skills for Work Pilot - Session 2006/07

#### Pilot Information Form

- Notes:** (1) Data collected on this form will be used for statistical purposes supporting the SfW pilot  
(2) **A separate Information Form should be completed for each SfW Course and Group**  
(3) Candidate *Registration, Entry* and *Results* data should be submitted to SQA following detailed instructions in the SfW Pilot Operational Guide (Aug. 2006)

Centre Name \_\_\_\_\_ Centre Number \_\_\_\_\_

SfW Course \_\_\_\_\_ Course Code \_\_\_\_\_

Class/Group Identifier (optional) \_\_\_\_\_

Course Start Date \_\_\_\_\_

Course Completion over (✓) 1 Year  2 Years  Other \_\_\_\_\_ (specify)

Total No. of Candidates in Group \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Stage of Candidates (total number) S3/4 \_\_\_\_\_ S5/6 \_\_\_\_\_ Other \_\_\_\_\_  
(specify)

Contact Details: [Please provide **SfW** contact information for the Centre *and* Course if appropriate]

**Centre Contact:** Name \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Tel. Number \_\_\_\_\_

**Course Contact:** Name \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Tel. Number \_\_\_\_\_

Completed forms should be returned no later than the 30<sup>th</sup> September 2006 to:

Jonathan Gillies  
Project Officer - Skills for Work  
Scottish Qualifications Authority  
The Optima Building  
58 Robertson Street  
Glasgow  
G2 8DQ

E-mail: [SkillsforWork@sqa.org.uk](mailto:SkillsforWork@sqa.org.uk)

Fax: 0845 213 5000

Tel: 0845 213 5560