



The following PowerPoint presentation will take you through the content and format of the Scottish Qualifications Certificate (SQC) and the letter that accompanies it. The SQC for school candidates is normally issued in August. The certificate and letter in this presentation relate to a fictitious candidate called 'Sam Scholar' to help us illustrate the SQC. The SQC for Sam Scholar shows achievements for all years in school.

The SQC is made up of:

- ◆ Covering letter — sent to all candidates at the home address provided to us by their centre
- ◆ Summary of attainment — a cumulative record of all qualifications achieved to date
- ◆ Detailed record of attainment — this is not cumulative. It gives a breakdown of qualifications achieved during the current year
- ◆ Profiles page — details of Core Skills achieved and the total Scottish Credit Qualifications Framework (SCQF) points gained

If a candidate achieves a Group Award, for example a Scottish Baccalaureate, National Certificate, Higher National Diploma or SVQ, a certificate commemorating the achievement will also be included.

The SQC has a number of unique characteristics:

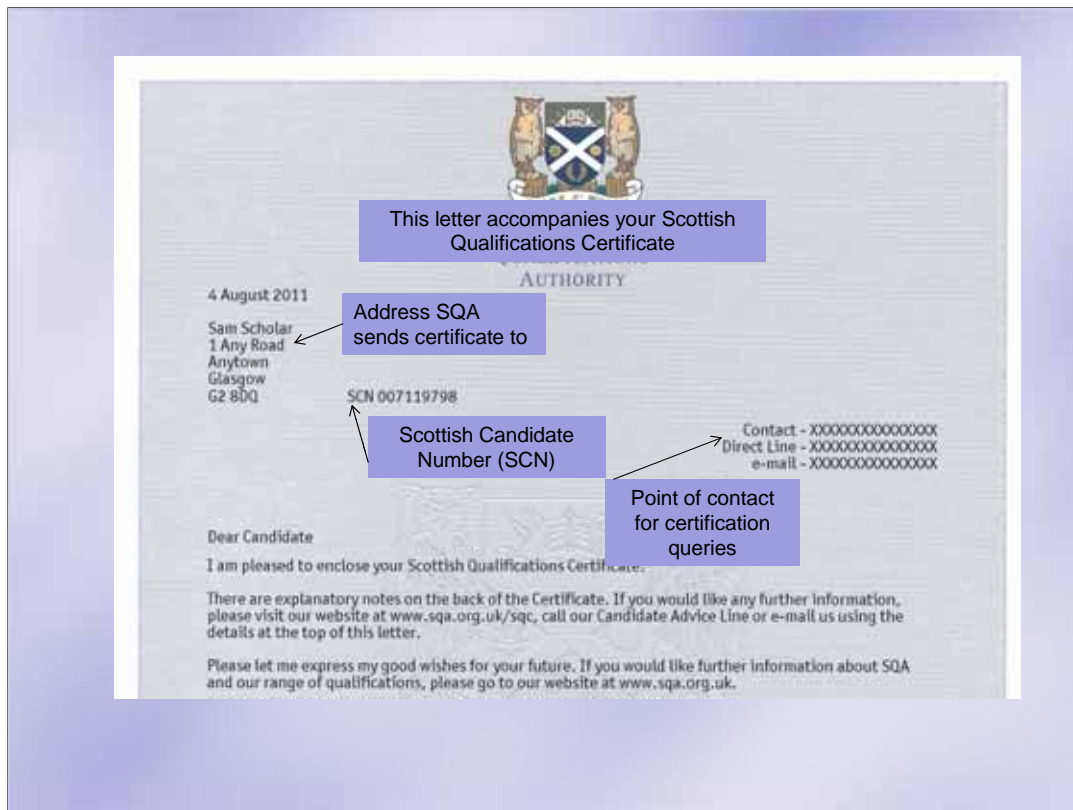
- ◆ It is a life-long record of positive achievement
- ◆ It is continually up-dated to reflect new qualifications gained
- ◆ It is sent to the candidate's home address and for this reason it is vital that centres inform SQA of any address changes

# ABOUT YOUR SCOTTISH QUALIFICATIONS CERTIFICATE

## WHAT'S IN YOUR ENVELOPE

- ❖ Letter
- ❖ Summary of attainment
- ❖ Detailed record of attainment
- ❖ Profiles

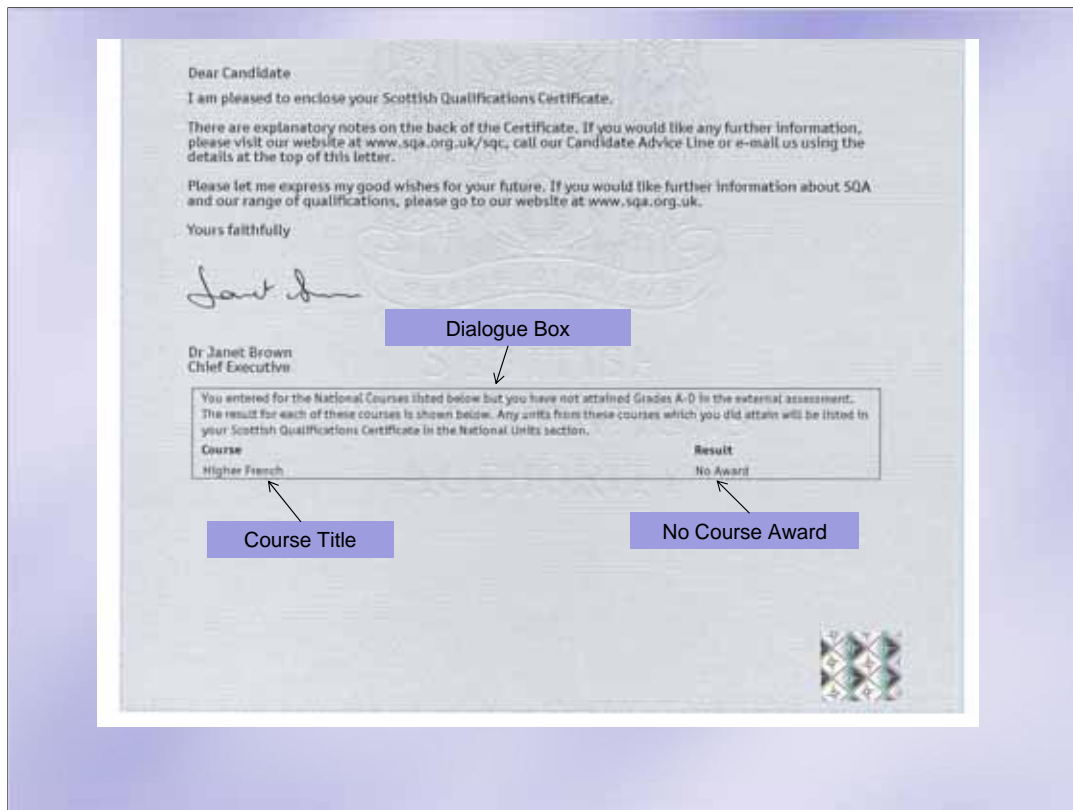




The covering letter will accompany all certificates.

It will show important information such as:

- ❖ Address SQA sends certificate to – this is normally the candidate’s permanent home address, as provided to use by their centre.
- ❖ Scottish Candidate Number (SCN) – this nine digit number is unique to Sam Scholar. This SCN is for life and will follow Sam Scholar throughout all future educational and training experiences with SQA.
- ❖ Point of contact for certification queries – candidates should use this number if they do not understand the content of the SQC or if they need help to interpret the results.



The Dialogue Box is used to report non-achievement of National Course external assessments. In this example, Sam Scholar was unsuccessful in the Higher French external assessment but the Units he achieved as part of the Higher French Course will be reported on the SQC under the National Units header on both the Summary and Detailed records of achievements.

Sam Scholar

SCN: 007119798

Summary of attainment up to August 2011

Qual			SCQF Level
Natl			
High			6
High			6
High			6
High			6
Standard Grade Business Management	1	08/2010	5
Standard Grade English	1	08/2010	5
Standard Grade Drama	2	08/2010	5
Standard Grade French	2	08/2010	5
Standard Grade Mathematics	2	08/2010	5
Standard Grade Physics	2	08/2010	5
<b>National Units</b>			
Drama External Assessment	B	08/2011	6
French: Extended Reading/Viewing		08/2011	6
French: Language		08/2011	6
Investigative Drama		08/2011	6
Study of a Text in its Theatrical Context		08/2011	6
Work Experience		08/2010	3

This page of your certificate summarises all the Courses, Group Awards and stand-alone Units that you have ever achieved after 1994. If you need information about qualifications achieved before 1994, contact Centre Support on 0845 213 6015 or email [certification@sqa.org.uk](mailto:certification@sqa.org.uk)

**Sam Scholar**  
SCN: 007119798

**Summary of attainment up to August 2011**

Scottish Credit and Qualifications Framework (SCQF) Level

Summary of all course achievements up to August 2011

Qualification	Grade	Date	SCQF Level
<b>National Courses</b>			
Higher English	A	08/2011	6
Higher Business Management	B	08/2011	6
Higher Mathematics	C	08/2011	6
Higher Physics	D	08/2011	6
Standard Grade Business Management	1	08/2010	5
Standard Grade English	1	08/2010	5
Standard Grade Drama			5
Standard Grade French			5
Standard Grade Mathematics			5
Standard Grade Physics		08/2010	5
<b>National Units</b>			
Drama External Assessment	B	08/2011	6
French: Extended Reading/Viewing		08/2011	6
French: Language		08/2011	6
Investigative Drama		08/2011	6
Study of a Text in its Theatrical Context		08/2011	6
Work Experience		08/2010	3

Course grade achieved

Summary of National Units achieved not contributing to a Course Award

The Summary of attainment up to August 2011 is a cumulative report of all achievements to date and can run to more than one page. The most recent achievements are reported first.

The Summary details:

- ❖ All Courses achieved to date – for example, Sam has achieved Grades A – D in Higher English, Business Management, Mathematics and Physics in 2011, as well as six Standard Grades in 2010.
- ❖ The SCQF Level for each qualification is shown in the far right column of the Summary. More detailed information will be given in the Detailed record of attainment and the Profiles page.
- ❖ National Units achieved – this section details any National Units not contributing to a Course Award. Although the award achieved for Higher Drama External Assessment was a 'B', Sam has not achieved Unit D198 12 Contemporary Scottish Theatre in Higher Drama, so the Course profile is incomplete and Sam does not qualify for a Course Award.
- ❖ As detailed in the covering letter, Sam was unsuccessful in the Higher French exam. However, the required Unit passes were achieved and these are detailed in the National Units section of the Summary of attainment.
- ❖ Work Experience is a free-standing Unit and this is also shown in this section of the SQC.

## ABOUT YOUR RESULTS

### STANDARD GRADES

A grade is awarded for the Overall Course and to the individual Elements of Standard Grade. The grades are awarded at three levels:

Grades 1 & 2 = Credit level

Grades 3 & 4 = General level

Grades 5 & 6 = Foundation level

Grade 7 = Course completed

### NATIONAL COURSES

Grades are awarded at A, B, C and D for Intermediate 1, Intermediate 2, Higher and Advanced Higher Courses. If you entered for a Course and did not achieve one of these grades, details of this Course will appear in the dialogue box on the letter that accompanies your certificate.

Some National Courses, Access 2, Access 3 and Skills for Work, do not have grades but any that you have achieved will be listed beside 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 results of your exam will be listed on the SQC.



The Candidate Advice Line will operate as follows:

- Thursday 4 August            8am – 6pm
- Friday 5 August                8am – 5pm
- Saturday 6 August            10am – 4pm

## ABOUT YOUR RESULTS

### 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 your SQC. The Units and/or Courses which made up the Group Award will also be shown. An award of distinction can be achieved for a Scottish Baccalaureate.

### UNITS

There are four types of Unit available – National, Higher National, SVQ and Customised. Only Units that have been passed will appear on your SQC. For the Interdisciplinary Projects which belong to Scottish Baccalaureates and for Higher National Graded Units, the grades awarded are A, B and C. The results for these qualifications will be listed in the Grade column on both the Summary of attainment and the Detailed record of attainment.



**Sam Scholar**  
SCN: 007119798

**Detailed record of attainment in August 2011**

Code	Unit	Grade	SCQF Level	SCQF Credit Points
<b>Natio</b>				
<b>C270</b>				
X270	English: External Assessment	A	6	6
F796	English: Language Study		5	9
F797	English: Literary Study		5	9
<b>C234</b>	<b>Higher Business Management</b>	<b>B</b>	<b>6</b>	<b>6</b>
X234	Business Management External Assessment	B	5	5
IV4L	Business Decision Areas: Finance and Human Resource Management		5	5
IV4K	Business Decision Areas: Marketing and Operations		5	5
IV4G	Business Enterprise		5	5
<b>C300</b>	<b>Higher Mathematics</b>	<b>C</b>	<b>6</b>	<b>6</b>
X100	Mathematics External Assessment	C	5	5
D321	Mathematics 1		5	5
D322	Mathematics 2		5	5
D323	Mathematics 3		5	5
<b>C069</b>	<b>Higher Physics</b>	<b>D</b>	<b>6</b>	<b>6</b>
X069	Physics External Assessment	D	5	5
D380	Electricity and Electronics		5	5
D383	Mechanics and Properties of Matter		5	5
D384	Radiation and Matter		5	5

This page of your certificate, gives more detail about the qualifications you have achieved since you last received a certificate.

The Detailed record of attainment in August 2011 provides candidates with more information and may run to more than one page. It is not a cumulative report and reports attainment at a specific date, normally August.

**Sam Scholar**  
SCN: 007119798

**Detailed record of attainment in August 2011**

Course title and codes	Course grade achieved	Date of certification	SCQF Level	SCQF Credit Points
<b>National Courses</b>				
C270 12 Higher English	A	08/2011	6	
X270 12 English External Assessment	A	08/2011	6	6
F796 12 English: Language Study		08/2011	5	9
F797 12 English: Literary Study		08/2011	5	9
C234 12 Higher Business Management	B	08/2011	6	
X234 12 Business Management External Assessment	B	08/2011	6	6
DV4L 12 Business Decision Areas: Finance and Human Resource Management		08/2011	5	6
DV4K 12 Business Decision Areas: Marketing and Operations				6
DV4G 12 Business Enterprise				6
<b>Units that contribute to Course</b>				
D322 12 Mathematics 2				6
D323 12 Mathematics 3				6
<b>Higher Physics</b>				
X069 12 Physics External Assessment	D	08/2011	6	6
D380 12 Electricity and Electronics		08/2011	6	6
D383 12 Mechanics and Properties of Matter		08/2011	6	6
D384 12 Radiation and Matter		08/2011	6	6

SCQF Credit Points are only given to the **Units and the External Assessments** that make up a Course or Group Award

For Sam Scholar, the Detailed record of attainment shows the National Courses achieved in 2011. This includes information on:

- ❖ The Course title and codes
- ❖ Course grade achieved
- ❖ Date of certification
- ❖ The SCQF Level of each award attained along with the SCQF Points credited to each award. The SCQF Credit Points describes how much learning has taken place: the higher the number of credit points, the more learning that has taken place.

Code	Qualification	Grade	Date	SCQF Level	SCQF Credit Points
<b>National Courses</b>					
C270 12	Higher English	A	08/2011	6	
X270 12	English External Assessment	A	08/2011	6	6
F796 12	English: Language Study		08/2011	6	9
F797 12	English: Literary Study		08/2011	6	9
C234 12	Higher Business Management	B	08/2011	6	
X234 12	Business Management External Assessment	B	08/2011	6	6
DV4L 12	Business Decision Areas: Finance and Human Resource Management		08/2011	6	6
DV4K 12	Business Decision Areas: Marketing and Operations		08/2011	6	6
DV4G 12	Business Enterprise		08/2011	6	6
C100 12	Higher Mathematics	C	08/2011	6	
X100 12	Mathematics External Assessment	C	08/2011	6	6
0321 12	Mathematics 1		08/2011	6	6
0322 12	Mathematics 2		08/2011	6	6
0323 12	Mathematics 3		08/2011	6	6
C069 12	Higher Physics				
X069					
D380					
D383	Matter		08/2011	6	6
D384 12	Radiation and Matter		08/2011	6	6
<b>National Units</b>					
X037 12	Drama External Assessment	B	08/2011	6	6
0342 12	French: Extended Reading/Viewing		08/2011	6	6
0339 12	French: Language		08/2011	6	12
0196 12	Investigative Drama		08/2011	6	6
0197 12	Study of a Text in Its Theatrical Context		08/2011	6	6

Unit title and reference codes

Summary of National Units achieved not contributing to a course award

The Detailed record of attainment also shows, under the National Unit header:

❖ Unit title and reference codes

❖ Any National Units not contributing to a Course Award, for example, Investigative Drama.

**Sam Scholar**  
SCN: 007119798

→ **Profiles up to August 2011**

This page of your certificate is your Core Skills Profile and your SCQF Profile. Your profiles are generated automatically from your results.

Core Skills are the five skills that are important for work. They are built into many Courses and Units, but not always at the same level as the Course or Unit itself – instead they're built in at a 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.

Core Skill - Working with Others		
Working Co-operatively with Others	6	08/2011
Reviewing Co-operative Contribution	6	08/2011
Scottish Credit and Qualifications Framework		
Credit Points	SCQF Level	Date
132	6	08/2011
144	5	08/2010
6	3	08/2010

The five Core Skills are:

- ❖ Communication
- ❖ Numeracy
- ❖ Information & Communication Technology
- ❖ Problem Solving
- ❖ Working with Others

**Sam Scholar**  
SCN: 007119798  
**Profiles up to August 2011**

Core Skills	SCQF Level	Date
<b>Core Skill - Communication</b>		
Oral Communication	5	08/2010
Written Communication	6	08/2011
<b>Core Skill - Numeracy</b>		
Using Graphical Information	6	08/2011
Using Number	6	08/2011
<b>Core Skill - Information and Communication</b>		
Accessing Information	4	08/2010
Providing/Creating Information	4	08/2010
<b>Core Skill - Problem Solving</b>		
Critical Thinking	6	08/2011
Planning and Organising		08/2011
Reviewing and Evaluating		08/2011
<b>Core Skill - Working with Others</b>		
Working Co-operatively with Others	6	08/2011
Reviewing Co-operative Contribution	6	08/2011
<b>Scottish Credit and Qualifications Framework</b>		
	SCQF Level	Date
<b>Credit Points</b>		
132	6	08/2011
144	5	08/2010
6	3	08/2010

The Profiles page gives more information about the candidate's achievements in Core Skills and SCQF credits. The Core Skills profile is cumulative and is updated each time a certificate is issued on the basis of the Core Skills built into individual Course Awards or free-standing Units.

In 2010 Sam Scholar achieved Standard Grade English at Credit level. This gives the Core Skill component 'Written Communication' at Intermediate 2 level, SCQF level 5. In 2011 Sam passes Higher English with an award for the English: Language Study unit. As a result, the Core Skill component for Written Communication is updated to Higher level, SCQF Level 6, but there is no change to the Core Skill component 'Oral Communication' that was achieved at Standard Grade English in 2010.

In some circumstances, not all five Core Skills will be listed on the SQC. If a Core Skill does not appear on the SQC this is because it was not built into any of the Courses or Units studied.

The profiles page also shows the levels and points achieved by Sam Scholar.

Sam has achieved:

**132 SCQF Credit Points at Level 6:**

Higher English, Business Management, Mathematics and Physics (24 points each) 96  
4 National Units (single credit); 1 National Unit (double credit) 36

**144 SCQF Credit Points at Level 5:**

6 Standard Grade Awards (24 points each) 144

**6 SCQF Credit Points at Level 3:**

1 National Unit (6 points) 6

## FURTHER INFORMATION

- ❖ Dates Candidate Advice Line Operates
  - Thursday 4 August 8am – 6pm
  - Friday 5 August 8am – 5pm
  - Saturday 6 August 10am – 4pm
- Direct Line – 0845 278 8080
- Email – [results@sqa.org.uk](mailto:results@sqa.org.uk)
  
- ❖ Information on Appeals can be found at [www.sqa.org.uk/appeals](http://www.sqa.org.uk/appeals)
  
- ❖ Customer Contact Centre
  - Direct Line – 0845 279 1000
  - Email – [customer@sqa.org.uk](mailto:customer@sqa.org.uk)
  
- ❖ SQA website: [www.sqa.org.uk](http://www.sqa.org.uk)
  
- ❖ Information on the Scottish Credit and Qualifications Framework can be found at [www.scf.org.uk](http://www.scf.org.uk)



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