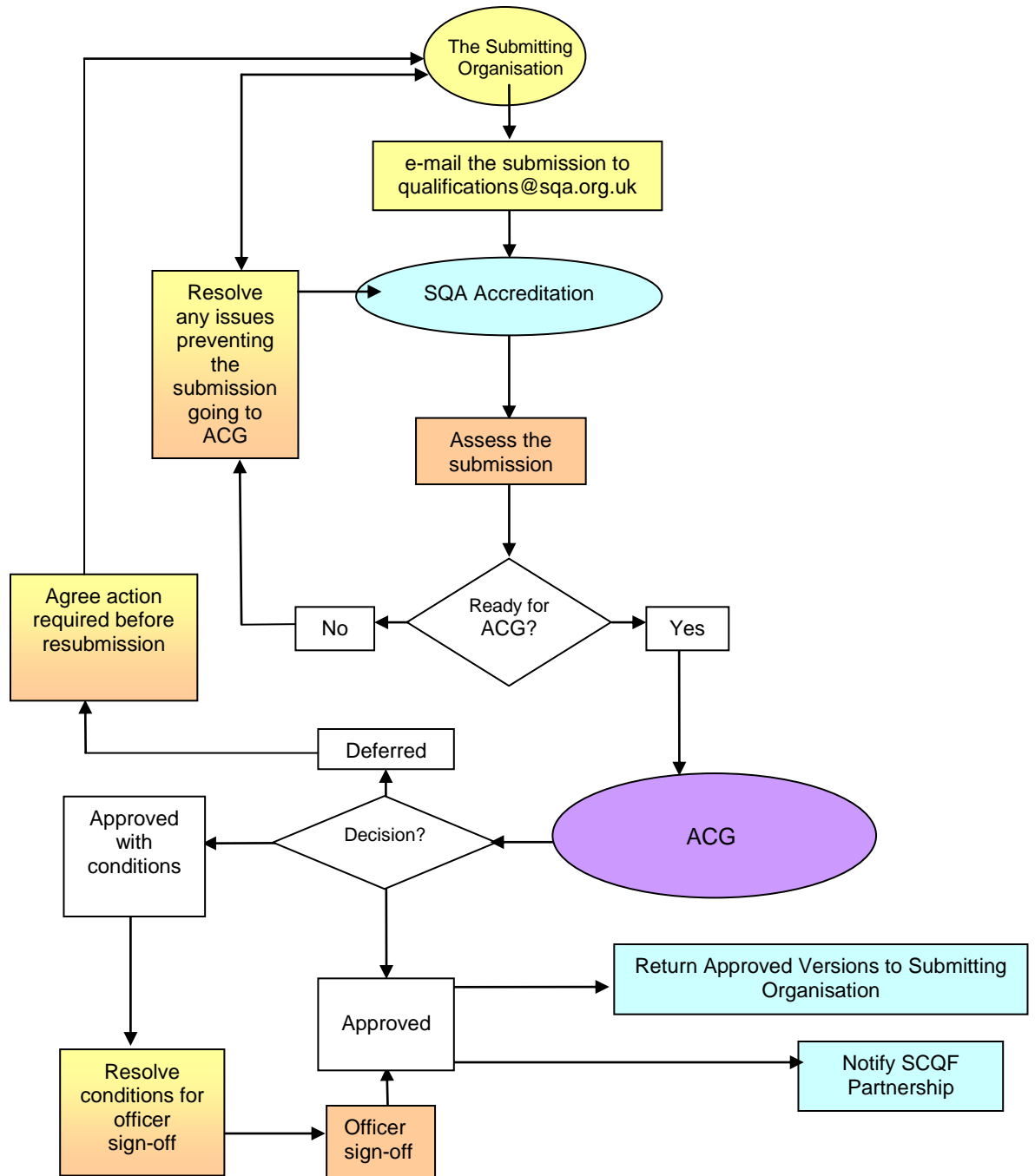




Approval Process for Credit Rating and Levelling Accredited Qualifications

Guidance for Submitting Organisations

(this process and guidance should be read in conjunction with the publication “Credit Rating and Levelling Qualifications for the Scottish Credit and Qualifications Framework: Guidance for Sector Skills Councils, Standard Setting Bodies and Awarding Bodies”)



SQA Accreditation Approval Process for Credit Rating and Levelling Accredited Qualifications



SUBMISSIONS FOR ACG APPROVAL OF SCQF CREDIT RATING

SUBMISSION OF EVIDENCE

- Organisations must submit the following evidence to the SQA mailbox – qualifications@sqa.org.uk (see page 6 for a summary checklist):
 - **A Final Report which should include the following:**
 - Introduction
 - Aims and objectives
 - Names and roles of the participants, indicating how they are qualified for this work, eg, working as an assessor or external verifier for the subject for named awarding bodies.
 - Summary of the project and the process
 - Profile of the average candidate expected to undertake the qualification
 - Methodology used to allocate SCQF level and SCQF credit, including the form of peer review
 - Standardisation activity undertaken
 - How you arrived at the overall SCQF level and the overall SCQF credit
 - Any issues identified during the process and how these were addressed
 - Complete listing of the units and the SCQF level and credit allocated on the Excel spreadsheet provided (if combinations of units result in different credit total, you should indicate the minimum and the maximum credit which *could* be achieved for the overall qualification)
 - Any imported units should show the credit and level approved for the originating organisation, or indicate that no credit or level is approved (NB. imported units may only be credit rated by the originating organisation)
 - **Appendices:**
 - Qualification Unit Grid for each unit recommending the SCQF level (this should show that all 5 characteristics have been considered, a level allocated and sufficient justification/rationale provided).
 - Qualification Unit Grid for each unit recommending the SCQF credit points (this should show how the time has been allocated and also the approach taken when determining the notional learning hours and credit value).
 - Evidence that peer review and/or standardisation activity has taken place.

All three of the requirements listed as Appendices will be covered if submitting organisations use the forms supplied by SQA Accreditation.

The SQA Accreditation Manager will scrutinise the submission and seek further evidence or information from the submitting organisation where appropriate. They will then prepare a cover paper/report with recommendations which will be submitted to the Accreditation Coordination Group (ACG) for consideration. ACG will have ultimate responsibility for approving the SCQF level and credit.

ROLE OF ACG IN THE SCQF APPROVAL PROCESS

- ACG will consider the submission and the Accreditation Manager's report and recommendations.
- ACG may take the following decisions:
 - Approve
 - Approve with conditions
 - Defer
- ACG will notify the submitting organisation of the outcome in writing (this may include conditions which must be addressed).
- ACG will confirm the SCQF levels and credit for all individual units and the overall qualification SCQF level and credit.
- SQA will then record the SCQF level and credit on its database/website and will also make this information freely available to all interested parties (including Awarding Bodies).

ROLE OF THE SUBMITTING ORGANISATION – POST APPROVAL ACTIVITY

- Submitting Organisations must inform relevant stakeholders of the final outcomes of the SCQF credit rating.
- If the submitting organisation is an SSC/O it must inform Awarding Bodies and other relevant SSC/Os (those who have imported your units into their qualifications) of the SCQF credit rating.

SUBMISSION OF EVIDENCE FOR SCQF CREDIT RATING OF QUALIFICATIONS

CHECKLIST

Evidence should be submitted to the SQA mailbox – qualifications@sqa.org.uk

A Final Report which should include the following sections and evidence:	
• <i>Introduction</i>	
• <i>Aims and objectives</i>	
• <i>Names and roles of participants</i>	
<i>Summary of the project, describing:</i>	
• <i>the average candidate for the qualification</i>	
• <i>the process, the methodology used to allocate SCQF level and SCQF credit</i>	
• <i>details of the standardisation activity undertaken</i>	
• <i>details of how the overall SCQF level and credit were determined</i>	
• <i>any issues identified during the process and how these were addressed</i>	
<i>Qualification Spreadsheet for each qualification, showing:</i>	
• Recommendation for Overall SCQF Level and Credit for the qualification (<i>the overall SCQF credit should identify either the total credit achieved or both the minimum and maximum credit which could be achieved, as applicable</i>)	
• All units with recommended level and credit for each	
• Imported units with credit and level approved for the originating organisation (or indicating where imported units do not have an approved credit or level).	
<i>Appendices:</i>	
Qualification Unit Grid for SCQF Level (<i>for each unit</i>)	
Qualification Unit Grid for SCQF Credit (<i>for each unit</i>)	
Evidence of peer review/standardisation for all units	

