

APPENDIX 2

SCQF CREDIT RATING AND LEVELLING

RECORDING DOCUMENTATION



SCQF credit rating recording documentation

The following documentation is essential for you to credit rate qualifications/units for the SCQF.

- Credit Rating and Levelling Qualifications for the Scottish Credit and Qualifications Framework. Guidance for Sector Skills Councils, Standard Setting Bodies, Awarding Bodies and Participants
- Scottish Credit and Qualifications Framework, **SCQF Handbook**, Volume 1 Credit Rating Guidelines
- Unit descriptors for the qualifications involved in the credit rating exercise

If you do not have a copy of any of these documents then please contact SQA Accreditation to arrange for a copy.

Blank copies of recording documentation are on the following pages:

- Average Candidate Profile Form
- Allocating an SCQF Level and Credit Points to a Unit Form
- Qualification Structure and Credit Rating grid

If you would prefer the allocation of SCQF level and credit points to be split into two separate forms to accommodate your method of working then please contact SQA Accreditation to arrange for a copy.

Average Candidate Profile Form

SQA Accreditation	
SCQF Credit Rating	Average Candidate Profile
Qualification Title	
Organisation, eg SSC	
Type of person	
Skills/qualifications	
Previous Knowledge and Understanding	
Entry Requirements	
Work-based	
College	
Training Provider	
Any regulatory or legislative requirements	
Organisation definition of a candidate undertaking the qualification	

Allocating an SCQF Level and Credit Points to a Unit

SQA Accreditation General information		
Qualification Title:		
Unit Title:		
Unit Number (if applicable):		
Rater Name and Organisation:		
Reviewer Name and Organisation:		
Did reviewer agree with rater? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'No' please explain and summarise changes: (expand section as required)		
Unit Grid — Level Recommendations — Part 1		
SCQF Characteristics	Best fit level	Comments
Knowledge and understanding		
Practice/applied knowledge		
Generic cognitive skills		
Communication/ ICT/numeracy		
Autonomy/working with others		
Estimated level (best fit)		
Summary of Rationale for recommended Unit level including reasons for final level selected (if different levels identified for characteristic); justification of selection with reference to levels above and below; quotes/extracts from component (unit/module) to support selection. (expand section as required)		

Notes on approach used plus who was consulted, discussions points, issues raised, etc				
Unit Grid — Credit Point Recommendations — Part 2				
Unit breakdown (if relevant), eg topics/sections from the Unit	Formal input (eg contact time with tutor, acquisition of knowledge/ understanding) (hours). Off the job time	Additional activities (eg developing practice, reflection, research/study time) (hours). On the job time	Assessment (eg planning, completion of assessment tasks) (hours)	Total time
Total hours				
			Credit points (hours/10)	
Notes on Approach				

Credit Rating for Qualification

Credit rating for the qualification should be submitted to SQA Accreditation on the *Qualification Structure and Credit Rating* grid as shown below. One grid must be submitted for each pathway at each SCQF level. If the qualification structure has already been approved by ACG in this format, the SCQF information should be added to the approved version.

Qualification Structure and Credit Rating						
SSC/SSB Name						
Qualification Title						
Qualification Type		See tabs below for information related to Awarding Bodies accredited for this qualification. SQA Accreditation will add this information as new Awarding Bodies are Accredited.				
Date Structure Approved						
SCQF Overall Level						
SCQF Overall Credit						
Structure Information (including how many Units are to be selected)						
SSC/B Code	Mandatory/ Optional/ Additional Unit	Unit Title	SCQF Level	SCQF Credit	Date of SCQF Approval	Imported From (SSC/B Name)

For a blank spread sheet version of this document please [click here](#)