

17 November 2015

To: Head of centres
Cc : SQA Co-ordinator
Secondary Schools and Colleges
Education Authorities
Education Scotland

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

Contact: Melissa Queen
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Dear colleague

National Qualifications Update November 2015 Work Experience Units, Personal Development qualifications, Steps to Work Award and Wellbeing Award

This briefing note is intended to offer practical advice and support and should be distributed to those staff responsible for Courses, Awards and Units in the area of Personal and Social Development. It contains information about the following:

1. Work Experience Units
2. Personal Development qualifications
3. Steps to Work Award
4. Wellbeing Award

1. Work Experience Units (SCQF levels 3–6)

The recent publication of the *Developing Scotland's Young Workforce* report along with the development of a new standard for work experience in schools has meant that the timing is right for a review of the Work Experience Units. Over the coming year we will be working with practitioners and consulting with our colleagues in Education Scotland to make revisions to these Units. Our aim is to make the revised Units and the associated assessment support materials available for centres to deliver in August 2016.

2. Personal Development qualifications

In our previous update letter, we reminded centres that the Personal Development Courses were in their lapsing period. As an alternative, centres who deliver these may wish to consider our Personal Development Awards instead. The Personal Development Awards are available from SCQF levels 2 to 6. More information on these Awards can be found on the subject-specific [web page](#).

3. Steps to Work Award

This Award is available from SCQF levels 3 to 5 and recently reached its 5-year-review period. After initial feedback from centres in 2015, we will review the structure and 'routes' within the Awards in early 2016 and communicate any changes to centres.

4. Wellbeing Award

An Understanding Standards event for the Wellbeing Award will take place on 25 November 2015. The event aims to provide delegates with the opportunity to explore the requirements for the Wellbeing Award, including the variety of possible contexts for delivery. More information is available on our [Understanding Standards events web page](#). Please use our online event booking system to book your place: <http://athena.sgameet.net/>

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Melissa Queen', with a long horizontal stroke extending to the right.

Melissa Queen
Qualifications Officer
People and Services