

## **Questions and Comments**

### **Steps to Work Launch Events**

#### **What materials are available to support qualifications?**

Unit specifications are available on our SQA website. National Assessment Bank materials and Assessment Support Packs are also available on our SQA secure website.

#### **More information needed about the Glow group.**

You will find information on GLOW on the Learning, Teaching Scotland website.

#### **In relation to the secure site for NAB's, could SQA develop a secure site for students with learning resources etc?**

SQA has a section of the website dedicated to learners in relation to advice on qualifications. Learners can also access information on a wide range of subjects from LTS website.

#### **Competence led criteria supported by practical/physical evidence rather than being assessment led.**

Many SQA qualifications assess practical activities. Where appropriate, the evidence required for assessment can be performance evidence supported by assessor observation checklists or product evidence. The type of evidence required for particular qualifications is stated in the relevant Unit specifications. SQA aims to be flexible in the format of evidence and where appropriate will accept evidence in the form of photographs, videos, blogs, emails, e-portfolios etc.

#### **Who coordinates all the units/evidence from all the new courses so all the pupils have everything logged?**

The centre presenting a candidate for certification has ultimate responsibility for ensuring that assessment evidence is in place. Where a centre is delivering an award in conjunction with another centre, a partnership agreement should be put in place to lay out each centre's area of responsibility.

#### **What do other stakeholders know about qualifications such as to Steps to work?**

SQA are currently raising awareness of the suite of wider achievement qualifications.

#### **There needs to be a system in place to flag up where people have previous achievement in accordance with Data Protection Law**

Candidate records of achievement show previous achievement, and candidates should be encouraged to bring these when enrolling in a new centre. Where a candidate enrolls in a new school or college, this centre will gain access to the candidate SQA record when they notify SQA of the move to their centre.

Candidates can also access their record of achievement electronically if they sign up for mysqa, the web-based facility that gives students a personal record of their SQA qualifications, at [www.mysqa.info](http://www.mysqa.info)

### **More guidance on assessment needed from specialised person.**

A development visit can be requested from an External Verifier. Centres will be charged for this.

### **Consider progression up to Intermediate 2?**

The Steps to Work Award is very new, we will review the uptake of the current Awards before considering the creation of an Award at SCQF level 5. There are progression routes available within individual units and awards. For example there are progression pathways - within Personal Development from levels 3 and 4 through to levels 5 and 6.

### **We would like an educational version of facebook.**

The use of IT to access our qualifications is constantly under review by SQA.

### **What evidence is acceptable evidence?**

In many cases, SQA are happy to accept paper portfolio or e-portfolio evidence and audio/visual evidence. Detailed information can be found in individual Unit specifications in relation to evidence requirements.

### **What is the reality of a specialist practical context unit for students who are part of a learning group? Is there scope for a tailored individual programme?**

There is certainly scope within the framework of the qualification for a tailored individual programme. This of course would be dependent on the expertise and resources available within the centre.

### **We are concerned about quality assurance within Schools when delivering these awards. Who will monitor this?**

There is advice on the SQA website on internal verification (link below).

<http://www.sqa.org.uk/sqa/3917.html>

Centres are further supported by External Verification. Centres can also request a development visit from an External Verifier, however there is a cost for this service.

### **Will employers understand this qualification? As time has progressed we have moved from O-Grades to S-Grade to Intermediate 1 and 2 then to CfE. This has caused confusion. How will this be supported as employers still ask about O-Grade?**

As with other qualifications this Award is on the Scottish Credit and Qualifications Framework (SCQF) However, SQA continues to promote our qualifications to as wide an audience as possible. We are currently developing specific marketing material for employers. Employers were involved in the development of the qualification as part of the qualification design team.

There are also employers on the Qualification Support Team which has responsibility for this award.

**Within the third sector, we need more information on data entrance and have concerns about manpower.**

Centres can obtain support on data entry from our Customer Support Team - [customer@sqa.org.uk](mailto:customer@sqa.org.uk)

**Schools need more information surrounding approval.**

Further information and support regarding the approval process can be obtained from our Business Development Customer Support Team – [mycentre@sqa.org.uk](mailto:mycentre@sqa.org.uk)

**Is there automatic delivery for all units? Who applies and to which units?**

The award is not on the auto approved list but many of the component Units are. Please contact your SQA coordinator to find out which Units your centre is approved for. All centres need to apply for approval for the award, but schools and colleges may find they are approved for the units they wish to offer. We have included a spreadsheet on our website showing the approval status of each Unit within the Award.

**We foresee difficulties in relation to timetabling within schools to accommodate the delivery of individual practical context units.**

The qualification has been designed to be flexible to suit a wide range of education establishments. Centres can choose to deliver the qualifications in a manner which suits their own requirements and circumstances.

**We suggest that SQA develop an assignment pack for students in relation to the content and context of the Unit Specification.**

The majority of units within the award are supported by a National Assessment Bank item or an Assessment Support Pack. These are available on the secure website.

**Why is Work Experience not auto approved?**

The approval status for the Work Experience Unit is currently being reviewed.

**A facility would be beneficial to show when entering candidates for units which group awards are available for them to undertake.**

Due to the large quantity of units within the SQA catalogue, and the fact that many units appear in many different award frameworks, it is not possible for SQA's system to generate potential group awards for each unit when making candidate entries.

Within Navigator centres are able to enter a unit code and then find out which groupings this unit belongs to.

**An e-portfolio would work for Steps to Work. Is there one available for this award and for other awards?**

SQA is currently investigating the use of e portfolio across a range of qualifications. Deskspace is currently available for all Skills for Work candidates. Information can be found on our website.

<http://www.sqa.org.uk/sqa/36536.html>

**Confidence building should be a part of employability.**

Employment units will allow learner the opportunity to build confidence and self esteem through review of their own strengths and experience and a growing awareness of the contribution they can make to society.

**Work experience should be one day a week? Centres need more guidance on this.**

At SCQF 3, placement length should be a minimum of 20 hours. At SCQF level 4, 24 hours. Refer to the Unit spec on Work Experience for more guidance for requirement of hours.

Fact Centres can't be approved until Sept 2011 yet award can be delivered before then?

Training providers can now come forward for approval throughout the year. Schools are subject to the annual approval window.

**This should be built into the PSE programme currently running in Schools.**

This could be built into PSE programmes, however this is a decision for individual centres.

**More case studies on website are needed.**

The Steps to Work Award is brand new. As good practice comes to light, case studies will be published on our website.

**Map of progression routes would be very useful.**

A wider achievement progression map is currently being developed.

**Can a pupil with a part-time job out with School use this as practical context?**

It may be possible for a pupil to use their part-time job as a vocational project for the person centred vocational project. In the practical context section, if the performance criteria and evidence requirements for all of the Outcomes can be met then a part-time job *may* provide a suitable placement for the Work Experience Unit.

**When a candidate completes Steps to Work will individual Units that they have achieved appear on their certificate?**

When a candidate is correctly entered for the Steps to Work Award they will receive a Summary of attainment (where the Award will appear) and a Unit Summary (where the Units will appear).

**Is there a timescale for completing the Steps to Work Award?**

No there is no timescale. Centres should enter a completion date of when they expect candidates to complete. If they take longer than expected the centre should extend the completion date through SQA RED or REX. If you have difficulties with this please contact centre support.

[customer@sqa.org.uk](mailto:customer@sqa.org.uk)

**Can Personal Development be delivered at SCQF L3 and Practical Context delivered at L4? If so, what level would the learner achieve overall?**

At present Units at each level are not included **in the framework for the other level**. The candidate would achieve each individual Unit but not a Steps to Work Award. We are currently looking at the practicalities of including all of the Units in each framework to enable a candidate in this position to achieve the Award at SCQF level 3.