

SVQ

Prove yourself
with SVQs



Is there an SVQ for you?

No matter how hard you work, you won't get far in today's job market without up-to-date skills and the qualifications to back them up. That's where Scottish Vocational Qualifications (SVQs) can help — they are clear evidence that you can do a job to nationally-recognised standards.

SVQs send powerful messages to employers. For example:

- > that you can do a job confidently and well
- > that you are motivated, confident and ambitious
- > that you are ready to take on responsibility
- > that you are committed to your work

Who can do SVQs?

SVQs are about being competent at a job — the one you're doing now, or one that you would like to do in the

future. All kinds of people can do SVQs. For example, you might:

- > be a new recruit with lots to learn
- > have lots of experience but no way to prove it
- > be taking part in a training scheme at work or studying part-time at college or with a training provider
- > have a qualification, eg a degree, that you would like to follow up with practical, vocational skills

Whether you are in work or looking for work, are in a good job or looking for a better one, SVQs give you the potential to succeed.

There are SVQs relevant to nearly all occupations in Scotland, from forestry to IT, management to horticulture, construction to cleaning. And, because they are available at five levels of difficulty, you can be sure that there is an SVQ for you — whether you're just starting out or have years of experience. That means that SVQs can help you to progress throughout your working years.



What will you have to do to get an SVQ?

SVQs are made up of Units, each of which describe one aspect of the job the SVQ covers. You will have to do each of the Units, and you'll do this by performing a number of tasks or by showing that you are knowledgeable in certain areas. You can work through the Units one at a time, at your own pace, until you've done the lot.

Often, the assessment will be done by observation. An assessor will observe you at the office, in the shop, on the farm, or wherever you happen to work, and will make sure that your performance meets national standards. When he or she is satisfied that you are competent, you will get an SVQ certificate which is yours to keep — for life.

You might also be asked questions, or to submit pieces or work or records of something you've done. What the assessor is looking for is evidence that you are competent. If the assessor decides that there isn't enough evidence to make a decision, no problem — all you'll have to do is collect more evidence. And, even if your work doesn't meet the required standard, you still haven't lost your chance of an SVQ. You can just train until you get it right — and usually there's no time limit.

But will an employer recognise an SVQ?

Employers in Scotland are very aware of SVQs and appreciate their value. Likewise, admissions staff in colleges, universities and the armed services will take them into account.

And you've no need to worry if you want to move south of the border — SVQs are equivalent to NVQs in England, Wales and Northern Ireland. They're also recognised throughout Europe and beyond.

So what's the next step?

If you're in a job, talk to your boss about SVQs. There may already be a scheme set up in your workplace or, if not, your employer can get in touch with our Customer Contact Centre to find out more. We can help to set up SVQ schemes whether your company employs two people or 2,000.

If you're not working at the moment you might be able to do an SVQ through a training provider or through a programme like Skillseekers. Your local Careers Office should be able to advise.

You can also find out about SVQs on the internet at: **www.sqa.org.uk**.

Doing an SVQ doesn't cost a lot either. Both you and your employer may be eligible for special funding and/or tax relief. Your LEC (Local Enterprise Company) will be able to give help and advice.

About SQA

The Scottish Qualifications Authority is Scotland's national body for qualifications.



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