

Credit Rating and Levelling Scottish Vocational Qualifications for the Scottish Credit and Qualifications Framework

Additional Guidance for Sector Skills Councils

(this additional guidance should be read in conjunction with the enclosed “Credit Rating and Levelling of SVQs for the Scottish Credit and Qualifications Framework”)

- **SSCs should identify SVQs for SCQF credit rating (ideally this should be built in at the point the SVQ is being developed or reviewed).**
- **Evidence Requirements are essential for each SVQ. It is the Awarding Bodies' responsibility to produce Evidence Requirements (the SSC should work with the Awarding Bodies). Without Evidence Requirements an accurate credit rating will not be achieved.**
- **SSCs should familiarise themselves with the *SQA Guidance for Credit Rating and Levelling SVQs for the SCQF* (this must be used when SCQF credit rating and levelling). In addition the *SCQF Approval Process for SVQs* should also be considered (this is included in this pack and can also be accessed via our website www.sqa.org.uk/sqa/33678.html)**
- **SSCs should involve appropriate Awarding Bodies and any other relevant participants in the SCQF credit rating process. (SSCs must involve SQA-Approved ABs in this process).** *(Refer to SQA Guidance for Credit Rating and Levelling SVQs for the SCQF – Appendix 3, pages 70-71 for further information.)*
- **SSCs should agree appropriate remuneration for those Awarding Bodies and participants involved in the credit rating process (in line with UKCES requirements, this should not be on a full cost recovery basis)**
- **SSCs must consult with the relevant SQA Accreditation Manager on:** *(Refer to SQA Guidance for Credit Rating & Levelling SVQs for the SCQF – Appendix 2, pages 61-68 for further information.)*
 - **the process to be used for SCQF credit rating (SSCs should decide whether they intend to use the SQA recording documentation – see Appendix 2 of the *Guidance for Credit Rating and Levelling SVQs for the SCQF*. If SSCs intend to develop their own recording documentation then they should discuss and agree this with the SQA Accreditation Manager. Any process used should represent value for money and should, in time, be built into the SVQ development process. In addition the SSC should identify how it will use this process to increase capability and capacity within the SSC).**
 - **those involved in the process**
 - **SCQF credit and levelling support and guidance required from the SQA Accreditation Manager.**
 - **timelines (SQA Accreditation Managers should be kept informed of the progress of SCQF credit rating)**
 - **developing a plan for future SCQF credit rating of SVQs.**

SSCs should identify interim milestones for production of draft SCQF credit rated units (this may already be identified in the contracts issued by UKCES). The evidence for these draft SCQF credit rated units along with an outline report of activity undertaken to date should be submitted to the SQA Accreditation Manager for review and comment – this will be via the SQA mailbox – *qualifications@sqa.org.uk*.