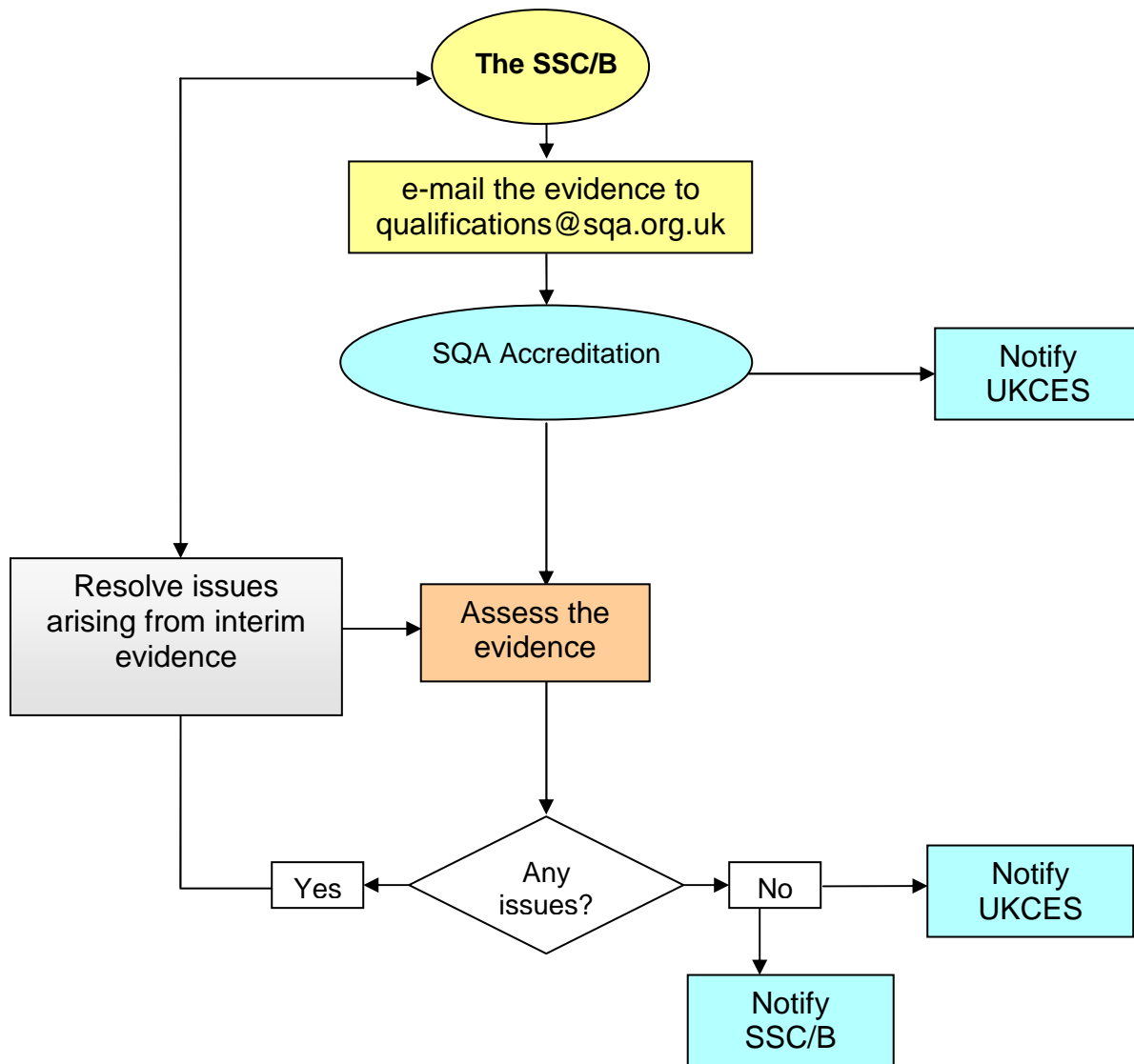


SCQF Credit Rating Approval Process for Scottish Vocational Qualifications (SVQs)

Guidance for Sector Skills Councils

(this process and guidance should be read in conjunction with the enclosed "Credit Rating and Levelling of SVQs for the Scottish Credit and Qualifications Framework", Additional Guidance for SSCs and the attached checklists)

Effective from 1 April 2009



SQA Accreditation
Approval Process for
interim outputs



INTERIM MILESTONES FOR SCQF CREDIT RATING

(see Approval Process for Interim Outputs Flowchart for information)

SUBMISSION OF EVIDENCE BY THE SSC

- **SSCs must submit the following evidence to the SQA mailbox – qualifications@sqa.org.uk (see attached checklist for further information):**
 - a sample of draft SCQF credit rated units.
 - an outline report of activity undertaken to date.

ROLE OF THE SQA ACCREDITATION MANAGER IN THE INTERIM MILESTONE PROCESS

The SQA Accreditation Manager will:

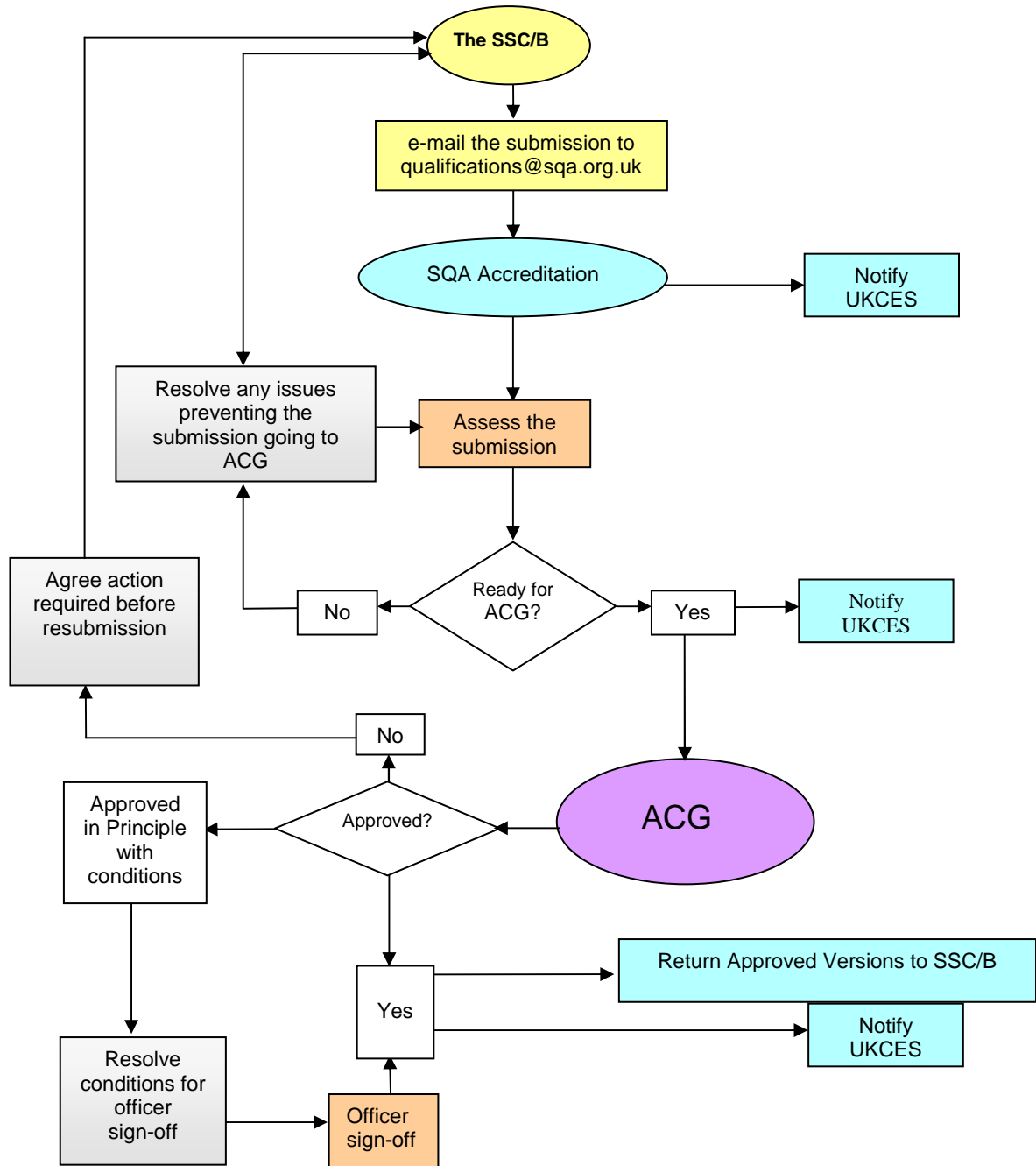
- consider the interim milestone evidence submitted (*the Accreditation Manager will respond within 15 working days*).
- seek further evidence or information from the SSC where appropriate
- provide the SSC with feedback on the evidence submitted.
- notify UKCES of the outcome of the SCQF credit rating interim milestone so that payment can be processed.

**SUBMISSION OF INTERIM MILESTONE EVIDENCE FOR SCQF CREDIT
RATING OF SVQs**

CHECKLIST

*Evidence should be submitted to the SQA mailbox –
qualifications@sqa.org.uk*

Outline Report (<i>which gives a brief summary of activity undertaken to date</i>)	
SVQ Unit Grid for SCQF Level (<i>sample of units which should be agreed with your Accreditation Manager</i>)	
SVQ Unit Grid for SCQF Credit (<i>sample of units which should be agreed with your Accreditation Manager</i>)	



SQA Accreditation
Approval Process for
final outputs



FINAL MILESTONES FOR APPROVAL OF SCQF CREDIT RATING *(see Approval Process for Final Outputs Flowchart for information)*

SUBMISSION OF EVIDENCE BY THE SSC

- **SSCs must submit the following evidence to the SQA mailbox – qualifications@sqa.org.uk (see attached checklist for further information):**
 - **SVQ Unit Grid for each unit recommending the SCQF level (this should show that all 5 characteristics have been considered, a level allocated and sufficient justification/rationale provided).** *(refer to SQA Guidance for Credit Rating & Levelling SVQs for the SCQF – Pages 33-37 and Appendix 2, page 64 for further information)*
 - **SVQ Unit Grid for each unit recommending the SCQF credit points (this should show how the time has been allocated and also the approach taken when determining the notional learning hours and credit value). It may also help to use and include the *Average Candidate Profile form* to assist in determining the approach taken to calculate the notional learning hours/credit value.** *(refer to SQA Guidance for Credit Rating & Levelling SVQs for the SCQF – Pages 17-23 and Appendix 2, page 64 for further information)*
 - **The SVQ Unit Summary Grid which provides the qualification title, the list of the units contained in the SVQ, identification of mandatory and optional units, identification of the imported units, the SCQF level and SCQF credit for each unit.** *(refer to SQA Guidance for Credit Rating & Levelling SVQs for the SCQF – Appendix 2, page 65 for further information)*
 - **Evidence that peer review and/or standardisation activity has taken place (the *SVQ Unit Sign off Form* could be used).** *(refer to SQA Guidance for Credit Rating & Levelling SVQs for the SCQF – Pages 39-40 and Appendix 2, page 66 for further information)*
 - **A recommendation for overall SCQF level and SCQF credit for the qualification (the SCQF credit should identify both the minimum and the maximum credit which could be achieved for the overall qualification, where applicable).** *(refer to SQA Guidance for Credit Rating & Levelling SVQs for the SCQF – Pages 41-43 and Appendix 2, page 68 for further information)*
 - **A Final Report which should include the following:**
 - **Introduction**
 - **Aims and objectives**
 - **Summary of the project and the process (including those involved in the process)**
 - **Methodology used to allocate SCQF level and SCQF credit**

- **Standardisation activity undertaken**
- **How you arrived at the overall SCQF level and the overall SCQF credit**
- **Complete listing of the units and the SCQF level and credit allocated (the *SVQ Unit Summary Grid* could be appended)**
- **Any issues identified during the process and how these were addressed.**

- **Additional evidence must be provided which shows that the Awarding Bodies and the participants have been reimbursed for their contribution to the credit rating process.**

- **Where imported units have been credit and levelled then a letter of endorsement from the originating SSC should be submitted which shows agreement/ confirmation of the SCQF level and credit. (NB. imported units **MUST** be SCQF credit and levelled by the originating SSC).**

ROLE OF THE SQA ACCREDITATION MANAGER IN THE SCQF APPROVAL PROCESS

The SQA Accreditation Manager will:

- **consider the final milestone evidence submitted**
- **seek further evidence or information from the SSC where appropriate**
- **prepare a coverpaper/report with recommendations which will be submitted to the Accreditation Co-ordination Group (ACG) for consideration. (*ACG will consider submissions within 15 working days of receiving the report and recommendations.*) ACG will have ultimate responsibility for approving the SCQF level and credit.**

ROLE OF SQA ACCREDITATION CO-ORDINATION GROUP (ACG) IN THE SCQF APPROVAL PROCESS

- **ACG will consider the submission and the Accreditation Manager's report and recommendations.**
- **ACG may take the following decisions:**
 - **Approve**
 - **Approve with conditions**
 - **Defer**
- **ACG will notify the SSC of the outcome in writing (this may include conditions which require to be addressed).**
- **ACG will confirm the SCQF levels and credit for all individual units and the overall qualification SCQF level and credit.**
- **SQA will notify UKCES of the outcome of the SCQF credit rating so that payment can be processed.**
- **SQA will then record the SCQF level and credit on its database/website and will also make this information freely available to all interested parties (including Awarding Bodies).**

POST APPROVAL ACTIVITY – ROLE OF THE SSCs

- **SSCs must inform relevant Awarding Bodies of the final outcomes of the SCQF credit rating.**
- **SSCs must inform other relevant SSCs (originators of imported units) of the SCQF credit rating.**

**SUBMISSION OF FINAL MILESTONE EVIDENCE FOR SCQF CREDIT
RATING OF SVQs**

CHECKLIST

*Evidence should be submitted to the SQA mailbox –
qualifications@sqa.org.uk*

SVQ Unit Grid for SCQF Level (<i>all units</i>)	
SVQ Unit Grid for SCQF Credit (<i>all units</i>)	
SVQ Unit Summary Grid (<i>for each qualification</i>)	
SVQ Unit Sign Off Form (<i>or evidence of peer review/standardisation</i>)	
Recommendation for Overall SCQF Level and Credit for the qualification (<i>the overall SCQF credit should identify both the minimum and maximum credit which could be achieved for the overall qualification, where applicable</i>)	
A Final Report which should include the following sections and evidence: <ul style="list-style-type: none"> • <i>Introduction</i> • <i>Aims and objectives</i> • <i>Summary of the project and the process (including those involved in the process)</i> • <i>Methodology used to allocate SCQF level and SCQF credit</i> • <i>Details of the standardisation activity undertaken</i> • <i>Details of how the overall SCQF level and credit was arrived at</i> • <i>Complete listing of units and SCQF level and credit allocated</i> • <i>Any issues identified during the process and how these were addressed</i> • 	
Evidence to show that Awarding Bodies and participants have been reimbursed	
Identification of imported units and letters of endorsement from the originating SSC.	