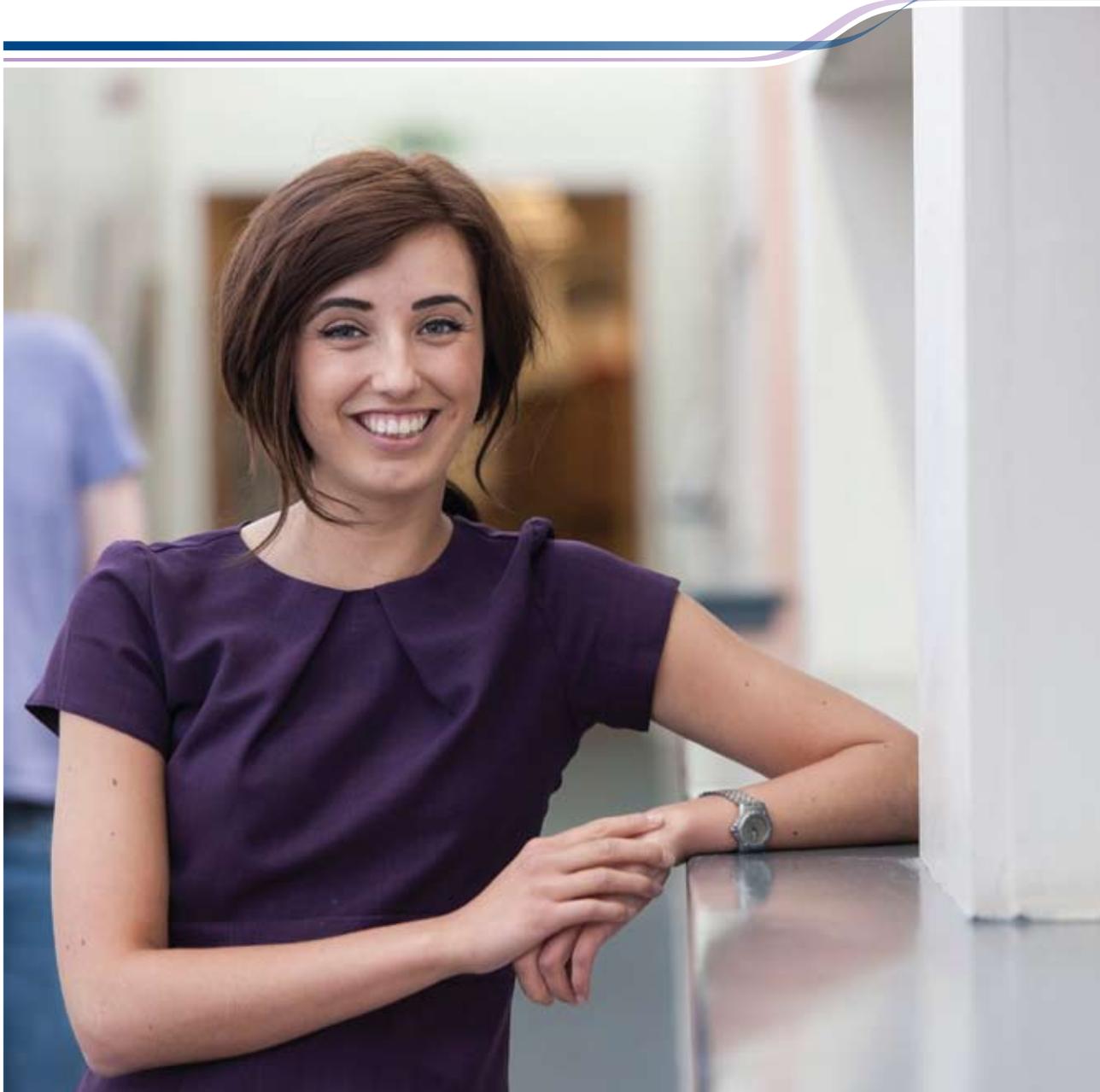


**SQA**

Helping Your Business Grow



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# National and International recognition

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**The Scottish Qualifications Authority (SQA) is Scotland’s national accreditation and awarding body. We work in partnership with businesses across Scotland, from small companies to large multinationals.**

We’re ambitious for Scotland, and for Scotland’s businesses. Behind that ambition is an extensive range of expert services, each fixed on delivering tangible business benefits and measurable achievement. No company is too large, small or specialist to gain an advantage.

Our qualifications are recognised internationally, and to ensure our awards are robust, relevant and keeping pace with change, our Qualification Design Teams includes subject specialists and industry representatives. We also work with employers, training providers, governments, universities, colleges and schools, as well as Sector Skills Councils, Scottish Training Federation, Skills Development Scotland and SCDI.

## Developing workplace skills

A smart, well-trained workforce is happier, more reliable and more productive. The scope of SQA’s offering means that from new-starts to senior management, there are opportunities for everyone to learn and grow.

SQA offers something for everyone, from recognising the achievements of new-starts to the professional development of senior management. Awards include Scottish Vocational Qualifications (SVQs), and Modern Apprenticeships for those starting out; Higher National Certificates and Diplomas (HNC/Ds) to develop the knowledge and skills businesses rely on; and Professional Development Awards (PDAs) for those looking to advance their careers.

*“It is part of my job to ensure we have the most effective working relationships in place with our key business partners. **I am always delighted with the service we receive from SQA.** It is vital that our Council can rely on SQA to support us as together we develop new VQ-accredited programmes, and refresh the practice delivery of our existing programmes. **SQA is a highly valued business partner, always available to offer insight and advice.**”*

**Dan Alexander,  
Dumfries and Galloway Council, Learning  
and People Development Manager**

## Experienced advisors

SQA has decades of experience and success throughout the UK and worldwide, and because we report directly to the Scottish Government, our qualifications have a credibility other commercial bodies can’t match.

Every business we work with benefits from the services of their own personal account manager, an experienced advisor who’ll help you get the very most from your partnership with SQA. It’s a simple idea, but one that works perfectly. We provide one main point of contact who takes time to get to know you and your company. We then work together to benefit your business by developing the workplace skills that can help your people flourish and your business grow.

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# Connected with Scottish Businesses

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**Work with SQA and you'll be working with an organisation full of ambition for Scotland and for Scotland's businesses. We're determined to play a significant role in ensuring our people and our economy benefit from a qualifications system that's firmly behind the skills and knowledge our country needs now and for the future.**

Our highly experienced team are well-versed in every aspect of qualification design and delivery. We can advise on SQA's quality-assured, independently certified awards, as well as our extensive customer services. Our team are ready to connect with you. They'll listen, advise, help identify goals then focus on the qualifications that will bring your business the biggest benefits and help it grow.

Across SQA, a dedication to inclusive, world-class workplace training and learning is embedding industry standards, enhancing the skills base and getting the very best from Scotland's workforces. That's great news for employers and great news for Scotland.



*"As the recognised skills organisation for the global oil and gas industry, OPITO continues to identify a requirement for accredited vocational training and achievement of standards set by the industry. **SQA's ability to award vocational qualifications against industry standards plays an integral part** in ensuring the oil and gas industry can meet this requirement and develop the key skills and competences for their workforce"*

**John McDonald,  
UK Managing Director, OPITO**

## Clarity for businesses

SQA is committed to helping employers and learners gain a full understanding of how our qualifications relate to one another, and how they contribute to progressive lifelong learning.

The Scottish Credit and Qualifications Framework (SCQF) comprehensively describes qualifications in terms of their level and their credit value as defined by a number of SCQF points from 1 to 12, indicating how demanding a qualification is.

For employers, SCQF levels bring enhanced clarity to qualifications, skills and experience, making it easier to improve workforce development. Use of levels, rather than named qualifications, in recruitment drives, can also expose your business to a wider skills base.

*"Our priority is ensuring our standards and frameworks meet the needs of employers and SQA has played a key role in helping us achieve this. We look forward to working with SQA in the future."*

**Ann Watson,  
Chief Executive, Semta**

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# A selection of qualifications we offer

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SQA qualifications are quality assured and flexible. With clear progression pathways, all are backed by subject support materials and guides to learning and online assessment.

## Higher National Qualifications (HNs)

Offered by colleges, universities and many other training centres, Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) are specially designed to meet employers' needs.

## Scottish Vocational Qualifications (SVQs)

Based on National Occupational Standards (NOS) developed by experts from industry, commerce and education, SVQs cover almost all occupations in Scotland and offer learners a combination of paid employment and training.

SVQs are the core of every Modern Apprenticeship Framework in Scotland. Focussed on creating a high calibre workforce, Modern Apprenticeships offer over 16s paid employment and training, and are backed by the CBI, TUC and a wide range of employers.

## National Qualifications (NQs)

NQs are taken in secondary schools, colleges and some training providers. NQs cover a range of subjects and are available as National 1 to National 5, National Units, National Courses, Group Awards, Highers, Advanced Highers and Baccalaureates.

## National Progression Awards (NPAs)

These qualifications are linked to National Occupational Standards, which are the basis of SVQs. They are aimed at assessing a defined set of skills and knowledge in specialist vocational areas as defined by the sector.

## Professional Development Awards (PDAs)

PDAs are ideal for those already in work who want to extend or broaden their skills base. These awards can also be embedded within another qualification like HNC/HND.

## SQA Customised Awards

Suitable for specific or specialised training needs. SQA validates the awards, provides quality assurance and issues certificates.



## SQA Awards

These small, flexible qualifications are suitable for all learners. Awards address and provide proof of specific skills including Employability, Leadership, Volunteering Skills, Steps to Work, Safe Road User and Personal Finance.

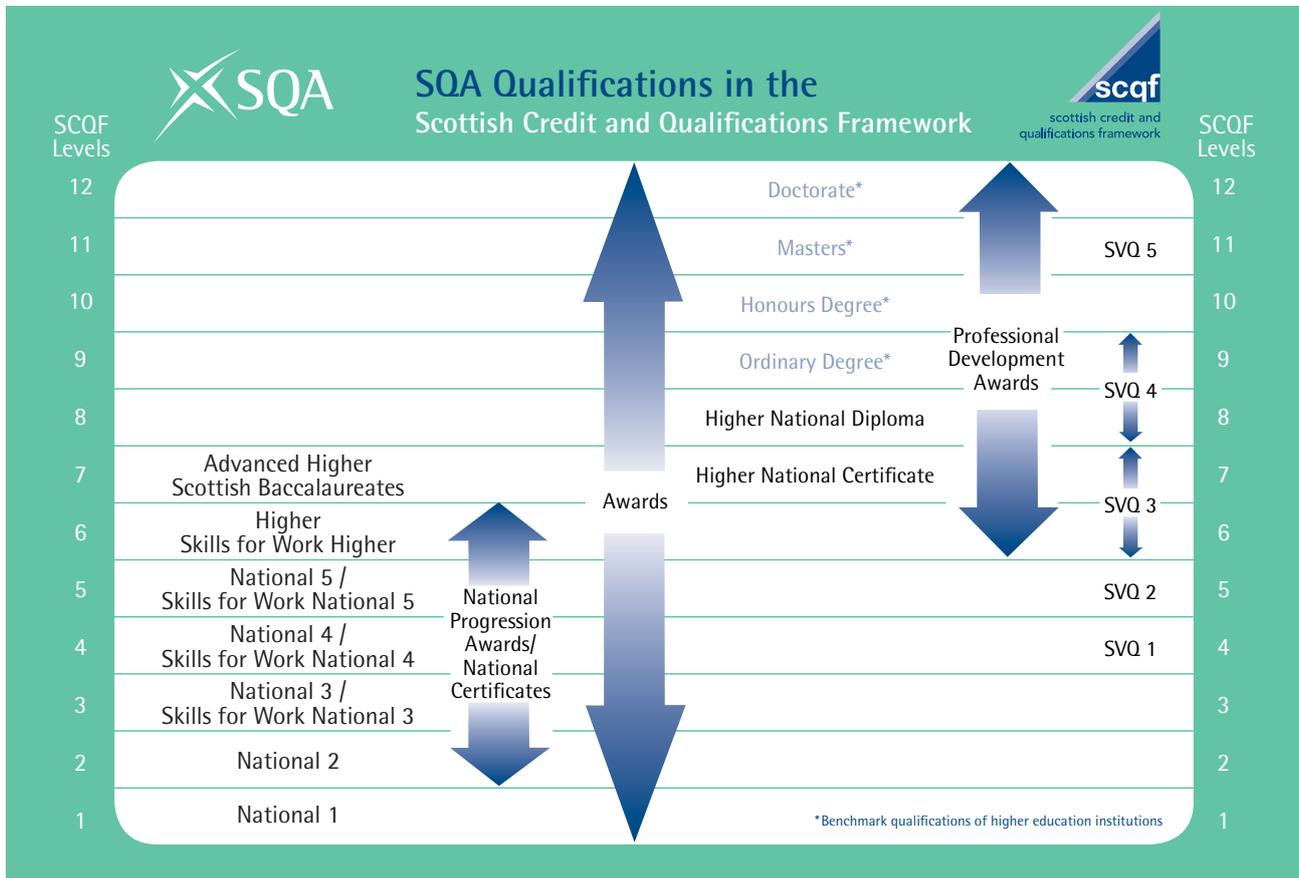
## Great news for Scotland

SQA's commitment to skills development isn't only great news for Scotland's businesses, it's great news for the entire country. A workforce that's bright, enthusiastic and motivated gives employers a diverse skills base they can be confident about working with. That can only be good for Scotland's economy.

*"Sportscotland work with partners to provide more and better opportunities in sport and the SQA are our Awarding Body Partner. We have developed a strong strategic partnership with SQA to ensure that the qualifications reflect the needs of the sports industry and that current awards are relevant and fit for purpose. **Colleagues at SQA have a clear understanding of our sector and work closely with us to support our Scottish Governing Body Partners.**"*

**Stewart Harris,**  
Chief Executive of sportscotland

# SQA Qualifications in the Scottish Credit and Qualifications Framework



This table shows how current and old qualifications relate to one another in terms of their SCQF level.

SCQF Level	1970s	1980s	1990s	2000s	2010s
SCQF Level 7		Certificate of Sixth Year Studies (CSYS)		Advanced Higher	New Advanced Higher
SCQF Level 6			Higher		New Higher
SCQF Level 5		Ordinary Grade		Standard Grade Credit	National 5
SCQF Level 4				Standard Grade General	National 4
SCQF Level 3				Standard Grade Foundation	National 3
SCQF Level 2				Access 3	National 2
SCQF Level 1				Access 2	National 1
				Access 1	

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# Services to suit you

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**When it comes to providing advice and support to Scotland's businesses, SQA knows that one size never fits all. Only a solid understanding of every customer's needs can lead to the learning and qualifications that deliver competitive advantage.**

It all begins with listening. We know that flexibility is key, and that responding to our customers' changing requirements is crucial. As well as providing each customer with their own personal account manager, E-assessment, online learning resources and our Customised Awards are some of the dedicated, flexible services we offer.

## E-assessment and online learning resources

Quality-assured, robust and reliable, SQA's E-assessments support learners' differing styles and adapt to employer needs. Delivery is flexible and convenient, with instant results and feedback saving valuable time. Reducing paper-based administration, E-assessments are an efficient way to deliver engaging, interactive workforce learning.

Backing up our E-assessment provision, a range of web-based resources are available to enhance the learning experience and ensure that your people and your business get the very most from their qualification.

## Customised Awards

For customers whose training needs are highly specialised, SQA is able to work with your own specialists in developing Customised Awards. We can formalise specialist skills and knowledge so your business benefits from exactly the learning your people require. Customised Awards can help showcase unique expertise too, and fulfil regulatory compliance. Awards can also be designed to seamlessly complement in-house training.

## SCQF Credit Rating Service

The Scottish Credit and Qualifications Framework (SCQF) helps employers and learners understand how Scottish qualifications relate to one another, and how they contribute to building knowledge, skills and lifelong learning.

SQA can help your organisation to credit rate your own qualifications and learning programmes for SCQF. Inclusion on the framework delivers valuable credibility and clarity, demonstrating exactly where your qualifications sit on the framework. Learners benefit from credit rating opportunities, clearer progression planning and can more easily compare their awards with other nationally recognised qualifications.

*"As a new coordinator in post it was a challenge to take in all that SQA offers. But I met with my SQA Business Manager who took time to go through things, including access to secure sites, where to find key information and the range of courses offered. The reassuring aspect was there was no pressure to 'buy' products as the approach was not a sales pitch. **The approach has always been consistent – partnership.**"*

**Dafydd McIntosh, Lead Officer  
Qualifications and Development,  
Fife Council Social Work**

# MYSECTOR — an easy search for qualifications



MySector is an interactive area on SQA's website which allows you to browse available SQA qualifications by sector and by qualification level. Find the ideal qualification for your future. [www.sqa.org.uk/mysector](http://www.sqa.org.uk/mysector)

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# Contact us now

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## Work with SQA

When you work with SQA, we are with you every step of the way – whether you are a small company or a large multinational. Your own dedicated Account Manager is your main point of contact and source of expert advice. They will provide excellent customer service focused on your needs and supporting your organisation's goals for the future.

Remember, what you've read here is just a taster of what SQA can offer your business. Speak with our Business Development team today.

*“Creative Skillset has built a positive partnership with SQA over the last few years as we have worked together to develop a wide range of provision for Scotland's Creative Industries – across areas as diverse as media production to textiles heritage skills. **The fact that these qualifications are being adopted by leading employers in Scotland is testament to the effort SQA puts in to working with us to understand employer needs.** This insistence on industrial relevance delivers meaningful learning that supports personal progression and economic competitiveness and growth.”*

**Alasdair Smith,  
Scotland Director, Creative Skillset**

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