

Our Ref: E&ENPA 01

19 May 2009

To: SQA Co-ordinator

For the attention of staff responsible for Employability and Enterprise

| Action by Recipient |
|--------------------------------|
| Response required |
| ✓ Note and pass on |
| Note — update/information only |

Contact: Sharon O'Neil or
Tony Hamilton

Direct line: 0845 213 5465 or
0845 213 5467

E-mail: sharon.o'neil@sqa.org.uk
tony.hamilton@sqa.org.uk

Dear Colleague

**SQA awards in Employability (SQCF levels 3 & 4)
National Progression Awards (NPAs) Enterprise and Employability (SCQF
levels 4 & 5)**

Following the recent showcase event for the new qualifications in Enterprise and Employability held on 30 March 2009 in Glasgow I am now writing to provide centres with an update on the above qualifications.

SQA awards in Employability (SQCF levels 3 and 4)

These awards are currently being finalised and will be available for centres to use from 1 August 2009. These single credit awards which consist of a mix of 10 and 20 hour Units will be placed on SQA's website as soon as possible. Centres will be notified when these are published.

NPA Enterprise and Employability (SCQF levels 4 and 5)

Publication of materials

The Arrangements documents and Group Award frameworks for the above have now been published on SQA's website and are available to download at:

www.sqa.org.uk/nqga.

In addition, a list of available Assessment Support Packs (ASPs) and National Assessment Bank (NAB) materials is also provided. These materials can be downloaded from the secure area of SQA's website.

Centre approval

The NPAs in Enterprise and Employability are not auto approved. As such, any centre wishing to seek approval to deliver these NPAs should do so in the normal manner. However, any centre which has had entered candidates for the current Scottish Progression Awards (SPAs) in Enterprise and Employability (G7NL 10 and G7NM 11) within the last two years will automatically be approved.

The issue of qualifications and experience of staff responsible for assessing these qualifications within centres was raised at the event. Centres are responsible for ensuring that staff assessing SQA qualifications are:

- ♦ competent in the subject/occupational area to a level appropriate to the qualification
- ♦ competent in assessment (or internal verification) of the type involved in the qualification
- ♦ familiar with the procedures and documentation for the qualification

Any questions relating to Approval should be directed to Linda McAdam on tel: 0845 213 5346.

I hope you find this information helpful.

Yours faithfully



Sharon O'Neil
Qualifications Manager
Industry and Business



Tony Hamilton
Qualifications Officer
Industry and Business