



Approval Criteria for Foundation Apprenticeships at SCQF levels 4 and 5: Pilot 2021–22

1. SQA qualification approval requirements

SQA qualification approval requirements must be met for centres to be involved in the pilot.

1. The consortium members or partners delivering and assessing the components of the Customised Award must be an SQA approved centre before they can deliver and assess the qualification.
2. The SQA centre needs to be approved for the relevant technical award it is assessing — ie SfW or NPA at SCQF level 4 — before commencing delivery.
3. Any centre working in partnership with another centre must have a partnership agreement that clearly defines their respective roles and responsibilities, in line with SQA's requirements.
4. In a consortium of centres, there must be a lead centre that is responsible for gaining approval for, and the quality assurance and resulting of, the relevant Customised Award at levels 4 and 5.
5. The lead bidder (the partner that holds the contract with SDS) and the nominated lead centre(s) who are responsible for the quality assurance, candidate entries and resulting must be on SDS's contracted list supplied to SQA.

Please contact your Regional Manager for support with your approval application: [Business Development and Customer Support Team](#)

2. Approval for more than one Customised Award

The Work Based Challenge unit is a generic project-based unit that will apply to each of the subject-specific Customised Awards — ie Automotive, Hospitality and Construction at levels 4 and 5 — so it will have one SQA unit code for each level. Approval will only be needed once for the Challenge unit. However, centres must be approved for each of the Customised Awards at each level it will be delivering. Verification will take place at the subject level of the Customised Award. For example:

- ◆ If a centre has applied and gained approval for the Customised Award GR4F 04 - Work Based Skills: Automotive at SCQF Level 4, it will gain approval for J4E2 04 Work-based Skills Challenge unit Level 4.
- ◆ If the same centre then also comes forward for approval for GR4H 04 - Work-Based Skills: Construction at SCQF Level 4, it will need to apply for approval for GR4H 04 only — it will already have approval for J4E2 04 Work-based Skills Challenge unit Level 4.

3. Consortium/partnership delivery

The lead bidder (the partner that holds the SDS contract or is allocated funding by Scottish Funding Council for the delivery of the Foundation Apprenticeship) is responsible to SDS or the Scottish Funding Council for delivery of the contract or allocation.

If the lead centre is contracting the delivery of the FA and/or its component qualifications or units to other organisations, it is also responsible for ensuring that the delivering partners have a documented partnership or sub-contracting agreement in place.

Where different SQA approved centres are delivering different FA component qualifications or units under the one SDS contract or SFC allocation, an SQA approved centre must be identified as the lead centre responsible to SQA for the quality assurance of the FA framework. It is the responsibility of the lead centre to ensure they have the appropriate centre and qualification approval in place to meet SQA requirements. The lead centre accepts responsibility to SQA for the quality assurance and entering and resulting of the associated FA component.

If the lead centre is entering into a partnership for the delivery and assessment of any of the component parts of the FA, they must have a partnership agreement in place outlining the responsibilities of each partner. The partnership agreement ensures that all partners, and others involved with SQA provision, are aware of their role and responsibilities.

It must be clearly defined which partners are responsible for submitting the FA group award entries and results (Customised Award code for FA L4/5).

Please refer to SQA's [Systems and Qualification Approval Guide](#) for details on partnership agreements, and to the SQA document [Partnership Agreement Template](#).

Only an SQA approved centre can submit entries, and results and they must be approved both as a centre and for the specific SQA qualifications being delivered.

If a lead partner and lead centre decide to end the agreement, it is the responsibility of the lead centre to notify SQA of this change. This may impact on the lead centre's approval status, unless a suitable replacement partner is contracted.

SQA Qualification Verifiers will use information about partnerships to inform their sampling strategy, and in their consideration of the staff qualifications and the effectiveness of internal verification procedures.

4. Work Based Skills Challenge project delivery plan

All newly approved centres or existing approved centres who are submitting approval for new subjects are required to include a project delivery plan as part of the application for each Customised Award. The project delivery plan was a requirement for submission with the contract bid to SDS. The External Verifier will discuss with the centre their approach to delivery and assessment of the Work Based Skills Challenge unit within the specific Customised Award subject and level when they review the approval application.

Appendix 1: Customised Award Frameworks for Foundation Apprenticeship at SCQF Levels 4 and 5 Pilot 2021–22

GR4F 04 - Work Based Skills: Automotive at SCQF Level 4

Unit Code	Title	SCQF Level	SCQF Credit Points
C271 74	Automotive Skills	4	24
J4E2 04	Work-based Skills Challenge	4	6
	Overall Credit Rating		
		4	30

GR4H 04 - Work-Based Skills: Construction at SCQF Level 4

Unit Code	Title	SCQF Level	SCQF Credit Points
GP65 44	Construction Craft and Technician	4	21
J4E2 04	Work-based Skills Challenge	4	6
	Overall Credit Rating		
		4	27

GR4G 04 - Work-Based Skills: Construction at SCQF Level 5

Unit Code	Title	SCQF Level	SCQF Credit Points
GR40 45	Construction Skills	5	18
J4E3 04	Work-based Skills Challenge	5	6
	Overall Credit Rating		
		5	24

GR4J 04 - Work-Based Skills: Hospitality at SCQF Level 4

Unit Code	Title	SCQF Level	SCQF Credit Points
C244 74	Hospitality	4	24
J4E2 04	Work-based Skills Challenge	4	6
	Overall Credit Rating		
		4	30

GR4K 04 - Work-Based Skills: Hospitality at SCQF Level 5

Unit Code	Title	SCQF Level	SCQF Credit Points
C260 75	Hospitality	5	24
J4E3 04	Work-based Skills Challenge	5	6
	Overall Credit Rating		
		5	30