

**SCQF  
PARTNERSHIP  
SERVICES,  
TRAINING AND  
RESOURCES**



## **SCQF Partnership services, training and resources**

In order to provide up to date information on the SCQF, build capacity, encourage networking and partnerships and utilise the SCQF fully, we offer a range of products, services and resources. Many of these are free as these are part of our ongoing commitment to embedding the SCQF as fully as possible across all sectors. However, we also offer a more tailored or bespoke service which is charged on a cost recovery basis. Our workshops to support our My Skills, My Future products are costed to cover the materials as well as the training. See below for further information and also on our website at [www.scqf.org.uk](http://www.scqf.org.uk)

## Workshops

| Title of workshop  | Free | Charged   |
|--|------|---|
| Would you Credit It  | √    | We also offer a bespoke workshop which can be delivered in house and where we will supply a range of resources. For these a standard charge of £150 per workshop will be made to cover administration costs. If the workshop is cancelled with less than a week's notice there would be a cancellation fee of £50 |
| Recognition of Prior Learning                                    | √    | We also offer a bespoke workshop on using the RPL online tool and a range of other resources. For these a standard charge of £150 per workshop will be made to cover administration costs. If the workshop is cancelled with less than a week's notice there would be a cancellation fee of £50                   |
| My Skills, My Future   |      | £100 per person which covers the cost of the workshop and your own copy of the MSMF pack. Terms & Conditions for payment, cancellation and refunds can be found on our website and also when booking  |
| My Skills, My Future – Train the Trainer                         |      | £50 per person which covers the cost of the workshop. You are asked to bring your own copy of the resource pack. Terms & Conditions for payment, cancellation and refunds can be found on our website and also when booking   |
| My Skills My Future Trainers delivering their own workshops      |      | £50 per pack including postage and packing. Other materials free of charge. Materials that have to be couriered at short notice will incur the appropriate fee  |
| Bespoke My Skills My Future workshops                            |      | £500 per day to cover the cost of the facilitator; plus the cost of packs at £50 per person; and £150 per workshop to cover administration costs  |
| Credit Rating in Practice  | √    | We also offer a bespoke version of this tailored for individual credit rating bodies. For these a standard charge of £150 per workshop will be made to cover administration costs. If the workshop is cancelled with less than a week's notice there would be a cancellation fee of £50                           |
| Quality Assurance for Credit Rating (incl 3 <sup>rd</sup> party) | √    | We also offer a bespoke version of this tailored for individual credit rating bodies. For these a standard charge of £150 per workshop will be made to cover administration costs. If the workshop is cancelled with less than a week's notice there would be a cancellation fee of £50                           |

|   |   |   |
|---|---|---|
| Intro to the SCQF and Credit Rating for new staff in CRBs   | √ | We also offer a bespoke version of this tailored for individual credit rating bodies. For these a standard charge of £150 per workshop will be made to cover administration costs. If the workshop is cancelled with less than a week's notice there would be a cancellation fee of £50 |
| Working with learning outcomes, assessment instruments and the SCQF Level Descriptors                           |   | The cost of this new workshop is £75 per person which covers the cost of the workshop and associated materials. Terms & conditions for payment, cancellation and refunds can be found on our website and also when booking  |
| Training for consultants seeking to assist organisations in becoming a CRB or in having programmes credit rated |   | We can run a two day programme which will provide consultants with training and hands on experience on the kinds of issues that organisations face and are often seeking help with. This programme costs £600   |

## Services

| Type of Service  | Free | Charged   |
|--|------|---|
| Reviewing job descriptions in order to determine the SCQF level, or using the SCQF to undertake a skills audit                                       |      | This is charged dependent on the scale of the task. We can provide a quote on request |
| Reviewing learning programmes to support you in getting these ready for credit rating  |      | This is charged dependent on the scale of the task. We can provide a quote            |
| Delivering a presentation on the SCQF for your business or organisation to help you think about how to best use it                                   | √    |   |
| Consultants Briefing – learn about the SCQF and the SCQF Partnership and its work in Scotland, the UK and beyond tailored for your work requirements |      | Could provide an individual briefing on the SCQF for a fee of £250 per half day       |

## Products

| Type of product   | Free   | Charged  |
|---|--|--|
| Materials for SCQF School/College Ambassador comms/events (leaflets/promotional items)                      | √  |  |
| Materials for non-Ambassador schools/colleges   | √<br>Up to 500 each per academic year of: <ul style="list-style-type: none"> <li>• Framework diagram postcard</li> <li>• Parent leaflet</li> <li>• Pupil leaflet</li> <li>• Old v New</li> <li>• DYW diagram</li> </ul> Up to 5 each per academic year of: <ul style="list-style-type: none"> <li>• A0 poster</li> <li>• A3 poster</li> </ul> P+P will be charged on these items | Requests for any larger quantities or other materials (such as promotional items) will be charged at cost plus P+P |
| Guidance materials for CRBs (e.g. Handbook, Level Descriptors, Criteria Explained, Credit Points Explained) | √<br>No charge if being provided as part of an SCQF workshop   | P+P to be charged for any additional requests for materials  |
| Promotional items (e.g. pens, rubbers, sharpeners, post-its)  |  | This will be decided on a case by case basis   |
| Employer materials  | √<br>Up to 10 each per year of: <ul style="list-style-type: none"> <li>• Employer Guide</li> <li>• Levelling Tool</li> </ul>   | Requests for any larger quantities or other materials (such as promotional items) will be charged at cost plus P+P |