

# QUALITY ASSURANCE MODEL FOR SCQFP APPROVED CREDIT RATING BODIES

## SECTION 2 Criteria



# **Quality Assurance Model**

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### **- Criteria**

*This Quality Assurance Model (QAM) applies specifically to those SCQFP Approved CRBs but for ease of reading the term Credit Rating Body or CRB will be used in this document*

The following criteria should be read in conjunction with the SCQF Handbook and the SCQF Principles contained within it. A matrix showing the relationship between the QAM criteria and the SCQF Principles is included at Annex 1.

The following three criteria must be met in full by organisations seeking approval as a CRB. It is possible for a number of organisations to come together to apply for the status of CRB (*known as a collaborative partnership*) however there needs to be evidence of robust formal arrangements and/or contracts between the partners as to how the proposed CRB as a single entity will meet the criteria and the roles and responsibilities of each partner in the operation of that single CRB. Advice should be sought from the SCQF Partnership (SCQFP) at an early stage in this instance as each case will be assessed individually.

Under each criterion there are a number of sub criteria:

### **Criterion 1: Body of Good Standing**

The organisation is a body of good standing, demonstrating a commitment to and a successful track record in the design and delivery of learning provision for Scotland.

The organisation must:

- 1.1 Provide a formal constitution which describes its identity, functions, aims and structures;
- 1.2 Demonstrate that it is a secure, stable and viable organisation;
- 1.3 Demonstrate a knowledge and understanding of education and training;
- 1.4 Provide evidence of a successful track record of, and a commitment by senior personnel to, operating in Scotland or for the Scottish market;
- 1.5 Provide evidence of a successful track record in devising quality assured learning provision in Scotland or for the Scottish market in relation to specific subjects/industries/sectors and levels;
- 1.6 Provide an effective equality and diversity policy and be able to demonstrate this policy in action for both staff and learners;
- 1.7 Provide an effective staff development policy and be able to demonstrate this policy in action.

### **Criterion 2: Robust Quality Assurance System**

The organisation already has in place a documented quality assurance system for programme design, approval, validation, accreditation, assessment or other related activities and has evidence, through internal and external review, that this quality assurance system is valid and reliable.

The organisation must:

- 2.1 Operate a robust quality assurance system for programme design, approval, validation, accreditation, assessment or other related activities and demonstrate that the separate processes which make up the quality assurance system:

- Are operated by individuals who are experienced in the relevant process and have subject expertise where this is required;
  - Are supported by appropriate management structures and have externality in decision making;
  - Are benchmarked against other equivalent processes;
  - Are subject to regular review to ensure that they continue to meet the needs of users.
- 2.2 Demonstrate that it regularly reviews and strives to improve and enhance its quality assurance systems by:
- Carrying out internal reviews on all aspects of the quality assurance systems;
  - Taking action on the outcome of such internal reviews.
- 2.3 Ensure that its quality assurance system is subject to regular external review and provide evidence of:
- The outcome of these external reviews;
  - Actions taken as a result of these external reviews.

### **Criterion 3: Capacity and Commitment**

The organisation has the capacity and commitment to operate as a CRB and ensures that its credit rating processes and procedures link to and function within its existing quality assurance system as already defined under Criterion 2.

The organisation must:

- 3.1 Document a robust procedure, including pro-formas for credit rating, which sits within the existing quality assurance systems and complies with the requirements of the SCQF Handbook and the SCQF Principles;
- 3.2 Define the scope of credit rating authority being applied for in terms of levels, sectors, subjects and types of programmes or qualifications;
- 3.3 Document a robust procedure for the internal review of the proposed credit rating process showing how it sits within the existing quality assurance system;
- 3.4 Demonstrate the capacity and the ability to make valid and reliable decisions on credit rating, drawing on appropriate sector/subject/industry and level expertise and relating activities to the existing quality assurance system;
- 3.5 Document a robust procedure to:
- Record the outcomes of the credit rating process;
  - Communicate these outcomes to users and other stakeholders;
  - Keep the SCQF database up to date by way of the SCQF portal;
  - Describe the way in which the SCQF logo will be used.

- 3.6 Document a procedure for developing an annual self-assessment report on credit rating activity for the SCQFP and participating in SCQF annual and periodic reviews;
- 3.7 Show how the credit rating function and its associated quality assurance are supported by staff development, continuing professional development and /or professional development planning.

On approval a CRB is given the authority to credit rate provision which is owned by itself. If it wishes to wish to credit rate provision owned by a third party then it must go through a further approval activity and the CRB will need to demonstrate that it meets Criterion 4. CRBs will normally have to have been actively credit rating their own provision for at least 1 year post approval before an application for third party approval will be considered. The SCQFP has agreed a definition of third party credit rating and this is included in Section 6.

#### **Criterion 4: Third Party Credit Rating Approval**

The organisation has the capacity, commitment and experience to operate as a CRB for third parties and has the structures and systems in place to carry out this function. It ensures that its systems link to and operate within its existing quality assurance system as already defined under Criterion 2 and that it has the capacity and commitment under Criterion 3 in order that it complies with the requirements of the SCQF Handbook.

The organisation must:

- 4.1 Define the scope of third party credit rating authority being applied for in terms of levels, sectors, subject and types of programme or qualification and provide information on how this extension to its credit rating authority will broaden, deepen and extend the Framework;
- 4.2 Provide robust, direct evidence of its ability to make valid and reliable decisions on credit rating in its own right, drawing on appropriate sector/subject/industry and level expertise and relating activities to the existing quality assurance systems;
- 4.3 Document a robust system for providing a quality assured third party credit rating service, which sits within the existing quality assurance system, and covers procedures for ensuring that the SCQF Principles relating to third party credit rating are complied with fully;
- 4.4 Document a robust procedure for the internal review of the proposed third party credit rating service showing how this procedure sits within the existing quality assurance system;
- 4.5 Document a procedure including standard pro-formas for making an annual self-assessment of its third party credit rating activity;

- 4.6 Show how the third party credit rating function and its associated quality assurance are supported by staff development, continuing professional development and/or professional development planning.

## Exemplification of Criteria

This exemplification does not aim to provide an exhaustive list of evidence but provides some further information about the types of evidence that could be supplied in order to demonstrate how a CRB or applicant organisation meets the criteria. CRBs and applicant organisations should not feel constrained by this exemplification. A list of mandatory evidence to be submitted is listed on the submission form for each part of the QAM.

### Criterion 1: A Body of Good Standing

The organisation is a body of good standing, demonstrating a commitment to and a successful track record in the design and delivery of learning provision for Scotland.

The organisation must:

	Criteria	Exemplification
1.1	Provide a formal constitution which describes its identity, functions, aims and structures	At Approval
		Providing a constitution, strategic plans, organisational charts that explain the key function of the organisation and where the Credit Rating functions will sit within the structures.
		At Annual Monitoring
		Any information about any changes in the structure and/or plans that have or may have the potential to impact on the organisation's ability to carry out credit rating and/or using the SCQF.
		At Periodic Review
		Any information about changes in the structure and/or plans that have or may have the potential to impact on the organisation's ability to carry out credit rating and/or using the SCQF.
1.2	Demonstrate that it is a secure, stable and viable organisation	At Approval
		Providing annual accounts and business plans which demonstrate that the organisation is secure and stable and financially viable. Evidence that the organisation can fund the credit rating activities planned.
		At Annual Monitoring
		Detailing any financial or operational issues that might impact on the organisation's ability or resources to continue credit rating and/or support learners.
1.2	Demonstrate that it is a secure, stable and viable organisation	At Periodic Review
		Providing the latest audited set of accounts. Detailing any financial or operational issues that might impact on the organisation's ability or resources to continue credit rating and/or support learners.
1.3		At Approval

	Demonstrate a knowledge and understanding of education and training	<p>Providing evidence that the organisation knows and understands the environment of education and training in Scotland.</p> <p>At Annual Monitoring</p> <p>Not applicable.</p> <p>At Periodic Review</p> <p>Providing evidence of any projects or initiatives which the CRB has contributed to which demonstrated their understanding and involvement in education and training in Scotland.</p>
1.4	Provide evidence of a successful track record of and a commitment by senior personnel to operating in Scotland or for the Scottish market	<p>At Approval</p> <p>Providing evidence of a current strategy for providing education and training in Scotland or aimed at Scottish learners. Evidence that senior personnel understand the nature of the credit rating in Scotland and the particular features of the SCQF in relation to the Scottish education system..</p> <p>At Annual Monitoring</p> <p>Providing evidence of current plans for activity in Scotland and use of the SCQF and any information if there are plans to restrict or expand activities in Scotland. Details of any current initiatives the CRB is involved in in Scotland.</p> <p>At Periodic Review</p> <p>Providing evidence which demonstrates that the CRB is still demonstrating a commitment to operating in Scotland or for the Scottish market and that there has been no drift or change from that commitment. For example, has the CRB delivered the credit rated provision in its initial plans or has there been a reduction in activity in Scotland</p>
1.5	Provide evidence of a successful track record in devising quality assured learning provision in Scotland or for the Scottish market in relation to specific subjects/industries/sectors and levels	<p>At Approval</p> <p>Details of any industries/sectors the organisation operates in and the necessary subject expertise in place to design, deliver and quality assure learning.</p> <p>At Annual Monitoring</p> <p>Not applicable.</p> <p>At Periodic Review</p> <p>Evidence that the CRB continues to have the necessary expertise at a subject level in design, delivery and quality assurance of learning. Details of any new initiatives that may have expanded that expertise. The CRB should also detail any other external quality assurance report which may impact on their track record which has not been resolved.</p>
1.6	Provide an effective equality and diversity policy for and be able to demonstrate this policy in	<p>At Approval</p> <p>Providing evidence of an equality and diversity strategy or policies that promote equality of opportunity for both staff and learners. Evidence that staff are aware of</p>



	action for both staff and learners	<p>their responsibilities to learners in terms of equality and diversity. Evidence that programmes are reviewed to ensure that they are free from barriers in terms of selection, admission and assessment.</p> <p><b>At Annual Monitoring</b></p> <p>Evidence of the monitoring of equalities data to inform changes.</p> <p>Details of any material changes that have been made to the strategy or policy and a copy of the amended documents (if relevant).</p> <p>Evidence that staff receive training in this area and that this is regularly updated.</p> <p>Evidence that credit rated programmes are reviewed to ensure they are free from barriers in terms of selection, admission and assessment.</p> <p><b>At Periodic Review</b></p> <p>Evidence that there is a current up-to-date equality and diversity strategy and/or policies and that these have been reviewed to ensure that they meet any legislative requirements and are fit for purpose.</p> <p>Details of the system in place to review credit rated programmes to ensure that they are free from barriers in terms of selection, admission and assessment.</p>
1.7	Provide an effective staff development policy and be able to demonstrate this policy in action	<p><b>At Approval</b></p> <p>Providing evidence of a staff development policy which empowers staff with the support and CPD needed to perform job roles. Evidence of staff induction, CPD planning succession planning.</p> <p><b>At Annual Monitoring</b></p> <p>Details of any material changes to the existing staff development policy/processes and a copy of the amended documents (if relevant).</p> <p>Evidence of the policy in action i.e. plans for induction, succession planning, training for staff moving into new roles etc.</p> <p><b>At Periodic Review</b></p> <p>Evidence of the regular review of the staff development policy together with details of any material changes that have been made and a copy of the amended policy (if relevant).</p>

## Criterion 2: Robust Quality Assurance System

The organisation already has in place a documented quality assurance system for programme design, approval, validation, accreditation, assessment or other related activities and has evidence, through internal and external review, that this quality assurance system is valid and reliable.

The organisation must:

	Criteria	Exemplification
2.1	<p>Operate a robust quality assurance system for programme design, approval, validation, accreditation, assessment or other related activities and demonstrate that the separate processes which make up the quality assurance system:</p> <ul style="list-style-type: none"> <li>• Are operated by individuals who are experienced in the relevant process and have subject expertise where this is required</li> <li>• Are supported by appropriate management structures and have externality in decision making</li> <li>• Are benchmarked against other equivalent processes</li> <li>• Are subject to regular review to ensure that they continue to meet the needs of users</li> </ul>	<p><b>At Approval</b></p> <p>Providing a full set of processes/procedures which relate to designing and approving programmes of learning as well as the assessment and certification of programmes. This will include processes to ensure the standardisation of assessment decisions and to quality assure programmes of learning. Evidence of training of staff in design, approval and assessment. Evidence that there is an external element within the design, approval and assessment processes. Evidence of how these procedures relate to each other and where the responsibilities for each process lie. Evidence that the organisation has taken note of other similar organisations' processes.</p> <p><b>At Annual Monitoring</b></p> <p>Evidence of processes for design, approval and assessment of programmes in action. A full set of completed credit rating paperwork for at least one programme will be required to be submitted.</p> <p><b>At Periodic Review</b></p> <p>Providing a full set of processes/procedures which relate to designing and approving programmes of learning as well as the assessment and certification of programmes. This will include processes to ensure the standardisation of assessment decisions and to quality assure programmes of learning. Evidence of a review of these processes and an indication of any changes that have taken place since the approval or last periodic review. Evidence of staff training in this area.</p>
2.2	<p>Demonstrate that it regularly reviews and strives to improve and enhance its quality assurance system by:</p> <ul style="list-style-type: none"> <li>• Carrying out internal reviews on all aspects</li> </ul>	<p><b>At Approval</b></p> <p>Evidence of a policy/procedure or arrangements in place for internal reviews of its systems, processes and arrangements for quality assurance. Details of evidence of an internal review cycle. Details of the reporting structure for the outcomes of these reviews and the arrangements for follow up actions. Evidence of improvements following internal reviews.</p>

	of the quality assurance system <ul style="list-style-type: none"> <li>• Taking action on the outcome of such internal reviews</li> </ul>	At Annual Monitoring
		Copies of any internal reviews of systems (including those relating to quality assurance) which have taken place since the last review activity and details of the dissemination of action points and the progress on these.
		At Periodic Review
		Evidence of a policy/procedure or arrangements in place for internal reviews of its systems, processes and arrangements for quality assurance. Details of evidence of an internal review cycle in operation. Details of the reporting structure for the outcomes of these reviews and the arrangements for follow up actions. Evidence of improvements following internal reviews.
2.3	Ensure that its quality assurance system is subject to regular external review and provide evidence of: <ul style="list-style-type: none"> <li>• The outcome of these external reviews</li> <li>• Actions taken as a result of these external reviews</li> </ul>	At Approval
		Demonstration of a review process which is designed to provide an external view of the organisation's quality assurance processes and system on a regular basis and the scope of which includes all the different education and training activities provided by the organisation and also credit rating. Evidence of the reporting structure for the outcomes of these reviews and the arrangements for follow up actions.
		At Annual Monitoring
		Copies of any external reviews of quality systems which have taken place (and have included credit rating) since the last review activity and details of the dissemination of action points and the progress on these.
		At Periodic Review
		Evidence of a policy/procedure or arrangements in place for external reviews of its systems, processes and arrangements for quality assurance. Details of evidence of an external review cycle in operation. Details of the reporting structure for the outcomes of these reviews and the arrangements for follow up actions. Evidence of improvements following external reviews.

### Criterion 3: Capacity and Commitment

The organisation has the capacity and commitment to operate as an SCQFP Credit Rating Body and ensures that its credit rating processes and procedures link to and function within its existing quality assurance system as already defined in Criterion 2.

The organisation must:

3.1	Document a robust procedure for credit rating which sits within the existing quality assurance system and complies with the requirements of the SCQF Handbook and the SCQF Principles	At Approval
		Evidence of a documented procedure for credit rating and associated quality assurance which meets the principles within the SCQF Handbook along with associated pro-formas and paperwork Evidence of a procedure for the regular review of individual credit rated programmes, including pro-formas and for the review at the end of a credit rating period Details of the individual job roles involved in the process and their responsibilities. Evidence of the testing of the credit rating process using the documented procedure and supported by a full set of completed paperwork.
		At Annual Monitoring
		Evidence of a documented procedure including any changes made since the last review activity or approval. Evidence of the procedure in action. A fully completed set of credit rating paperwork for at least one programme will be required to be submitted. Evidence of the ongoing monitoring of individual credit rated programmes and of the review of programmes which have reached the end of their credit rating period. A fully completed set of paperwork for the monitoring and review of least one programme that has reached its credit rating review period will require to be submitted.
3.2	Define the scope of credit rating authority being applied for in terms of levels, sectors and types of programmes or qualifications	At Approval
		Details of the scope of credit rating the organisation is seeking authority for in respect of subjects/sectors and levels.
		At Annual Monitoring
		Details of credit rating undertaken since the last review activity or approval and how this relates to the CRB's credit rating activity plan.
3.3	Document a robust procedure for the internal review of the proposed	At Periodic Review
		Details if the CRB expects the original scope to change in the next few years. Plans for future credit rating activity.
3.3	Document a robust procedure for the internal review of the proposed	At Approval
		Evidence that the organisation's procedure for credit rating is covered by, and integrated with, its established

	<p>credit rating process showing how it sits within the existing quality assurance system</p>	<p>internal quality assurance system. This should also demonstrate that there is a system in place to address any outcomes and progress actions.  Details of the cycle for this internal review activity for credit rating including details of the responsibility for carrying out internal reviews, the reporting structure for the outcomes of these reviews and the arrangements for monitoring follow up actions.</p> <p><b>At Annual Monitoring</b></p> <p>Copies of any internal reviews of the credit rating processes and procedures which have taken place since the last review activity and details of the dissemination of action points and the progress on these.</p> <p><b>At Periodic Review</b></p> <p>Evidence of a policy/procedure or arrangements in place for internal reviews of its credit rating procedures and processes and details of any changes to this.  Details of any changes to the responsibilities for the carrying out these reviews or in the reporting structure for the outcomes of the reviews.  Evidence of improvements following internal reviews, e.g. action planning and monitoring.</p>
<p>3.4</p>	<p>Demonstrate the ability to make valid and reliable decisions on credit rating, drawing on appropriate sector/subject/industry and level expertise and relating activities to the existing quality assurance system</p>	<p><b>At Approval</b></p> <p>A trial run of the credit rating procedures for at least one programme and the submission of a completed set of paperwork as evidence.  Any evidence of changes made or proposed changes to the credit rating procedure, paperwork and/or reporting structures as a result of the trial run.</p> <p><b>At Annual Monitoring</b></p> <p>Evidence of the credit rating procedure in action. A fully completed set of credit rating paperwork for one programme will be required to be submitted.  Evidence of the system in place to ensure appropriate expertise is used within the credit rating process.</p> <p><b>At Periodic Review</b></p> <p>Evidence that the credit rating process is working and any evidence of changes made to the process.  Evidence of the checks and balances in place to ensure that consistent and robust decisions are being made in the credit rating procedure.</p>
<p>3.5</p>	<p>Document a robust procedure to:  Record the outcomes of credit rating processes  Communicate these outcomes to users and other stakeholders</p>	<p><b>At Approval</b></p> <p>Evidence of a system to record and keep the decisions and rationales for credit rating decisions.  Evidence of a system to record and keep the decisions and rationales in relation to the review of a programme at the end of its credit rating period.  Evidence of written procedures for updating the SCQF database.</p>

	Keep the SCQF database up to date by way of the SCQF portal Describe the way in which the SCQF logo will be used	A copy of an exemplar SCQF certificate. A plan of how the organisation will inform learners of SCQF credit rating outcomes – eg marketing material, prospectuses etc
		At Annual Monitoring
		A copy of an anonymised learner certificate. A full listing of database entries. Evidence of the CRB promoting credit rated programmes to learners, stakeholders and internally within the CRB.
		At Periodic Review
3.6	Document a procedure for developing an annual self-assessment report on credit rating activity for the SCQF Partnership	At Approval
		Evidence of how the information for the first annual monitoring submission will be gathered and who will be involved.
		At Annual Monitoring
		Not applicable.
		At Periodic Review
3.7	Show how the credit rating function and its associated quality assurance are supported by staff development, continuing professional development and/or professional development planning	At Approval
		Evidence of training provided on credit rating to individuals involved in the credit rating process. Details of the plan for ongoing provision of training for new staff or staff new to credit rating (including external members of key committees).
		At Annual Monitoring
		Details of training provided to any new staff or staff new to the credit rating process (including external members of any key committees). If training carried out by CRB staff, evidence of the CPD of those staff in relation to updating of credit rating and SCQF knowledge.
		At Periodic Review
		Evidence of the refreshment of training on credit rating for staff included in the process (including external members on key committees). A plan for future training referenced to future credit rating plans.

## Criterion 4: Third Party Credit Rating

The organisation has the capacity and commitment to operate as an SCQFP third party Credit Rating Body and has the structures and systems in place to carry out this function. It ensures that its systems link to and operate within its existing credit rating processes and procedures link to and function within its existing quality assurance system as already defined under Criterion 2 and that they comply with the requirements of the SCQF Handbook.

The organisation must:

4.1	Define the scope of third party credit rating authority being applied for in terms of levels, sectors, subjects and types of programme or qualification and provide information on how this extension of its credit rating authority will broaden, deepen and extend the Framework	At Third Party Approval
		A business plan setting out: <ul style="list-style-type: none"> <li>• why the CRB wishes to offer third party rating</li> <li>• the levels, sectors, subjects and types of programme it proposes to credit rate</li> <li>• the value of the proposed third party activity to the CRB, any particular sector and the framework as a whole</li> <li>• how this new activity will be funded/resourced.</li> </ul>
		At Annual Monitoring
		Not applicable
		At Periodic Review
Evidence of how the CRB is using its third party credit rating authority to add value to the work of the organisation and the Framework. Evidence of a plan for third party credit rating activities or service.		
4.2	Provide robust, direct evidence of its ability to make valid and reliable decisions on credit rating in its own right, drawing on appropriate sector/subject/industry and level expertise and relating activities to the existing quality assurance system	At Approval
		Evidence of a critical review of the performance of the existing internal credit rating processes and of any changes made to the systems over time and as a result of any internal or external scrutiny.
		At Annual Monitoring
		Evidence of the system in place to ensure appropriate staff with relevant expertise are used within the credit rating process and within the ongoing monitoring of third parties and the delivery of the credit rated programmes.
At Periodic Review		
Evidence that the third party credit rating process is working and any evidence of changes made to the process.		
Evidence of the checks and balances in place to ensure that consistent and robust decisions are being made in the third party credit rating procedure and the third party is informed of the process and outcomes.		

4.3	Document a robust system for providing a quality-assured third party credit rating service, which sits within the existing quality assurance system, and covers procedures for ensuring that the SCQF Principles for third party credit rating are complied with fully	At Approval
		Evidence of a documented procedure for third party credit rating and associated quality assurance which meets the principles within the SCQF Handbook and details of how this integrates with the existing internal credit rating process. Evidence of a procedure for the review of individual credit rated programmes including the submission of an annual self-assessment report by, or visit to, the third party. Details of the individual job roles involved in the process and their responsibilities. Evidence of the guidance and support that will be given to third parties including guidance documents and pro-formas.
		At Annual Monitoring
		Evidence of a documented procedure including any changes made since the last review activity or approval. Evidence of the procedure in action. A fully completed set of credit rating paperwork for one third party programme will be required to be submitted. Evidence of the ongoing monitoring and review of individual credit rated programmes where applicable.
		At Periodic Review
		Evidence of a documented procedure including any changes made since the last review activity or approval. Evidence of ongoing monitoring of third parties and the credit rated programmes. Samples of anonymised learner certificates issued by third parties and evidence of guidance given to third parties on certification.
4.4	Document a robust procedure for the internal review of the proposed third party credit rating service showing how this procedure sits within the existing quality assurance system	At Approval
		Evidence that the organisation's procedure for third party credit rating is covered by and integrated with its established internal credit rating system and its quality assurance system. This should also demonstrate that there is a system in place to address any outcomes and progress actions. Details of the cycle for this internal review activity.
		At Annual Monitoring
		Copies of any internal reviews of the third party credit rating processes and procedures which have taken place since the last review activity and details of the dissemination of action points and the progress on these.
		At Periodic Review
		Evidence of a policy/procedure or arrangements in place for internal reviews of its third party credit rating procedures and processes.



		<p>Details of the reporting structure for the outcomes of these reviews and the arrangements for follow up actions.</p> <p>Evidence of improvements following internal reviews.</p>
4.5	Document a procedure for making an annual self-assessment of its third party credit rating activity	<p><b>At Approval</b></p> <p>Evidence of how the information for the first annual monitoring submission will be gathered and who will be involved.</p> <p><b>At Annual Monitoring</b></p> <p>Not applicable.</p> <p><b>At Periodic Review</b></p> <p>Not applicable.</p>
4.6	Show how the third party credit rating function and its associated quality assurance are supported by staff development, continuing professional development and/or professional development planning.	<p><b>At Approval</b></p> <p>Evidence of training provided on third party credit rating to individuals involved in the process. Details of the plan for ongoing provision of training for new staff or staff new to third party credit rating (including external members of key committees).</p> <p>Details of the information and support to be supplied to third parties including how the CRB will provide information on quality assurance, reporting, marketing and certification.</p> <p><b>At Annual Monitoring</b></p> <p>Details of training provided to any new staff or staff new to the third party credit rating process (including external members of any key committees)/</p> <p>If training carried out by CRB staff, evidence of the CPD of those staff in relation to updating of third party credit rating knowledge.</p> <p><b>At Periodic Review</b></p> <p>Evidence of the refreshment of training on third party credit rating for staff included in the process (including external members on key committees).</p> <p>A plan for future training referenced to future third party credit rating plans.</p>

## Annex 1 Mapping of SCQF Criteria to SCQF Principles

QAM Criteria		SCQF Principles	
1	Body of Good Standing	1	CRBs and the SCQFP have equal responsibility for ensuring the quality and integrity of the SCQF.
2	Robust Quality Assurance System	9	CRBs must establish rigorous and appropriate systems for credit rating, including systems of internal and external quality assurance and arrangements for the retention of evidence confirming decisions on level and credit.
		24	The assessment procedures for RPL including Credit Transfer should be consistent with the normal assessment and general assurance of the organisation.
		25	The process of monitoring and reviewing the operation of RPL procedures, including those for Credit Transfer, should be clearly defined and integrated with the existing quality assurance and enhancement mechanisms of the organisation.
3	Capacity and Commitment	2	All qualifications/learning programmes credit rated on to the SCQF must meet the four criteria for credit rating.
		3	A qualification/learning programme must be capable of being allocated an SCQF level and SCQF credit point in order that it can be included on the SCQF.
		4	A qualification/learning programme must have at least 10 notional learning hours (1 SCQF credit point) before it can be credit rated and considered for inclusion on the SCQF. Only full SCQF credit points are awarded fractions of SCQF credit points (eg 0.5) are not allowed.
		5	Qualifications/learning programme designers must determine the Notional Learning Hours required by a typical learner to complete all learning activities within the qualification/programme.

	6	The number of SCQF credit points allocated to a unit or a module is determined independently of the perceived importance or centrality of that unit/module within a broader programme of learning
	7	The number of SCQF credit points allocated to a unit or module of learning is independent of the standard at which the outcomes are achieved (eg grading)
	8	CRBs must ensure that within the process of credit rating, and in processes for RPL they take due cognisance of the SCQF Level Descriptors and any other reference points
	9	CRBs must establish rigorous and appropriate systems for credit rating, including systems of internal and external quality assurance and arrangements for the retention of evidence confirming decisions on level and credit.
	10	Where assessment leads to the award of SCQF credit points then the certificates issued to learners must include the following information: <ul style="list-style-type: none"> <li>• The title of the qualification/learning programme</li> <li>• The total number of SCQF Credit Points awarded on completion</li> <li>• The SCQF level of the qualification/learning programme achieved</li> <li>• The SCQF logo</li> <li>• The name of the CRB</li> </ul>
	11	CRBs are responsible for uploading the details of all credit rated qualifications/learning programmes to the SCQF database.
	20	The design and development of qualifications and learning programmes for the SCQF should facilitate and promote credit recognition for prior informal and non-formal learning and credit transfer.
	21	RPL is given for learning, not experience alone.

		22	SCQF Credit Points awarded as a result of RPL for informal or non-formal learning are of the same value as credit gained through formal learning.
		23	RPL for the award of SCQF Credit Points must involve a formal assessment or acceptance of evidence for learning which is quality assured.
		24	The assessment procedures for RPL including Credit Transfer should be consistent with the normal assessment and general quality assurance of the organisation.
		25	The process of monitoring and reviewing the operation of RPL procedures, including those for Credit Transfer, should be clearly defined and integrated within the existing quality assurance of the organisation.
4	Third Party Credit Rating	12	CRB must assure themselves, as far as is practically possible, of the good standing and credibility of the Third Party organisation prior to any submission for credit rating.
		13	CRBs must establish rigorous and appropriate systems for credit rating Third Party submission.
		14	CRBs must ensure that Third Party organisations submit information, and documented evidence of, their assessment processes, including arrangements relating to the internal and external quality assurance of assessment decisions.
		15	The CRB must ensure that the Third Party provides details of auditing/quality assurance of their systems including appropriate externality.
		16	CRBs must ensure that the Third Party organisation submits regular (eg annual) reports of progress in the delivery of any credit related qualifications/learning programmes and is aware that they must inform the CRB if any significant changes to these are made which may affect the SCQF level or credit points.

		17	CRBs must agree an appropriate review date for the credit rated qualification(s)/learning programme(s) with the Third Party organisation.
		18	CRBs are responsible for uploading the details of all Third Party qualifications/learning programmes which they have credit rated to the SCQF Database.
		19	CRBs are responsible for issuing the SCQF logo and Brand Guidelines to the Third Party organisation and ensuring that they are aware of the requirements for certification as outlined in Principle 10.