

SCQF SUPPORT FOR EMPLOYERS

www.scqf.org.uk/support/support-for-employers



What is the SCQF?

The qualifications landscape in Scotland has changed significantly over the last decade. The **SCQF** is Scotland's national qualifications framework and provides a way of recognising, describing and comparing the difficulty and notional time taken to achieve a whole range of qualifications and awards.

In addition to mainstream qualifications, the SCQF also contains vocational and skills-based qualifications, and learning programmes developed and delivered in the workplace or community. More information on the SCQF can be found at [**Understanding Qualifications and the SCQF**](#).



Why should SCQF levels be included in recruitment?

When recruiting staff, how you specify the level of skill or competence that you need applicants to have is important. Job adverts often ask for applicants to have a degree or equivalent, or a specific number of Highers or equivalent.

Understanding what that 'equivalent' might be is essential to maximising the range and diversity of potential applicants. For example, a Higher sits at level 6 on the SCQF, however 93% of qualifications at level 6 on the SCQF are not Highers. By using SCQF levels in your recruitment processes **instead** of specific qualifications, you can significantly widen your pool of applicants, who may have a wealth of skills and experience, or alternative qualifications, at the required level. This ensures you get the best range of suitable candidates for your job roles. Ensuring people are working at the right level also helps with employee morale and retention.

How do I know what level to ask for?

It is very important to recruit people with the right level of skills and experience for your job role, and to also recognise that some people may not have qualifications at the required level but may have a wealth of equivalent skills and experience. Our [**SCQF Employer Guide and Levelling Tool**](#) can help you to properly level your job role and also recognise existing skills.

This guide also provides useful information and advice about how the SCQF can support workforce development, identify and better understand employee training needs, source suitable courses and have in-house training credit rated.

SCQF Inclusive Recruiter

The SCQF Partnership runs a recognition scheme, called [**SCQF Inclusive Recruiter**](#), for employers who use SCQF levels in their recruitment instead of specific qualifications.

The process of becoming an SCQF Inclusive Recruiter is simple and does not cost anything. We will talk you through how to recognise alternative qualifications, properly level your job roles, recognise skills and experience, and provide staff training. Both organisations then sign a Memorandum of Understanding setting out their responsibilities and we send you the SCQF Inclusive Recruiter logo for use on your website and recruitment packs.



Know Your Level Tool

We have created a **Know your Level – Job Roles** tool which is based on our **Employer Levelling Tool** and provides you with a way to help you decide what SCQF level your job roles should be advertised at. You can also link directly to different SCQF level webpages from your job adverts which describe what skills and experience are required for each level. This should help to make your requirements clearer for potential applicants e.g.

✓ Inclusive

- This role would suit someone working at **SCQF Level 6**
- You will be educated to **SCQF Level 8** or have relevant skills and experience in ...
- Qualifications or skills and experience at **SCQF Level 9** (e.g. Degree, Graduate Diploma)

✗ Not inclusive

- Minimum 3 Highers
- Qualified to HND level in a relevant discipline
- Degree or Equivalent

Have Your Internal Training Programmes Credit Rated

Many employers have developed rigorous and challenging training that satisfies business needs and is highly valued by staff, but does not receive any recognition outside of the workplace. Credit rating is a mechanism for organisations, large or small, to formally allocate SCQF levels and credits to their learning and have that learning placed on Scotland's national qualifications framework. By having your internal training SCQF credit rated it will receive national recognition and allow you to relate your learning programmes to nationally recognised qualifications.



Workshops

The SCQF Partnership provides the following **workshops** for employers.

- **Would You Credit it?** introduces participants to the SCQF and the criteria which will determine whether a learning programme is suitable for credit rating. It is designed to support individuals and organisations who are developing, or who already have, a learning programme which they are considering having credit rated on to the SCQF.
- **An Introduction to Recognition of Prior Learning (RPL) for Employers** looks at how your organisation can use RPL to meet your needs when recruiting, developing and retaining staff.

How do I find out more?

If you would like to find out more, please contact Nicola Smith at n.smith@scqf.org.uk to set up a meeting.

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scottish credit and
qualifications framework

