****

**Information Gathering Form for International Study Visits/Online Sessions** *Please complete all sections and give as much detail as possible to allow us to ascertain availability, costs and resources etc.*

|  |  |
| --- | --- |
| Information Required | To be completed by organiser |
| *Section A*  |  |
| Organiser/Contact Person Details | Name |  |
| Email address  |  |
| Organisation Name |  |
| Organisation Website address |  |
| Type and sector of organisation |  |
|  | Business Address |  |
| Are you organising the visit/session on behalf of (an)other organisation(s) |  Yes [ ]  No [ ]  *If Yes, please complete Section B If no, please go to Section C* |
| *Section B* |  |
| Organisations represented by Delegates | Name of Organisation | Type/Sector |
|  |  |
| *Section C* |
| Visit/Session format | In person Visit [ ]  Online session [ ]  *Please note that our capacity to offer in person study visits is limited at the present time* |
| Proposed Dates  |  |
| Proposed Length of Visit/Online Session |  |
| Number of Delegates: |  |
| Is the visit or session part of a wider study visit (or virtual tour) | Yes [ ]  No [ ] *If Yes, please give further details below* |
|  |
| Has the group visited the SCQF Partnership before? | Yes [ ]  No [ ] *If Yes, please give further details below* |
|  |
| Will the group be travelling with a translator? | Yes [ ]  No [ ]  |

|  |  |  |
| --- | --- | --- |
| Information Required  | To be completed by organiser |  |
| Section D |  |
| Areas of Interest to the group*(you can find out more about our activities on our website* [Home | Scottish Credit and Qualifications Framework (scqf.org.uk)](https://scqf.org.uk/)) | * SCQF Context, Background & Overview
* Credit Rating for the SCQF
* Quality Assurance for the SCQF
* Credit Transfer and Recognition of Prior Learning
* Capacity Building Activities
* Communication and Marketing of the SCQF
* SCQF Database
* SCQF Employer Tool and Links
* School Ambassador Programme
* Framework Impact Assessment
 | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]   |
| Any other specific areas of interest not listed above |  |
| Any specific questions the group would like answered during their visit/session |  |

**Please fully complete this form and return to** **info@scqf.org.uk** **using ‘Request for International Study visit/Online session’ in the subject box.**

**What happens next?**

1. **Please note that all visits/online sessions will incur a fee.**
2. **We will review your form and may contact you for further information using the email address indicated in this form**
3. **If we are able to accommodate your visit/session, we will inform you of this by email and of the fee that will be applicable. If this is acceptable to you and you wish to go ahead with the visit/session you should indicate this by email.**
4. **On receipt of that initial acceptance email, we will create a specification document which will outline the agreed timings, length and cost of the visit/session. This will be sent to you for agreement, signature and return by email.**
5. **50% of the agreed fee will be due on signature of the agreed specification document (this will be non-refundable) with the remainder of the fee due no later than 48 hours before the visit/session.**

|  |
| --- |
| By signing and returning this agreement, you agree to your personal details being entered into our database (Learnsmarter) to allow us to hold a record of your request and to communicate with you regarding your request [www.scqf.org.uk/privacy-cookie-policy/](http://www.scqf.org.uk/privacy-cookie-policy/).Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |