SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK PARTNERSHIP

TERMS OF REFERENCE: SCQF FORUM

This Group has been established by the SCQF Partnership as a national committee of key organisations with responsibility for providing or supporting education and training in Scotland. Its main purpose is to:

- **enable those organisations, and the sectors they represent, to work together to make full use of the SCQF in meeting needs for access to, and participation in, lifelong learning;**
- **actively support the wider debate and recognition of the SCQF as an enabling framework which underpins, supports and influences Scottish lifelong learning policies**

Role of the Forum
The specific responsibilities of this Group are to:

- Be the means to capture the wide range of expertise and showcase best practice and develop real examples of inter agency collaboration
- Develop possibilities for further embedding of the SCQF and share examples of overcoming barriers
- Provide a mechanism for people to exchange ideas and real examples of implementation
- Emphasise the enabling nature of the SCQF
- Identify, understand and promote the wider uses and values of the SCQF and the level descriptors
- Foster a stronger focus on interagency working
- Be responsible for developing and sharing case studies of best practice
- Ensure that the objectives and priorities of the SCQFP support the needs of individual sectors and are reflective of Government objectives and priorities
- Identify opportunities within these priorities for additional engagement and identify the related key partners in delivering these
- Work individually and collectively between meetings to embed the SCQF fully within own sectors (see Annex 2)

Membership
Membership of the SCQF Forum comprises representatives from a wide range of Stakeholders. The membership of the Forum will be reviewed on a regular basis to ensure the widest representation. Whilst this is a large group, there is sufficient evidence to say that having this kind of coverage generates better engagement and the membership will therefore always remain open. Annex 1 provides a list of member organisations as at May 2015 .

Members should:

- Attend and contribute fully to all meetings or arrange for a suitable alternate;
- Be prepared to share best practice, opportunities and issues for discussion;
- Work between meetings to ensure that the SCQF is fully embedded within their sector.

Chair
The Chair of the SCQF Forum will be the Chief Executive Officer of the SCQF Partnership.

SCQFP officers
The SCQFP Manager will act as the main lead for the Forum supported by the Project Officer. An administrator will provide secretariat and support services.

Frequency of meetings
The SCQF Forum will meet twice per year. This will consist of two half day business meetings in August and February of each year.

These meetings will consider the draft operational plan for the following year and offer guidance on priorities as well as some updating from the SCQFP. They may also suggest small, short-life Task and Finish Groups which may need to be established under the Forum from time to time to take aspects of the operational plan forward.

There will be opportunities for presentations to allow showcasing of best practice and inter agency discussion and action planning and any other items suggested by members.

Reporting requirements
While the SCQF Forum was established by the SCQF Partnership, it does not report
to the Company. Its relationship with the Company will be through the Chief Executive Officer.

Membership of SCQF Forum   **Annex 1**

Association of Directors of Education in Scotland
Colleges Scotland**
College Development Network
Skills Development Scotland*
Chartered Institute of Bankers in Scotland
Youthlink Scotland
Federation of Small Businesses
School Leaders Scotland
Education Scotland*
Highlands & Islands Enterprise
Learning Link Scotland
NHS Education Scotland
NUS Scotland
QAA Scotland
Scottish Enterprise
Scottish Government Learning Directorate*
Scottish Government Employment and Skills Directorate*
Scottish Funding Council
Scottish Parent Teacher Council
Scottish Qualifications Authority*
Scottish Social Services Council
Scottish Trade Union Council/Unionlearning
Scottish Training Federation
Universities Scotland
SCDI
SPARQS (Student Participation in Quality Scotland)
National Parents Forum Scotland
Learner*

* Organisation may need more than one representative to fully reflect range of responsibilities.
** to reflect the split in the college organisations.

Role of member organisations between meetings

As has been set out in the formal Terms of Reference the SCQF Partnership is looking for active members to be part of the Forum. This activity should not be restricted simply to the meetings but also to ongoing work between meetings. To assist with this we have set out in this Annex what some of the expectations are on behalf of the Partnership and Forum members.

In the ToR we said

Members should:

- Attend and contribute fully to all meetings or arrange for a suitable alternate;
- Be prepared to share best practice, opportunities and issues for discussion;
- Work between meetings to ensure that the SCQF is fully embedded within their sector.

In the relation to the latter the expectation would be that members will:
- Actively champion the SCQF in their sector
- Distribute information and identify opportunities for SCQFP to run workshops, display stands, provide keynote speakers
- Work within their resources and structures to identify how best to fully utilise the SCQF
- Actively support the use of SCQF levels in recruitment processes in their own organisations
- Be prepared to share best practice, discuss opportunities and work with other sectors
- Act as individual ambassadors for the SCQF

The SCQF Partnership will:
- Actively support Forum members to disseminate appropriate information in their sectors
- Utilise Forum case studies in the SCQF update, SCQF ezine, on the website and at events
- Act as a broker where required to support inter-agency working
- Where relevant develop and implement agreed joint action plans with individual Forum member organisations