

## **Scottish Credit and Qualifications Framework Partnership (SCQFP)**

### **Periodic Review Report**

#### **Executive Summary**

**Name of CRB:** City and Guilds

**Date of periodic review visit:** Monday 17 June 2013

#### **Scope of credit rating**

City and Guilds is approved to credit rate for the SCQF at Level 8 and below, across a range of sectors and subjects.

#### **Third Party credit rating**

City and Guilds is not approved for Third Party credit rating.

#### **Background to the periodic review**

City and Guilds was approved as a Credit Rating Body (CRB) in 2009. Since then it has been subject to three successful annual monitoring visits. Under the Quality Assurance Model CRBs are then subject to a periodic review every four years carried out by a team of reviewers normally consisting of an external reviewer, a member of the SCQFP Quality Committee and an SCQFP Executive Officer.

The Periodic Review process requires that organisations must continue to demonstrate that they have the capacity, commitment and ability to continue to be awarded the facility to credit rate within the SCQF. It also requires the organisations to demonstrate that they continue to fully meet the criteria for being a Credit Rating Body. The findings under each of these criteria is summarised below along with the outcome of the process:

#### **Summary of findings**

##### *Criterion 1 – A Body of Good Standing*

The CRB provided up to date documentation on all aspects of Criterion 1. There had been no changes to the organisation's constitution and the CRB continued to show commitment to delivery in Scotland. The CRB had recently developed a new business strategy for Scotland.

The Board accepted that the CRB continues to meet Criterion 1.

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

The CRB provided up to date documentation on all aspects of Criterion 2. Paperwork examined confirmed that robust quality assurance systems are in place, that there are both internal and external review processes in place and that quality assurance is supported by appropriate management structures. The system of credit rating for the SCQF is integrated into general quality assurance processes which also apply to the QCF however staff are clearly aware of differences between the requirements of QCF credit rating and those for the SCQF and this is reflected in separate training and paperwork content.

An internal review of SCQF credit rating had recently been conducted and found that SCQF requirements were being met. However in some cases, it seemed that the paperwork had not been signed off in the final stages. The Board accepted that the CRB continues to meet Criterion 2 with one recommendation relating to this criterion (see below).

### *Criterion 3 – Capacity and Commitment*

In terms of capacity for SCQF credit rating, there is a team of 11 Development Managers, of whom four or five are trained specifically in credit rating for the SCQF (Criterion 3). There is clearly the potential for this training to be extended to other Development Managers if work on SCQF credit rating increases. City and Guilds also makes use of consultants in the credit rating process and these individuals are included in SCQF-specific training as appropriate. The training is done via an open learning online system last updated in October 2011. There have been no changes since. There is a strong commitment to increase SCQF credit rating activity over the next 12-18 months.

As indicated above (See Criterion 2), the review panel felt that there was an element missing from the overall QA for credit rating. This involved final checks on the coherence of the programme once unit and programme levels had been allocated (i.e. an overall confirmation by someone not earlier involved in the credit rating process).

The Board accepted that the CRB continues to meet Criterion 3 with one recommendation relating to this criterion (see below)

## **Outcome**

### **SCQF Board decision and conditions/recommendations**

The Board accepted that the CRB meets all the criteria for continuing to credit rate for the SCQF.

At its meeting on 12 December 2013, the Board made one recommendation:

- City and Guilds should institute an overall tightening up of SCQF credit rating processes to ensure in future that all paperwork is completed accurately.

The Board also decided that under the revised Quality Assurance Model (2014), from 1 April 2014 and following a successful periodic review, City and Guilds should be allowed to move to an annual monitoring process which will involve only the completion of a self-assessment report to the Partnership on an annual basis. This report will be scrutinised by the SCQF Partnership and referred to the Quality Committee for consideration.