

**Scottish Credit and Qualifications Framework Partnership (SCQFP)
Periodic Review Report (2018)
Executive Summary**

Name of CRB: The Scottish Police College (SPC)

Date of periodic review visit: 29 March 2018

Background to the periodic review

The Scottish Police College – Tulliallan (SPC-T) was initially approved by the SCQF Partnership as a CRB in 2009. Its previous periodic review was in 2014 and occurred soon after Scotland's eight police forces had been merged in to a single police force, Police Scotland, whose functions include the training of officers and the quality assurance of the training. Since then SPC-T has undergone three successful annual monitoring activities. This periodic review visit was carried out in March 2018.

Process Note: each review is carried out by a team consisting of a member of the SCQF Quality Committee, an SCQF Partnership Officer and an External Reviewer. The CRB makes a submission using a standard template and considering the SCQF Quality Assurance Model Criteria. Following the submission, a visit is carried out to the CRB's premises and a full report produced. This document notes the key finding within that full report.

Summary of findings

Criterion 1 A Body of Good Standing

Highlights

- The CRB has a successful record in the design and delivery of learning provision for Scotland;
- Police Scotland has a set of Equality, Diversity and Dignity Standard Operating Procedures in place. There is an expectation that programme designers will consider issues of fair and equal access as part of their design process;
- The organisation facilitates staff development through its performance appraisal process and aspires to provide career-long training for its staff.

Areas for development/action

- Following the creation of the single police force in 2013, the need to develop processes to allow the formerly autonomous CRB to fit into the very complex structure of Police Scotland has been challenging for the staff. However, the report commended the QA staff for the extent to which they worked to maintain standards over the period of very significant transformation;
- The organisation facilitates staff development through its performance appraisal process. However due to resource constraints the primary focus will now be on role/rank mandatory and essential training and it is less likely that personal development aspirations will be met.

Criterion 2 Robust Quality Assurance System

Highlights

- Strategic oversight of all matters relating to the quality assurance of Police Scotland's credit rated provision is provided by the Quality Assurance Committee (QAC);
- All new credit rated programmes are audited 3 months after the start of delivery;
- All credit rated programmes are subject to annual quality audit and assurance reviews with follow up visits where corrective action is required;
- Internal and external reviews had been carried out in 2016 and corrective actions taken.

Areas for development/action

- The brevity of the QAC action/decision log made it difficult to track issues;
- A number of issues were highlighted within the audit process and corrective action taken but it was not clear that the audit system would necessarily recognise and highlight systematic issues;
- The review team noted that there was a question of independence of the internal review given that the reviewer was a member of the ratifying panel;
- There was no documented process for regular internal review.

Criterion 3 Capacity and Commitment

Highlights

- Credit Rating processes had been streamlined and allowed for QA staff to be involved at a much earlier stage providing advice and guidance to subject experts
- SCQF is referenced in all QA staff role profiles;
- SPC-T is clear about the value of its relationship with SCQF and credit rating;
- Training for staff in QA roles includes updates at monthly team meetings, attendance at SCQFP conferences and workshops, and attendance at internal credit rating standardisation workshops;
- SPC-T reported a firm commitment to credit rate a number of key Police Scotland programmes in the following year.

Areas for development/action

- The early involvement of QA staff could lead to a blurring of roles if not carefully managed;
- Whilst the QAC has an oversight of processes it has no role in formally approving credit rating decisions;
- The involvement of subject experts in the Credit Rating Validation Panel or at other stages in the CR process beyond programme development was not clear;
- The number of QA staff and trained and experienced credit raters has fallen since the previous periodic review.

Criterion 4 Third Party Credit Rating

Highlights

- The third party owners of programmes credit rated by SPC-T reported no criticisms of the CRB and commented positively on the support provided;
- Quality assurance processes for third parties are currently aligned with those for in-house provision.

Areas for development/action

- Due to limited resources, the CRB does not plan to undertake any further third party credit rating at this time.

SCQF Credit rated programmes, Database accuracy and certification

Highlights

- The CRB had reviewed its paperwork and streamlined the process;
- SPC-T had introduced a revised process of certification of credit rated programmes following the 2016 annual review;
- The sample certificate provided meets SCQF requirements.

Areas for development/action

- There were some inaccuracies noted within the *Qualifications Framework Document*;
- The sampling of credit rated programmes highlighted audit paperwork which described some significant non-conformances and a certification hold which had been dealt with;
- The sampling noted some inconsistencies in the completion of the paperwork.

Process Note: the full review report together with an action plan from the CRB responding to the areas highlighted for development/action are submitted to the SCQF Quality Committee which makes recommendations to the SCQF Board. The decision of the SCQF Board is based on the review of the report and of the appropriateness of the CRB's action plan in responding to the draft report.

SCQF Board decision and conditions/recommendations

The Board decided that SPC-T should continue as an SCQFP Approved Credit Rating Body subject to desk based annual monitoring and also set the following conditions:

- SPC-T should submit an update to its action plan by October 2018;
- SPC-T should also submit a revised credit rating process showing the identification of clear roles and independence throughout the process.