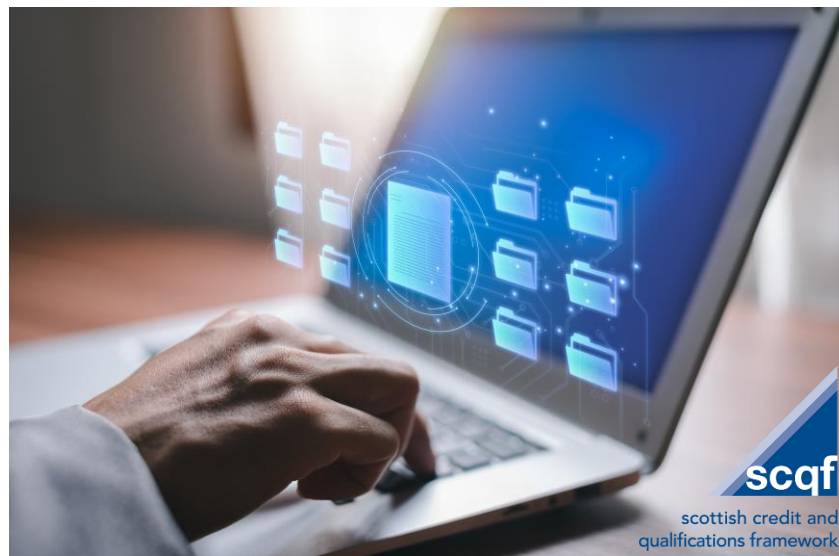


The SCQF Register Explained



A Guide for Credit Rating Bodies



Funded by the
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of the European Union

The SCQF Register Explained - A Guide for Credit Rating Bodies

Background

The SCQF Register is the central repository in Scotland for accessing credit rated qualifications and learning programmes. The Register is an excellent resource for learners and others to find out more about the level and credit value of qualifications or learning programmes that are on the Framework.

All SCQF Credit Rating Bodies (CRBs) are responsible for uploading the details of all qualifications and learning programmes they credit rate onto the SCQF Register. This ensures this valuable resource continues to be current and accurate.

The SCQF Partnership has produced this guidance document to provide information on how CRBs can add new qualifications/learning programmes to the Register and view and edit their own qualifications/learning programmes already on the Register.

[NB You do **not** normally need to notify the SCQF Partnership when you have credit rated a programme. Simply enter its details on the Register. However, if you are a college or university credit rating for the first time, you should notify both the SCQF Partnership and HMIE (colleges) or QAA Scotland (HEIs).]

The Public Access

Anyone can access the public access to the Register and view qualifications. This is done via the SCQF website www.scqf.org.uk by clicking on **Search the Register** at the foot of the homepage. As a CRB you could put a link on your website to this public access so that your learners and others, such as employers, can access information about programmes/courses.

Explore the Framework

The SCQF is the lifelong learning framework for Scotland. It is used to compare and understand our country's wide range of qualifications.

Find out how it works



Understand SCQF levels



Know Your SCQF Level



Find a course on the SCQF Register



This link offers a comprehensive search facility where you can search by subject, title of qualification or learning programme, the qualification/learning programme owner, SCQF level, keyword and/or the name of the Credit Rating Body (CRB).

The search page then looks like this:

Subject

--- None Selected ---

Title or keyword of qualification/programme

|

Owner of qualification/programme

Credit Rating Body

--- None Selected ---

SCQF Level

SCQF level between 1 and 12

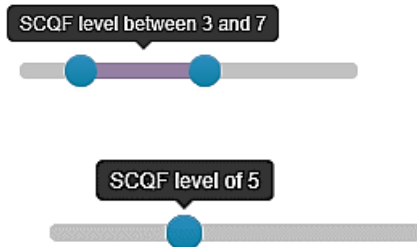
Can't find your programme? [Click here to include archived programmes in your search](#)

The **Subject** search facility allows you to search using a list of pre-defined subject areas. Select the subject category, then click **Search**. This will display a list of all the qualifications/learning programmes which fall into that category.

The **Title or Keyword search** has a predictive text facility which offer suggestions as you type, so even partial knowledge of the title should suffice. Add the title (or part of the title) and click **Search**. This will also allow you to search for words that are included in the entry for a programme. It may also produce lists of programmes with similar words, ie, a search for 'ski' will also bring up programmes with titles including snow. This search function will grow as we identify more links.

The **Owner of qualification/programme** search field allows you to type in the name of a qualification/learning programme's owner to produce a list of all qualifications/learning programmes owned by that organisation. The owner of qualifications/learning programmes may, or may not be the same as the CRB. For example, a learning programme might be owned by a voluntary organisation (programme owner) and credit rated by a college (CRB). This also has a predictive text facility and will bring up suggestions of the programme owners currently included in the Register records.

The **SCQF level** bar allows searches by SCQF level or a range of SCQF levels and will display all qualifications/learning programmes with that level or within that range. You do this by dragging the two blue circles.



To allow you to search for qualifications/learning programmes that belong to a specific CRB, use the drop down menu for **Credit Rating Body** to select whichever CRB name you require. Then click on **Search**. This will bring up all the qualifications/learning programmes credit rated by that CRB.

You can use all of these search functions at the same time to produce a particular result. There is also a **clear** button to remove all the search criteria you have entered.



On a general search, programmes will be displayed like this:

Your search has returned **11402** results. Click on the titles for more information

Programme Title	Owner	SCQF Level	SCQF Credits	EQF Level
ACLIP: Certified Affiliate of CILIP	Chartered Institute of Library and Information Professionals (CILIP)	8	20	5
Across the Minch Traditional Boatbuilding and Repair in the North West of Scotland	Grimsay Boatshed Trust	6	226	4
Acute Transfusion Reactions	Scottish National Blood Transfusion	9	2	6
Addiction and Cognitive Behavioural Therapy	Glasgow Caledonian University (GCU)	9	30	6
Administration of Medicines	West College Scotland	4	2	2
Adult Achievement: Evaluating Achievement and Planning for Success	Newbattle Abbey College	6	6	4
Adult Achievement: Recognising and Building on an Achievement	Newbattle Abbey College	3	3	1
Adult Achievement: Understanding Achievement and Developing Your Potential	Newbattle Abbey College	4	4	2
Adult Literacy and Numeracy Volunteer Tutor Training	South Ayrshire Council	6	10	4
Advanced Clinical Skills - Module 10 Professional Practice in Context III	Centre of Therapy and Counselling Studies	10	30	6

To see the next page of results, press the next button at the bottom. To see a programme in more detail, simply click the entry and the following information will appear in a pop up box:

Module 2 - Task and Task Management

SCQF Level ?	5
SCQF Credits	16
Programme Aims	This module introduces candidates to a variety of basic fire service equipment and techniques, including pumps, lines and ladders.
Subject Area(s)	Public Services
Programme Owner	Scottish Fire and Rescue Service
Credit Rating Body	Scottish Fire and Rescue Service - TED
Target Audience	New entrant retained, volunteer and wholetime duty system firefighters to the SFRS
Skills Gained	Those who have undertaken this module will be able to: Demonstrate the correct use of basic fire service equipment in accordance with the standard drills as ... more
Approval Date	16 March 2017
EQF Level ?	3

Close






You can access the programme owner and credit rating body websites from here. (This is dependent on the webpage address given in the Register for the CRB and the programme owner). This section also displays the appropriate EQF level for the programme. Clicking on the ? at SCQF level will enable you to see a copy of the SCQF diagram showing the levels and clicking on the ? at EQF Level will provide a brief explanation of the EQF.

A new feature of the Register is the ability for the public to **search the archived records**, you can do this by checking the box to include those records.

Can't find your programme? Click here to include archived programmes in your search

If you have asked the Register to search archived programmes, then any results displayed which are in the archive will be shown with a small suitcase logo.

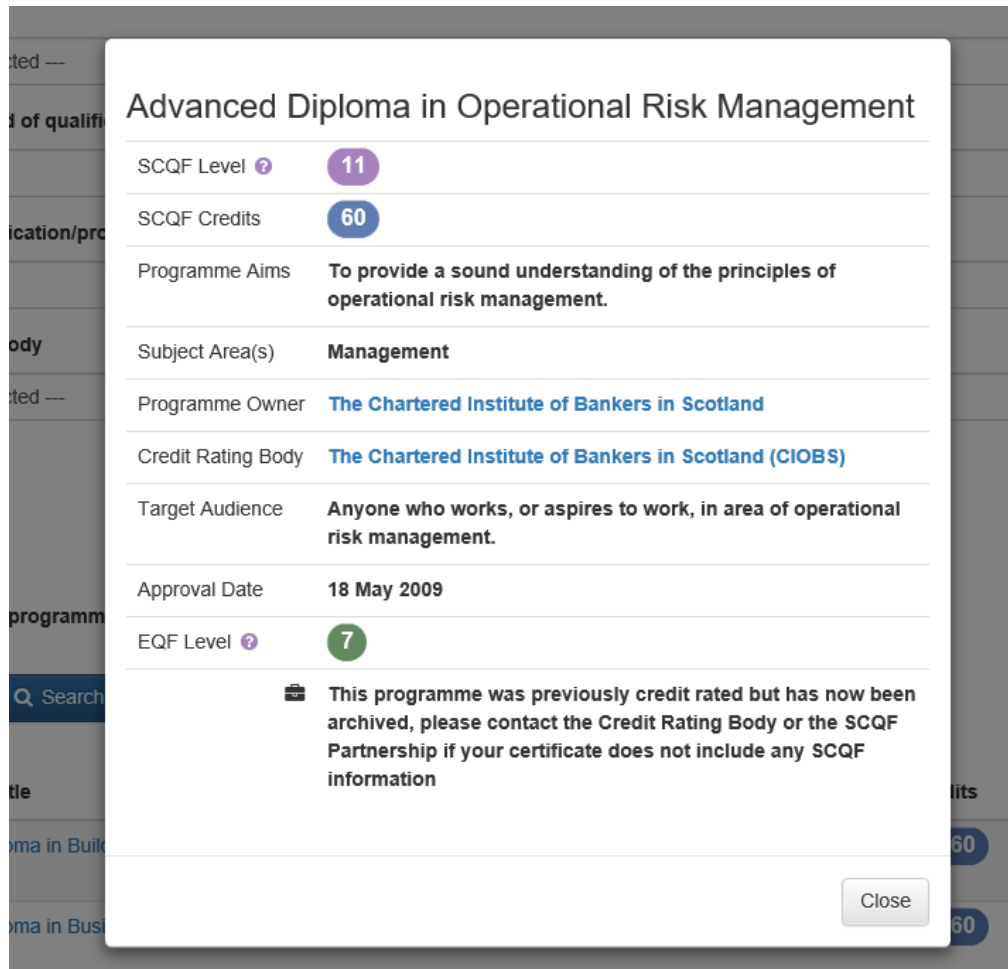
Your search has returned **14621** results. Click on the titles for more information

Programme Title	Owner	SCQF Level	SCQF Credits	EQF Level
Advanced Diploma in Building Society Operations 	The Chartered Institute of Bankers in Scotland	11	60	7
Advanced Diploma in Business and Corporate Banking 	The Chartered Institute of Bankers in Scotland	11	60	7
Advanced Diploma in Financial Services 	The Chartered Institute of Bankers in Scotland	11	60	7
Advanced Diploma in Financial Services Leadership 	The Chartered Institute of Bankers in Scotland	11	60	7
Advanced Diploma in Hospitality Management	LCCI Nepal Pvt. Ltd	7	99	5
Advanced Diploma in Islamic Studies	Al-Maktoum College of Higher Education	10	between 72 and 80	6
Advanced Diploma in Operational Risk Management 	The Chartered Institute of Bankers in Scotland	11	60	7
Advanced Diploma in Psychology	American Education Centre Ltd (ANC)	8	141	5
Advanced Five Element Reflexology	Association of Reflexologists	8	10	5
Advanced Good Clinical Practice Module	ClinTec International	9	2	6

Showing 81 to 90 of 14,621 entries

As a CRB, you will be able to remove any archived programmes from the public view and instructions on how to do so are included in the later sections of this guide. You should use this function sparingly to ensure that learners are still able to find programmes that they have completed previously.

If an archived programme is then selected, the following pop up box is shown:



The screenshot shows a pop-up window titled "Advanced Diploma in Operational Risk Management". The window contains the following information:

SCQF Level	11
SCQF Credits	60
Programme Aims	To provide a sound understanding of the principles of operational risk management.
Subject Area(s)	Management
Programme Owner	The Chartered Institute of Bankers in Scotland
Credit Rating Body	The Chartered Institute of Bankers in Scotland (CIOBS)
Target Audience	Anyone who works, or aspires to work, in area of operational risk management.
Approval Date	18 May 2009
EQF Level	7

Below the table, there is a warning message with a suitcase icon: "This programme was previously credit rated but has now been archived, please contact the Credit Rating Body or the SCQF Partnership if your certificate does not include any SCQF information". A "Close" button is located at the bottom right of the pop-up.

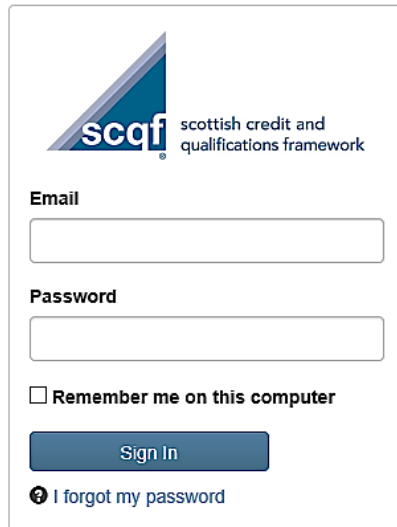
You will see that the entry is then accompanied by a health warning at the suitcase logo:

This programme was previously credit rated but has now been archived, please contact the Credit Rating Body or the SCQF Partnership if your certificate does not include any SCQF information

This public access view is read-only and will not allow you to edit any entry or add any new qualifications/learning programmes. For this, you will have to log in as a registered user.

Logging in as a registered user

Access for registered users is through the SCQF home page of the website (www.scqf.org.uk). Click on the **Support** tab, then select **Credit Rating**, and then select **SCQF Portal**. You will then see a log in page.



The image shows a login form for the SCQF (Scottish Credit and Qualifications Framework) website. At the top left is the SCQF logo, which consists of a blue triangle with the letters 'scqf' in white, followed by the text 'scottish credit and qualifications framework'. Below the logo are two input fields: one for 'Email' and one for 'Password'. Under the password field is a checkbox labeled 'Remember me on this computer'. Below the checkbox is a blue button with the text 'Sign In'. At the bottom left of the form is a link with a key icon and the text 'I forgot my password'.

To log in as a registered user, the email address you use must have been previously notified to the SCQF Partnership by the primary registered user in your organisation with your permission. You should then have received an email which contains a unique password. To log in, type your email address and the password you have been allocated. You can view our [Privacy & Cookie Policy](#).

If you have difficulty logging in, please check that you have typed your email address and the password correctly. If this fails, please contact Register@scqf.org.uk (or call 0141 225 2922) to check that your email address has been added to the list of registered users.

If you know that your email address has been added to the list of registered users and you still have a problem logging in, please try renewing your password. This can be done by typing in your email address on the log in page, then clicking on **I forgot my Password** at the bottom.

This will generate an email to your address giving you a new password. Use this new password, along with your email address to log in. These steps should resolve any log in issues. However, if problems persist, please contact the SCQF Partnership (see below).

If you want to change your password, job title or contact details, click on **My Profile** on the master toolbar at the top of the screen. If you need to change your email address, you cannot do this here but need to contact the SCQF Partnership at on 0141 225 2922 or Register@scqf.org.uk.

If you do not have (or do not know who is) a registered user in your organisation, please contact Register@scqf.org.uk or call 0141 225 2922.

Adding and editing qualification/learning programmes

Once you have logged in, you can do a number of things. First, you will see a menu with two options.



Programmes

This will show you the list of all programmes that your organisation has credit rated, including any that have been archived. Each programme will have a status. This can be:

- Draft
- Submitted
- Published
- Published (Review Due)
- Queried
- Archived

This listing will also highlight any programme which has gone past its review date.

You can sort these programmes by using the filter bar at the top:

Programme Ref	Programme Title	Programme Owner	Credit Rating Body	SCQF Level	SCQF Credits	Status	Review Date	Approval Date	Private
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Equals...	▼ Contains...	▼	▼ On...	▼ On...	▼ Contains...

Programme Ref	Programme Title	Programme Owner	Credit Rating Body	SCQF Level	SCQF Credits	Status	Review Date	Approval Date	Private
▼ Contains...	▼ administration	▼ Contains...	▼ Contains...	▼ Equals...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...

You can view a programme by double clicking on a programme or by highlighting a programme and hitting the **View Programme** button at the top.

Adding a Programme

From here, you can also add a programme by using the **Add programme** button. After you click on this button, you will see the following page where you can add a newly credit rated programme.

Home / Programmes

< Back

+ Add Programme View Programme Export Clear Filters Publish Programme Archived Programme Passed Review Date

Show 10 records

Programme Ref	Programme Title	Programme Owner	Credit Rating Body	SCQF Level	SC
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Equals...	▼

All fields marked with an * are compulsory and must be completed. You will notice there is a common format for credit points, with 3 options. The 'not applicable' option should only be used if there has been prior agreement of this with the SCQF Partnership.

Programme Details

*Required

Programme Owner * ?

Programme Ref *

Programme Title *

Programme Aims

Target Audience

Skills Gained

Credit Rating Body *

Subject Area #1 *

Subject Area #2

SCQF Level *

SCQF level of 1

SCQF Credits *

Credit of X At least X Between X and Y Not applicable

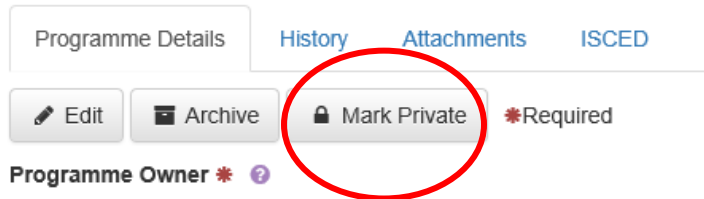
Tags ?

Approval Date * ?

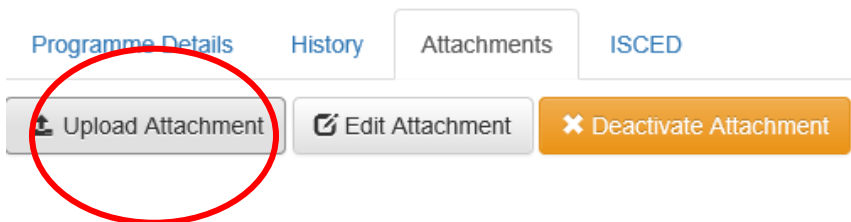
Review Date * ?

You can also enter tags for your programme. These are words that would make it easier for someone to find your programme. For example, if you have a programme known in your sector by an abbreviation, you could put that in here.

If you want to prevent the public from viewing your learning programme on the Register, submit your programme and then go back into the programme page while it is in the submitted status and simply change the box marked **private** to read **Yes**. This function should normally only be used where there is a reason, such as commercial sensitivity or security which means you would not want the public to view the details. **Otherwise, you should leave the box at No.** (Registered users in your organisation and SCQFP Officers will still be able to view the programme if they are logged in.) You can also do this once the programme has been published, but this will mean the programme will be viewable from the time of publication until this is done.



You can, if you wish, also attach and store any documents here in relation to this programme. For example, you may wish to attach the final credit rating decision document here or the notification letter of level and credit. There is no obligation to do this, however, this may be a useful storage facility for Credit Rating Bodies for review purposes. For those subject to review by the SCQF Partnership this will mean that the Partnership will have easy access to these documents at the time of annual or periodic review.



Once you have entered a new programme and saved this, it will be seen on your list as draft and on the page as draft at the top right hand side.

Status : Draft

You can continue to check this programme and make changes – once you are happy with your entry, you can hit the submit button. This will send an alert that the programme has been entered to the SCQFP and the status will change to submitted.

Status : Submitted

The SCQF Partnership will now accept the entry or may send a query by email to you about your programme. The purpose of this is not to approve or check the credit rating of the programme, but to ensure the quality of the information being entered on the Register ie typing errors, title checks to ensure no restricted titles being used inappropriately, etc.

Status : Queried

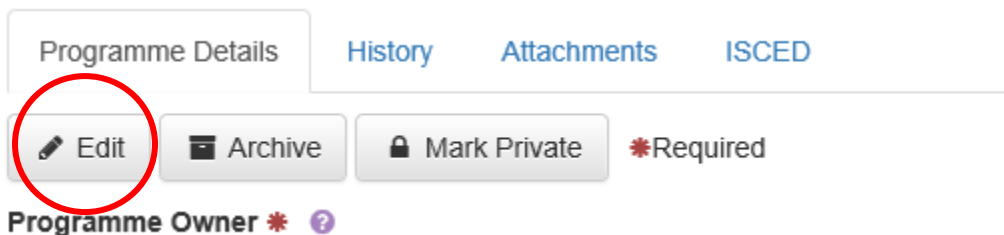
Once the programme has been accepted, the programme status will change to published.

Status : Published

Please be aware that it may take up to 3 working days for programmes to appear on the public search.

Editing a Programme

If you wish to edit the programme, you can do this by double clicking the programme on your programme list. Then, on the next programme page, click edit programme



This will allow you to edit the programme page. Once you have made the changes and click save, you should see your programme return to the status of Draft. Once you are happy with your changes, you should click submit and this will send the notification to SCQF Partnership, as above, and will follow the process until it is accepted and published.

You can also view the history of the changes made to a programme by clicking the Programme History button. You will then see all the changes to a programme and the name of the user making those changes:

Programme Details **History** Attachments ISCED

Show 10 records

Description	By	Date/Time
▼ Contains...	▼ Contains...	▼ On... ▼

0 - 0 of 0 records < Prev 1 Next >

International Standard Classification of Education (ISCED) Codes

There is also a tab to enter an ISCED-F code for your programme. This is automatically allocated by the Register, so you do not need to do this routinely. However, if you feel this has been wrongly allocated, you may alter the code here using a series of codes and sub codes. This is not shown on any public view and is solely for the purposes of uploading to the Learning Opportunities and Qualifications in Europe Portal**. Please contact the SCQF Partnership for more information.

Programme Details History Attachments **ISCED**

Show 10 records

Description	By	Date/Time
▼ Contains...	▼ Contains...	▼ On... ▼

0 - 0 of 0 records < Prev 1 Next >

Adding a new Programme Owner

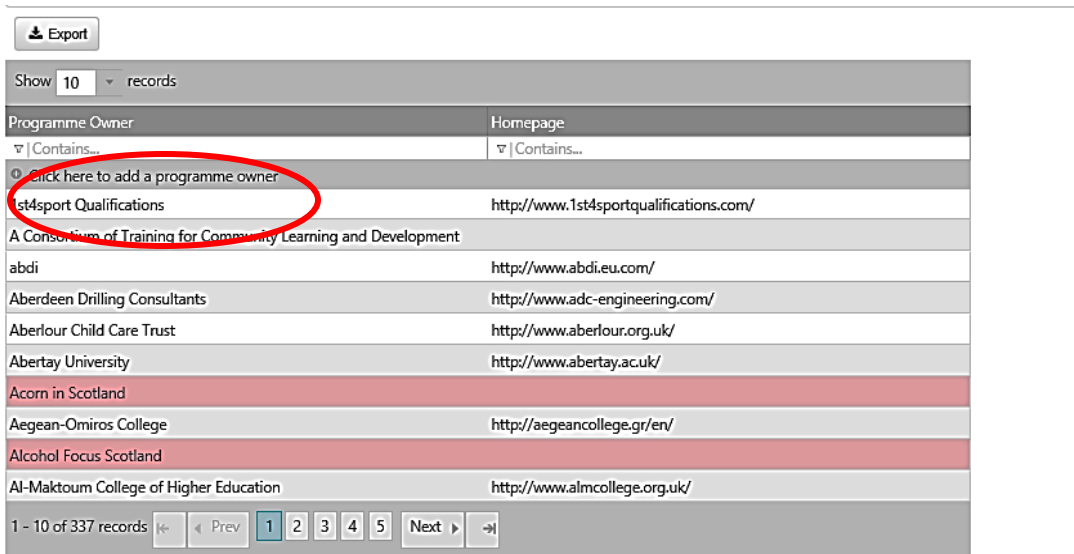
If the owner organisation of the learning programme you are entering has not been entered on the Register previously, you will have to add their name to the programme owner's list. This has to be done *before* you add the new qualification/learning programme itself. You can check whether the programme owner has been entered by clicking on **Programme Owners** on the main menu.

 Programmes

 Programme Owners

This produces an alphabetical list of programme owners that you can then check.

To add a new programme owner, click on **Add a Programme Owner** at the top of the list



Type the name of the new programme owner in the field for **Name** as you wish it to be seen on the Register. Click **Done**. This will then add the name of the organisation to the full list of Programme Owners. Please avoid using abbreviations where possible.



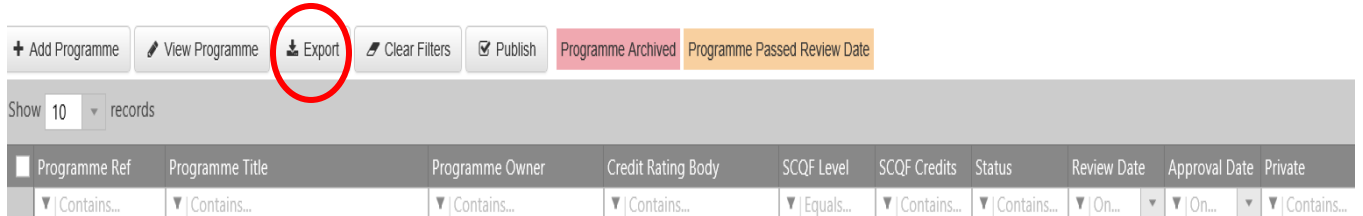
Facility to Bulk Upload

For CRBs that manage large amounts of data each year, there may be occasions when you need to use the Bulk Upload facility. This is possible if you are able to submit the data using an XML schema.

If, for any reason, you think you will have to deal with the inputting of a large number of programmes at one time, please contact the SCQF Partnership (Register@scqf.org.uk) to discuss whether we can make this bulk upload facility available to you.

Facility to export your programme information

Many CRBs asked for the facility to be able to export your list of programmes from the Register. You will see that we have given you this function at the top of the programme listing:

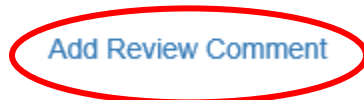


This will send the information to an Excel spreadsheet.

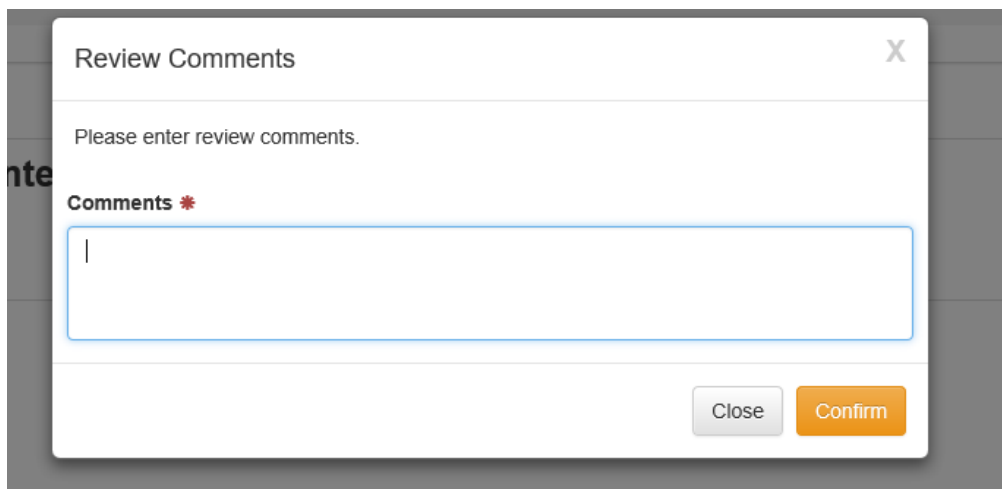
Review Dates

When a qualification/learning programme nears its review date, an automatic email will be sent alerting you to this. This is your prompt to review the provision and update it. The programme will also be highlighted in orange on your listing within your programme view and the status will be shown as Published (review date):

Status : Published (Review Due)



If you know that you will not be able to complete the review by the review date submitted, you should indicate this and your progress towards the completion of the review using the **Add Review Comment** button on the programme page. You should continue to update this as progress is made.

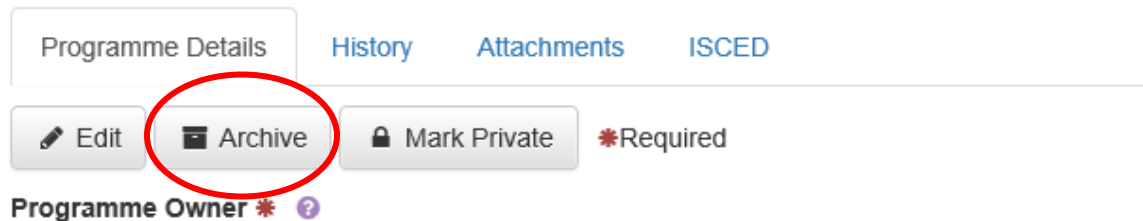


The screenshot shows a 'Review Comments' dialog box with a close button (X) in the top right corner. The text inside says 'Please enter review comments.' Below this is a label 'Comments *' followed by a large text input field. At the bottom right of the dialog box are two buttons: 'Close' and 'Confirm'.

Archiving a qualification/learning programme

At this point, you may decide not to credit rate the provision again, but to terminate the learning programme because it has reached the end of its life, or it may be being replaced by a new programme.

In this case, you should archive the learning programme. This is done by logging in, clicking the **programmes** tab and selecting the programme as before. You can then select to archive the programme using the button at the top.



This will change the status of the learning programme to **archived**. Please note that the public search can include archived programmes. If you do not wish your archived programme to be seen in this search, you should also change the status of the programme to private. This will mean when the archive is searched, this programme will not appear. If you are in doubt as to whether you should select this option, please contact the SCQF Partnership for advice.

Status : Archived

If, for any reason, you have either archived a programme in error or a programme has been reinstated, you should contact the SCQF Partnership.

If no information is received by email or phone and a comment not submitted (and not archived (see below)) then the programme will be archived by the SCQF Partnership six months after the expiry of the review date.

Further information

If you have any other queries, or you have any problems with the Register, please get in touch with the SCQF Partnership Development Officer on Register@scqf.org.uk or telephone 0141 225 2922.

** Learning Opportunities and Qualifications in Europe Portal. This work is still ongoing, led by the European Commission. All fully completed programme data entries from the SCQF Register will be sent to the portal for uploading to allow comparisons to other EQF frameworks.

