

SCQF SUPPORT FOR EMPLOYERS

www.scqf.org.uk/support/support-for-employers



What is the SCQF?

The qualifications landscape in Scotland has changed significantly over the last decade. The SCQF is Scotland's national qualifications framework and provides a way of recognising, describing and comparing the difficulty and notional time taken to achieve a wide range of qualifications and awards.

In addition to mainstream qualifications, the SCQF also contains vocational and skills-based qualifications, and learning programmes developed and delivered in the workplace or community. More information on the SCQF can be found at [Understanding Qualifications and the SCQF](#).



Why should SCQF levels be included in recruitment?

When recruiting staff, how you specify the level of skill or competence that you need applicants to have is important. Job adverts often ask applicants to have a degree or equivalent, or Highers or equivalent. Understanding what that 'equivalent' might be is essential to maximising the range and diversity of potential applicants. For example, a Higher sits at SCQF level 6, however only 7% of qualifications at SCQF level 6 are Highers.

By using SCQF levels in your recruitment processes **instead** of specific qualifications, you can significantly widen your pool of applicants, who may have a wealth of skills, experience, or qualifications at the required level. This ensures you get the best range of suitable candidates for your job roles. Ensuring people are working at the right level also helps with employee morale and retention.

How do I know what level to ask for?

It is very important to recruit people with the right level of skills and experience for your job role, and to also recognise that some people may not have qualifications at the required level but may have a wealth of equivalent skills and experience. Our [SCQF Employer Levelling Tool](#) can help you to understand what SCQF level you should be asking for and also helps you to recognise skills and experience at different levels.

SCQF Inclusive Recruiter

The SCQF Partnership run a recognition scheme, called [SCQF Inclusive Recruiter](#), for employers who use SCQF levels in recruitment instead of specific qualifications. The process of

becoming an SCQF Inclusive Recruiter is simple and does not cost anything. We provide staff training covering how to recognise and compare qualifications across Scotland and beyond, level your job roles to the SCQF, recognise skills and experience, and word job adverts.



Know Your Level Tool

Our online **Know Your Level Tool** is based on the **Employer Levelling Tool** and allows you to link directly to different SCQF level webpages from your job adverts, helping to make your requirements clearer for potential applicants.

✓ Inclusive

- This role would suit someone working at **SCQF Level 6**
- You will be educated to **SCQF Level 8** or have relevant skills and experience in ...
- Qualifications or skills and experience at **SCQF Level 9** (e.g. Degree, Graduate Diploma)

✗ Not inclusive

- Minimum 3 Highers
- Qualified to HND level in a relevant discipline
- Degree or Equivalent



Have Your Internal Training Programmes Credit Rated

Many employers have developed rigorous and challenging training that satisfies business needs and is highly valued by staff, but does not receive any recognition outside of the workplace. Credit rating is a mechanism for organisations, large or small, to formally allocate SCQF levels and credits to their learning. This allows internal training to be more valued and understood in relation to better known qualifications.

Workshops

The SCQF Partnership provides the following **workshops** for employers.

- **SCQF Inclusive Recruiter Training** looks at understanding and comparing qualifications in Scotland and beyond, levelling job roles to the SCQF and wording job adverts
- **The SCQF for Employers** looks more deeply at how you can use the SCQF in recruitment and workforce development, levelling job roles, recognising existing employees' skills and experience and using Recognition of Prior Learning (RPL) in your organisation
- **Would You Credit it?** looks at the process for getting your learning programme ready for credit rating and how to allocate an SCQF level and credit points.

How do I find out more?

If you would like to find out more about any of the above, please contact Nicola Smith at n.smith@scqf.org.uk or info@scqf.org.uk



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scottish credit and
qualifications framework

