

As assigning SCQF Level and SCQF Credit Points to provision is much more efficient at the programme design stage rather than retrospectively, it is recommended that the implementation of credit rating is disseminated within the college.

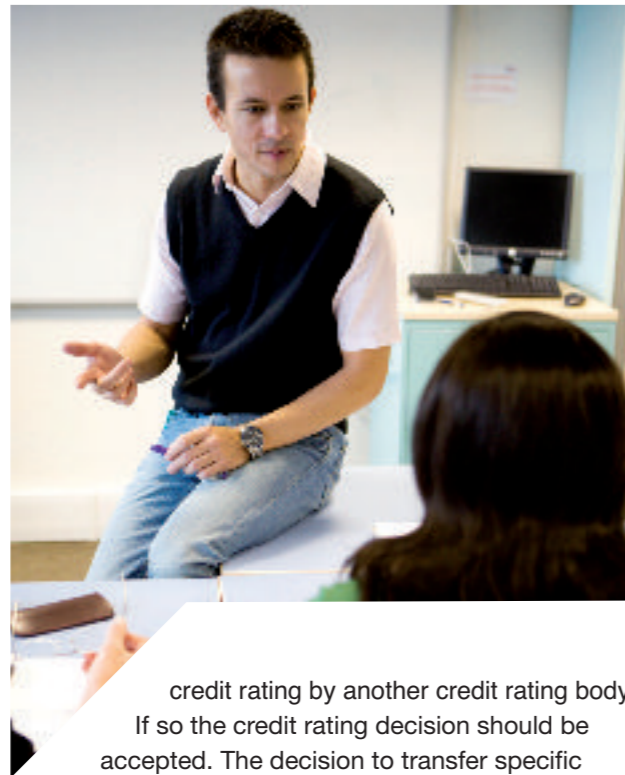
In order for the SCQF database of credit rated provision to be updated, it is important that the SCQF Executive is notified of all provision that has been submitted for credit rating and the subsequent outcome of the credit rating decisions.

### CREDIT RATING THIRD PARTY PROVISION

The SCQF Credit Rating Guidelines 13 to 27 set out the processes for credit rating third party provision and Flowchart 2 illustrates the suggested procedures. In order to keep the records up-to-date and avoid duplication of credit rating, it is important that the SCQF Executive is notified when third party provision is submitted to a credit rating body for credit rating. All information received by the SCQF Executive will remain confidential until the completion of the credit rating process.

Submitted provision must meet the criteria for credit rating in terms of learning outcomes, quality assurance, assessment and notional learning time. The submitting body should be informed if the submitted provision does not meet the criteria and given the opportunity to consider if amendment(s) to the learning provision would be appropriate. Where amendment is not appropriate the process would come to an end.

Where the programme meets the criteria for credit rating, or can be amended to do so, the college must check with the SCQF Executive to ascertain whether the provision has already undergone general



credit rating by another credit rating body. If so the credit rating decision should be accepted. The decision to transfer specific credit into a programme of study will always remain with the receiving organisation (SCQF Credit Transfer Guidelines).

If the provision has not been credit rated the college should ensure that the appropriate mechanisms are in place to meet the requirements of the SCQF Credit Rating Guidelines and meet the necessary standards for quality assurance.

If credit rating has not been implemented within the college, this should be set up prior to carrying out any credit rating activity. The procedures for the Implementation of Credit Rating should be followed as previously set out in this leaflet.

The outcome of the credit rating decision, and the review dates for third party provision, should be notified to the SCQF Executive at the earliest opportunity. Information on the level and credit value of programmes will be held by the SCQF Executive who is moving forward the development of a national database of credit-rated provision. Information on newly credit-rated programmes will also be included in the relevant issue of the bi-annual SCQF Update and posted on the SCQF website.

SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK PARTNERSHIP

RECOMMENDED GOOD PRACTICE GUIDE

THE CREDIT RATING PROCESS IN SCOTLAND'S COLLEGES



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scottish credit and qualifications framework

# THE CREDIT RATING PROCESS IN SCOTLAND'S COLLEGES

## BACKGROUND

In October 2004, the Scottish Credit and Qualifications Framework partners conducted a consultation exercise on the extension of the facility to credit rate. As a result this facility was extended to Scotland's colleges.

A College Credit Rating Implementation Group (CCRIG) was established in September 2005 to take forward this development. The Group comprised members from the Scottish Further Education Unit, Higher Education Institutions, the Scottish Qualifications Authority (SQA); Her Majesty's Inspectorate of Education (HMIe), the Scottish Funding Council (SFC) and the SCQF. The Group was Chaired by the Scottish Executive.

Eight colleges piloted the credit rating process in order to develop models for credit rating and share good practice in methodology. The pilot culminated in a dissemination event in October 2006 where it became clear that colleges, other than those that participated in the pilot, were also interested in implementing credit rating within their respective organisations.

The SCQF College Credit Rating pilot focussed on each college credit rating its own provision. However a subsequent agreement by the SCQF Partners was that colleges would be entitled to credit rate third party provision on the same basis as SQA and the HEIs.

## PURPOSE

The SCQF Quality Committee considered ways in which colleges could be supported and it was recommended that, as a guide to the colleges, the credit rating process be clarified with flowcharts setting out the requirements.

This leaflet sets out the processes for both implementing credit rating within the college and for credit rating third party provision. Flowcharts 1 and 2 illustrate these processes.

## IMPLEMENTING THE SCQF CREDIT RATING PROCESS

Flowchart 1 illustrates the process for colleges that wish to undertake credit rating. This is not prescriptive but provides an example of best practice which has been developed as a result of consultation with colleges that took part in the SCQF College Credit Rating Pilot.

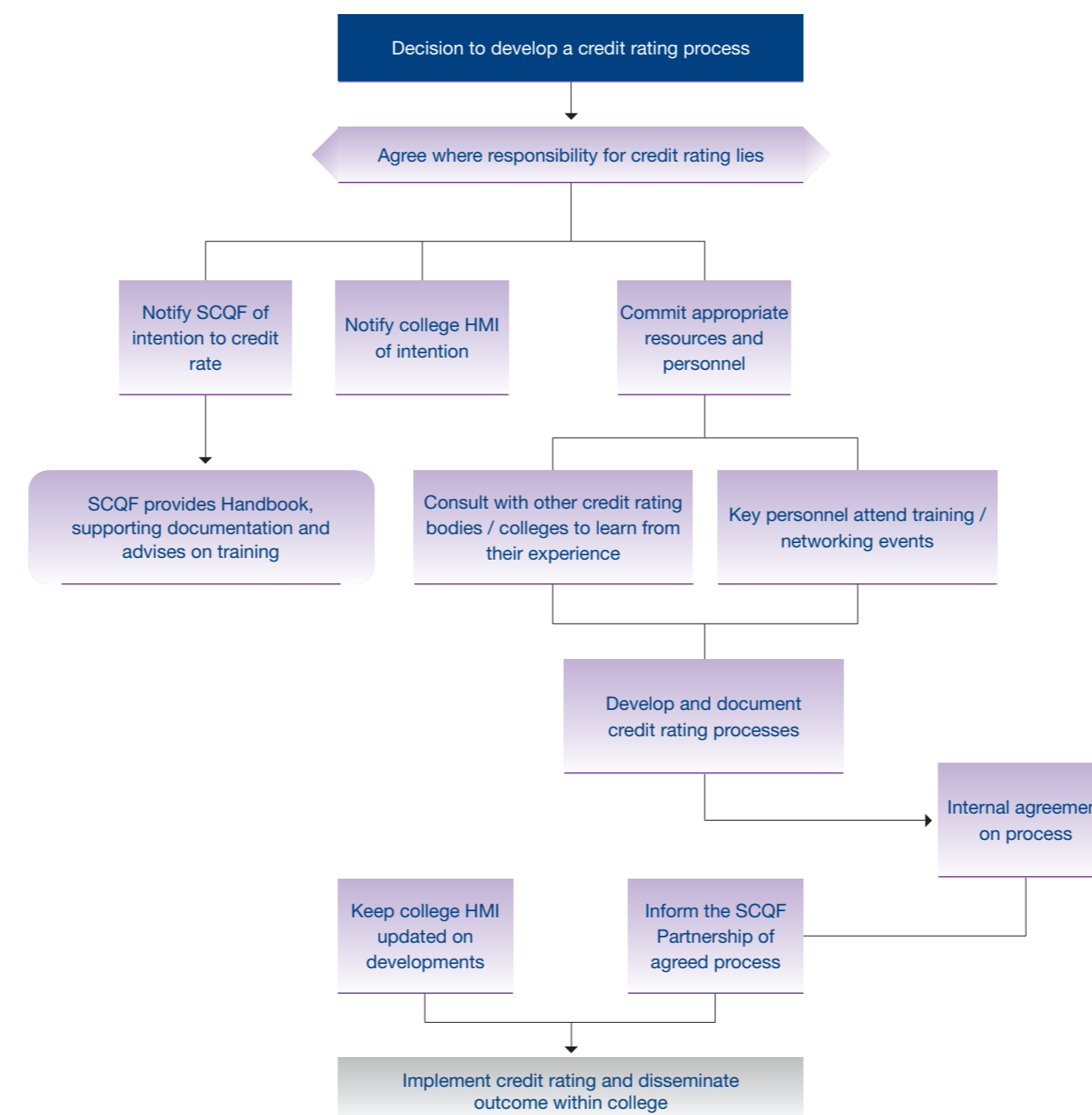
When the decision to implement credit rating is made, it is recommended that senior management agree where the responsibility for credit rating lies within the college. The SCQF Executive and the college's HMIe representative should then be notified of the college's intention.

The college should keep their college HMI and the SCQF informed of developments to ensure that the necessary processes are put in place to complement the existing college process and meet the requirements which are set out in the SCQF Credit Rating Guidelines, located in the SCQF Handbook. SCQF Credit Rating Guidelines 1 to 12 set out the process for credit rating the provision that has been developed in-house. SCQF Credit Rating Guidelines 13 to 27 set out the processes for credit rating third party provision.

It is recommended that the procedures are agreed by the college Senior Management Team. It is considered good practice that those tasked with implementing credit rating consult with personnel from other colleges, HEIs and/or SQA who are already carrying out credit rating to learn from their experience. The SCQF Executive Team will be able to provide some contact details.

Staff with the responsibility for credit rating should be supported to enable attendance at the on-going programme of staff development which is put in place to develop understanding of the SCQF and build capacity to credit rate.

## FLOWCHART 1 IMPLEMENTING THE SCQF CREDIT RATING PROCESS RECOMMENDED GOOD PRACTICE



This flowchart is intended as a general guide for colleges that wish to implement credit rating within their organisation. It is not prescriptive and it is recognised that the steps which are indicated here may occur in a different sequence within each individual organisation to that which is suggested within this document.

## FLOWCHART 2 CREDIT RATING THIRD PARTY PROVISION

