

SCQF EMPLOYER SUPPORT FOR SCQF AMBASSADOR SCHOOLS

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





RECRUITING YOUNG PEOPLE IN A CHANGING QUALIFICATIONS LANDSCAPE

As you are working with an SCQF Ambassador school, you will be aware that the qualifications landscape in Scotland has changed significantly over recent years. This is not only allowing our young people to find the type of learning that suits them best, but it is also helping them to develop the skills they need for future employment. This means, however, that the language we use in recruitment also needs to change if we are to recognise these qualifications and attract applicants with these valuable skills. The SCQF Partnership offers free support to employers to help them understand the SCQF, properly level job roles, and use SCQF levels in recruitment rather than specific qualifications. If you do this, you will benefit from a wider pool of applicants with the right types of skills you need, and you could also become one of our growing family of SCQF Inclusive Recruiters.

What is the SCQF?

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 whole 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 for applicants to have a degree or equivalent, or a specific number of 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 level 6 on the SCQF, however 93% of qualifications at level 6 on the SCQF are not 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 and experience, or alternative 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 Guide and Levelling Tool** can help you to properly level your job role and also recognise existing skills. This guide also provides useful information and advice about how the SCQF can support workforce development, identify and better understand employee training needs, source suitable courses and have in-house training credit rated.



SCQF Inclusive Recruiter

The SCQF Partnership runs a recognition scheme, called **SCQF Inclusive Recruiter**, for employers who use SCQF levels in their recruitment instead of specific qualifications. The process of becoming an SCQF Inclusive Recruiter is simple and does not cost anything. We will talk you through how to recognise alternative qualifications, properly level your job roles, recognise skills and experience, and provide staff training. Both organisations then sign a Memorandum of Understanding setting out their responsibilities and we send you the SCQF Inclusive Recruiter logo for use on your website and recruitment packs.



Know Your Level Tool

We have created a **Know your Level – Job Roles** tool which is based on our **Employer Levelling Tool** and provides you with a way to help you decide what SCQF level your job roles should be advertised at. You can also link directly to different SCQF level webpages from your job adverts which describe what skills and experience are required for each level. This should help to make your requirements clearer for potential applicants e.g.

✓ 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

How do I find out more?

If you would like to find out more, please contact Nicola Smith at n.smith@scqf.org.uk to set up a meeting.

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scottish credit and
qualifications framework

