

SQA Accreditation

NOS QA Process - Evidence of Scottish Employer and Stakeholder Engagement

Please note that this process requires evidence to support NOS consultation activity in Scotland.

Part A – Intended activity in Scotland	
Engagement Intended Activity	Guidance on meeting requirements
Outline the type/method of engagement activity and the rationale for its choice	<p>Engagement activities may consist of, but not limited to:</p> <ul style="list-style-type: none">• Online surveys• Focus groups• Advisory panels• Working groups• National Working Groups (NWG) <p>Please provide details of the method of engagement used, relevant activity undertaken, and rationale for decision.</p> <p>Please provide as much information as possible regarding dates, locations and timescales for events connected to the above activities.</p> <p>Please ensure that consultees representing UK wide organisations are eligible to comment and provide Scottish feedback.</p>
Outline the target audience	<p>Please provide details of the scope and size of the sector and geographical locations.</p> <p>List the organisations you anticipate approaching.</p>
Outline how your Scottish National Manager or Scottish representative will be involved in the above activities	This refers to any members of staff in your organisation with a remit for Scotland relating to this project.
Outline how your SQA Accreditation Manager will be involved	Please provide details of how and when you will be engaging with the SQA Accreditation Manager.

Part B – Actual Activity	
Engagement	Guidance on meeting requirements
Give a brief summary of your Scottish findings/outcomes	Please provide details of the key findings specific to Scotland. For example, this may take the form of minutes, summary consultation reports etc.
Give details of those who participated in your engagement activities	<p>Evidence should include names and size of Scottish companies. Please include Scottish representatives from UK wide companies contacted in the consultation.</p> <p>If the representative of a UK company has represented Scottish employers in any consultation activity, the SSC must provide details of how that representative engaged with employers or other stakeholders in Scotland and list who they were.</p>
Explain how the findings in Scotland informed the development of the NOS	<p>This could be evidenced through providing extracts/copies of minutes or meeting notes. Where NWG minutes have been provided, please also include outcome/decisions taken.</p> <p>If feedback has been provided electronically, such as an on-line consultation, collated results of this exercise could provide suitable evidence.</p> <p>Please provide evidence that you have considered and, where appropriate, have reflected the Scottish feedback in the final NOS. Please indicate changes to the NOS which have been a result of/ take account of Scottish feedback. This could be in the form of a NOS change document ie a document which identifies the changes made to NOS as a result of Scottish feedback.</p>
Highlight any specific issues raised by those consulted	Please highlight key issues raised by Scottish employers and stakeholders.