

Logos and certificate requirements for SQA accredited qualifications

Introduction

Only awarding bodies approved by SQA Accreditation are entitled to use the range of logos below. Uses of each type of logo and certificate requirements are outlined in this Regulatory Principles Directive.

Scottish Vocational Qualification (SVQ) logo

The Scottish Vocational Qualification (SVQ) logo must be used on a commemorative SVQ certificate.

The SVQ logo must not be used on Unit certificates.



SQA Accreditation logo

The SQA Accreditation logo must be used on a commemorative certificate issued by awarding bodies offering qualifications other than SVQs.

SVQ commemorative certificates may also include the SQA Accreditation logo as a second logo.

The SQA Accreditation logo may be used on Unit certificates.

The SQA Accreditation logo must not be used outside of the UK



SCQF logo

The SCQF logo must be used on either a commemorative/learning programme certificate or certificate transcript, where the qualification/learning programme has been credit rated by a recognised Credit Rating Body or where the credit rating of the qualification/learning programme has been approved by SQA's Accreditation Co-ordination Group (ACG).

The SCQF logo may be used in conjunction with both the SVQ logo and SQA Accreditation logo.

The SCQF logo may be used on Unit certificates/transcripts.

Where an awarding body issues a qualification certificate outside of the UK and refers to the SCQF level then the SCQF logo must be used along with the reference to the name of the Credit Rating Body.



Promotional use of logos

Approved awarding bodies must check with SQA Accreditation prior to using the logos for marketing and promotional purposes.

Please note that logos cannot be used by awarding bodies on provider approval documentation or provider approval certificates. Awarding bodies should also note that approved providers are not permitted to use any of the range of logos, for example logos should not be used on provider websites or provider documentation.

SQA Accreditation has produced 'Brand Identity Specifications' for the SVQ, SQA Accreditation and SCQF logos. These contain information such as colour palettes and minimum sizes. Approved awarding bodies can request these through their appointed Regulation Manager by emailing regulation@sqa.org.uk

It is not permitted for certificates to include provider names, co-branding logos or logos from other organisations, professional bodies and Standards Setting organisations unless these organisations are in partnership to award the qualification.

Awarding Body Use of Logo Quick Reference Table

Logo	Inside UK	Outside of UK	Commemorative /Learning programme certificate or certificate transcript	Unit Certificates	Comments
SVQ logo	Must be used	Must not be used	Must be used on SVQ certificates	Must not be used	
SQA Accreditation logo	Must be used	Must not be used	Must be used	Can be used	SVQ certificates can also use this as a second logo
SCQF logo	Must be used where the qualification/learning programme has been credit rated	If reference is made to the SCQF level then the logo must be used with reference to the name of the Credit rating body	Must be used where the qualification and/or learning programme has been credit rated	Can be used where the qualification and/or learning programme has been credit rated	Can be used in conjunction with SVQ and SQA Accreditation logos
Provider Stationary and Documentation	Use of all logos not permitted	Use of all logos not permitted	Use of all logos not permitted	Use of all logos not permitted	Use of all logos not permitted

Certification requirements

Commemorative Certificates

The following requirements must be recorded on the commemorative certificate:

- Learner's name
- The title of the qualification/Unit in the format agreed at the time of accreditation
- Qualification and Unit identifiers (4+2 code) allocated at the time of accreditation
- The awarding body's logo (or logos where the awarding body is in an approved partnership)
- The awarding body's authorised signatory (or the awarding body's trading name) and authorised signatory (or signatories where the awarding body is in an approved partnership)
- The date of issue of the certificate
- Use of the relevant SVQ, SQA Accreditation and SCQF logos as described above

Commemorative Certificates or Transcripts

The following requirements must be recorded on either the commemorative/Unit certificate or the transcript:

- The SCQF level of the accredited qualification/Unit where it has been credit rated in line with current titling convention
- The total number of SCQF credit points awarded to a learner upon successful completion of a credit rated qualification/Units
- Where the qualification has been credit rated, a statement must also be included to acknowledge the Credit Rating Body

The European Commission is encouraging Member States to include European Qualification Framework (EQF) levels on qualification certificates. Awarding bodies may include the EQF level on qualification certificates however this is not mandatory.

Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) certificates

Approved Bodies offering EFAW and FAW qualifications must ensure certificates also contain the following information:

- The title 'Emergency First Aid at Work' or 'First Aid at Work' as applicable.
- Reference to the Health and Safety (First-Aid) Regulations 1981.
- Confirmation that the certificate is valid for three years from the date of issue

Endorsements for Occupational Areas

Where a qualification is assessed in an occupational area, endorsements may not be included in the qualification title. Awarding bodies wishing to endorse certificates for

qualifications in occupational areas may include this at the bottom or on the reverse of certificates.

So, for example, an awarding body certifying the SVQ in Occupational Work Supervision may include the endorsement “Certificated in the context of [Scaffolding]” to indicate the occupational area where the qualification was assessed, where the SSO has specified all of the possible contexts.

General

Awarding bodies are permitted to use their own wording on certificates, incorporate security enhancements such as barcodes or holographs and use unique candidate identification numbers.

For further information about this directive please contact your appointed Regulation Manager.

This document is published by SQA Accreditation
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Document control and revision history

Version	Date	Author	Amendment Details
V9	26/03/2019 (AC Approved)	Senior Regulation Manager	Addition of endorsement information. Amendments to use of SCQF logo. Table which defines usage of logos and when.