



SCOTTISH SOCIAL SERVICES COUNCIL

RULES AND REQUIREMENTS FOR AWARDS DEVELOPED FROM THE STANDARD FOR CHILDHOOD PRACTICE 2008

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SECTION TWO - REQUIREMENTS FOR AWARDS DEVELOPED FROM THE STANDARD FOR CHILDHOOD PRACTICE 2008

1. Introduction
2. Entry requirements
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PREAMBLE

The Scottish Social Services Council

The Scottish Social Services Council (SSSC) is a statutory body established by the Regulation of Care (Scotland) Act 2001. The main purpose of the Council is to regulate the social service workforce and their education and training. The aim of the Council is to provide protection to those who use services, promote high standards of conduct and practice among social service workers, strengthen and support the professionalism of the workforce and promote confidence in the sector.

Scottish subject benchmark statement: The Standard for Childhood Practice

The Scottish Government response to the National Review of the Early Years and Childcare Workforce (2006) specified key actions that Scottish Ministers would take including developing leadership in the early years and childcare sector by creating a workforce led by professionals qualified at level 9 in the Scottish Credit and Qualification Framework (SCQF). This new qualification will take the form of a workbased bachelor's degree, graduate diploma or other appropriately validated award that meets the subject benchmark statement: The Standard for Childhood Practice (Quality Assurance Agency for Higher Education [QAA] 2007). The Standard for Childhood Practice sets out the requirements that must be met by all providers seeking to offer the award and states that the new programmes must be acceptable to the SSSC as leading to registration as a manager or lead practitioner in the early years and childcare sector.

Approval, quality assurance and enhancement

The Scottish Government requested that the SSSC undertake formal approval of the new awards developed from the Standard for Childhood Practice and this was agreed by the Council in January 2008.

Where the SSSC undertakes approval of any programme they must also apply robust but proportionate quality assurance. Our approach takes account of other applicable quality systems such as internal review, external examination and verification of institutions processes (eg by the QAA or the Scottish Qualifications Authority (SQA)). We aim to ensure there is no duplication of quality processes for providers. The enhancement role taken by the SSSC builds upon the outcomes of quality assurance and enables the incorporation of recommendations, themes and appropriate Government policy changes.

The arrangements for the approval, monitoring, review, investigation, withdrawal of approval, appeals and complaint procedures of all courses will be contained in the document "The Quality Assurance Handbook" to be published in April 2008. This also sets out the principles that will underpin all quality assurance and enhancement activity undertaken by the SSSC.

Part I – Introduction

1 Title and commencement

- 1.1 These Rules may be cited as The Scottish Social Services Council Rules for Awards developed from the Standard for Childhood Practice and shall come into operation on the date they are signed on behalf of the Council and are hereinafter referred to as “the Rules.”

2 Authority

- 2.1 Part 3 of the Regulation of Care (Scotland) Act 2001 established the Scottish Social Services Council on 1 October 2001.
- 2.2 The Act requires the Council to promote high standards of conduct and practice among social service workers and high standards in their education and training.
- 2.3 This is to be achieved through:
- (a) the registration of social service workers;
 - (b) the development of standards of conduct and practice and issuing Codes of Practice for social service workers and their employers;
 - (c) the investigation of complaints of misconduct and, where necessary, suspending registration, removing individuals from the register, or altering their registration;
 - (d) the promotion of education and training for persons wishing to become social service workers; and
 - (e) the approval of courses.
- 2.4 The Act gives wide powers to the Council to promote education and training and to approve courses with the intention of ensuring the consistency and quality of the education and to secure or provide appropriate training when this is not, in the opinion of the Council, already being made available.
- 2.5 These Rules are designed to implement the Council’s duty to train the social services workforce in terms of the Regulation of Care (Scotland) Act 2001, in particular these Rules regulate the approval of Higher and Further Education courses leading to qualifications developed at SCQF level 9 from The Standard for Childhood Practice.

2.6 Therefore the Council in exercise of the powers conferred on it by Section 57 of the Regulation of Care (Scotland) Act 2001 hereby makes the following Rules.

2.7 The above Preamble does not form part of the Rules.

3 Interpretation

3.1 In the Rules, unless the context otherwise requires –

The 'Act' means the Regulation of Care (Scotland) Act 2001;

'Approved course' in these Rules means a course of training at SCQF level 9 developed from The Standard for Childhood Practice;

'Award' means the level 9 award developed from the Scottish benchmark statement: The Standard for Childhood Practice

'Awarding body' refers to Higher Education Institutions with degree conferring powers or other awarding bodies such as the Scottish Qualifications Authority

'Complaints Procedure: Approved Education and Training Provision' means the procedure published from time to time by the Council which deals with any complaints made to the Council concerning an approved course and contained within the Quality Assurance Handbook;

'the Code of Practice for Employers of Social Service Workers' means the code of practice laying down standards of conduct and practice expected of employers or persons seeking to employ social service workers published by the Council in 2002 under section 53(1)(b) of the Regulation of Care (Scotland) Act 2001;

'the Council' means the Scottish Social Services Council;

'Course' in these Rules means a course of training leading to an award at SCQF level 9 that complies with The Standard for Childhood Practice;

'Course provider' means a Higher Education Institution/Further Education Institution or other body suitably validated by a recognised awarding body that provides or proposes to provide a course that is designed to meet the Criteria for Approval set out in Rule 6, or on whose behalf a course is provided in terms of a subcontracting agreement;

'Course provision' means the delivery of an approved course by a course provider, or on behalf of a course provider;

'The Criteria' means the Criteria for the approval of courses set out in Rule 6;

'External examiner or verifier' means a person who is contracted by an awarding body to provide informed comment on the standards set for approved courses and student achievement in relation to those standards;

'Form of Agreement' means the formal undertaking by the Course Provider that it will comply with the Rules;

'Further Education College (FE)' means a college providing tertiary education and training and normally involved in the delivery of national and higher national qualifications awarded by SQA

'Higher Education Institution ('HEI')' means an institution with degree awarding powers;

'internal review and internal subject review' means the review of provision at subject level, which is undertaken in accordance with SFC (formerly SHEFC) Guidance to institutions on the characteristics of internal (subject) review published in 2003 and any relevant and appropriate expectations of national regulatory bodies, as amended from time to time;

'Investigation' means investigation of training provision that is approved by the Council, in accordance with the arrangements detailed in Rules 14 and 15;

'Material change' means a change to a course or programme which in the sole opinion of the Council is substantial or material and which will have an affect on the ability of the course provider to deliver an approved course in relation to the Formal Agreement under which approval has been granted and in the context of the expectations of The Standard for Childhood Practice

'Officer of the Council' means the Council's Head of Education and Workforce Development or any other officer appointed for the purpose by the Council's Chief Executive;

'People who use services' include the children and the parents of children who use early year's services.

'The Quality Assurance Agency for Higher Education' ('the QAA') means the Quality Assurance Agency for Higher Education which is a UK-wide body, whose mission is to safeguard the public interest in sound standards of higher education qualifications and to encourage continuous improvement in the management of the quality of higher education;

'The Quality Assurance Agency's Code of Practice' means the Code of Practice for the assurance of academic standards in higher education published between 1999 and 2001, as amended from time to time;

'The Quality Assurance Agency's institutional review' means an enhancement-led institutional review ('ELIR'), arrangements for which are set out in the

QAA's Handbook for enhancement-led review: Scotland (2003), as amended from time to time;

'Relevant national quality assurance body' refers to national bodies which have authority over the assurance and enhancement processes applied by providers of education

'The Standard for Childhood Practice' means the document of that name published by the Scottish Government, the SSSC and QAA in 2007, as amended from time to time, which contains the Scottish Standard for Manager/Lead Practitioner in Childhood Practice;

'The Review Report' is the report produced by the SSSC following either our inclusion in an internal review or following a Council-led review of approved course

'The Rules' means Rules for awards developed from The Standard for Childhood Practice 2007

'The Scottish Credit and Qualification Framework' ('the SCQF') means the framework developed in 2001, as amended from time to time, to enable employers, learners and the public in general to understand the full range of Scottish qualifications, how they relate to each other, and how different types of qualifications can contribute to improving the skills of the workforce. It clarifies entry and exit points and routes for progression within and across education and training sectors and maximises opportunities for credit transfer;

Scottish Qualifications Authority (SQA) means the executive non departmental public body sponsored by the Scottish Government and responsible for the development, accreditation, assessment and award of qualifications other than degrees in Scotland;

'SFC Guidance to institutions on the characteristics of internal (subject) review' means the document published by the Scottish Higher Education Funding Council in 2003, as amended from time to time, to provide guidance to institutions on the process of internal review and which forms Appendix 5 to the Quality Assurance Agency's Handbook for enhancement-led institution review: Scotland;

'Social service provider agencies' means organisations in the statutory, voluntary and private sector that are providers of social services. These may include agencies whose primary function is in relation to health, education and housing;

'Stakeholders' means any individual or individuals who have a justifiable interest in the course provision. Such individuals may include people who use services, carers and students, course provider agencies and Higher Education

Institutions, the Scottish Government, the QAA, SQA and other awarding bodies if appropriate;

'Subcontracting' is the process by which a course provider agrees to authorise the provision of the whole or part of one or more of its own courses, by a partner organisation. In doing so the course provider retains overall responsibility for the course's content, delivery assessment and quality assurance arrangements;

'Suitably validated' means having undergone a validation process through an awarding body

3.2 In the Rules, unless the contrary intention appears, words in the singular include the plural and words in the plural include the singular.

3.3 In the Rules, unless the contrary intention appears, references to:

- (a) numbered sub-paragraphs and paragraphs refer to the rule in which they appear; and
- (b) numbered rules are references to rules bearing that number in the Rules.

4 Publication of the Rules

4.1 The Rules shall be published on the Council's website and in such other manner that the Council sees fit.

Part II - Approval of Courses

5 Approval of courses

- 5.1 The Council will approve awards developed from The Standard for Childhood Practice in accordance with section 54(1) of the Act and the provisions of the Rules.

6 Criteria for the approval of courses

- 6.1 In order to gain approval of a course, a course provider must satisfy the Council that the following Criteria are met and will continue to be met during the period of proposed course provision:
- (a) the course provider has complied and continues to comply with all its institutional procedures, processes and standards in respect of its education provision and the award is managed in a manner that complies with the requirements of the relevant national quality assurance bodies and is delivered to the satisfaction of the Council
 - (b) the course provider will comply with the Council's Rules in respect of the proposed course provision
 - (c) the proposed course provision leads to an award at SCQF level 9 and complies with the Standard for Childhood Practice
 - (d) there has been an awarding body validation process in respect of the course, which includes confirmation that the proposed course provision
 - (i) is designed and will be monitored and reviewed in accordance with the Standard for Childhood Practice;
 - (ii) will enable candidates completing an approved course to meet the Standard for Childhood Practice: and
 - (iii) will meet the terms of the Rules
 - (e) that the programme specification has been drawn up in accordance with the QAA policy on programme specifications (1999) or the SQA validation documentation
 - (f) the course provider meets the Council requirement that a range of stakeholders (including people who use services, carers, candidates, service provider agencies and education providers) have been/will be actively involved at the appropriate stage in the design, delivery and evaluation of the proposed course provision

- (g) the course provider has made adequate arrangements with social service provider agencies and others, for the purposes of ensuring that the proposed course provision meets the obligations set out in Rules 6.1 (b) and (c) and The Standard for Childhood Practice
- (h) the proposed course provision complies with and fully takes account of the requirements of the Council's Code of Practice for Social Service Workers and the Council's Code of Practice for Employers of Social Service Workers
- (i) the learning experiences to be accessed by the course provider can meet the needs of candidates in relation to the intention of the Standard for Childhood Practice and the arrangements for assessment of practice are acceptable to the Council
- (j) in all aspects of delivery, the course provider will demonstrate an ethos that reflects a commitment to equal opportunities and will meet legal obligations, including those in relation to equal opportunities and human rights
- (k) the course provider has in place and operates arrangements to admit students with credit as required to do and in accordance with the Scottish Credit and Qualification Framework
- (l) the course provider has arrangements in place to inform candidates about it's and the Council's complaints procedure and that this is produced as documentary evidence as part of the Council approval process
- (m) the arrangements for external examination or verification will be as set out in Rules 17, 18 and 19
- (n) the course provider has in place arrangements to monitor and review the effectiveness of the arrangements for the proposed course provision.

7 Process for the approval of courses

- 7.1 The course provider will provide the Council with the details of a named correspondent who will take responsibility for communication between the course provider and the Council.
- 7.2 The course provider will apply to the Council for approval using a standard form provided by the Council for that purpose.
- 7.3 The Council will make available support and guidance to the course provider which will assist it in preparing its application for approval.

- 7.4 In making application to the Council for the approval of a course, the course provider will confirm in writing that it will abide by the Rules using a 'Form of Agreement', prescribed by the Council.
- 7.5 The course provider will provide such information as may reasonably be requested by the Council at the time of application about projected candidate numbers, resources for learning and assessment and for the management of the provision.
- 7.6 The Council will approve a course only when it is satisfied that the Criteria set out in Rule 6 have been met and will confirm approval in writing to the course provider. The Council may approve with conditions which when met will result in full of approval. Where the Council decides not to approve a course it will inform the course provider in writing.
- 7.7 Where the Council has granted approval of a course, the following will apply:
- (a) approval will remain effective for five years from the date of grant of such approval by the Council, unless earlier withdrawn in accordance with the provisions of the Rules, after which the approval will lapse, unless renewed in accordance with Rules 11,12 and 13
 - (b) the course provider must not make any material change to the course provision without consulting with and obtaining the Council's consent in writing.
- 7.8 The Council will publish a list of approved courses in a range of formats.

8 Compliance during period of course provision

- 8.1 The course provider will ensure that the Rules are complied with during the period of course provision. Where there has been sub contracting in respect of the course provision, the course provider will remain responsible for ensuring that the Rules are complied with during the period of course provision.
- 8.2 The Criteria must be complied with at all times during the period of course provision.
- 8.3 The course provider will bring to the attention of the Council any matter that may affect the status of the course.

Part III - Monitoring, review and investigation of courses

9 Monitoring of approved courses

- 9.1 Annual monitoring of approved courses will be undertaken by course providers in line with relevant national quality assurance body requirements, awarding body and Council requirements. In addition, the course provider's own monitoring process will draw on and respond to feedback from candidates; people who use social services; their carers; the staff involved in the delivery of the approved course; those who participate in the assessment process; employers and other interested stakeholders.
- 9.2 The Council will take reasonable steps to satisfy itself that courses continue to meet the Rules. The Council will undertake annual monitoring of approved courses, drawing on the activity being undertaken by the course provider, external examiners or verifiers and institutional review, to satisfy itself that courses are achieving their stated aims.

10 Process for monitoring approved courses by the Council

- 10.1 On an annual basis, by a specified date to be advised by the Council, the course provider will provide the Council with monitoring documentation. This will include such information as the Council may require which will include:
- (a) data relating to intake, progression and completion of candidates on the particular approved course
 - (b) information relating to complaints, appeals or termination of training where these have taken place
 - (c) copies of external examiner or verifier annual reports and reports of any action taken as a result of the annual reports
 - (d) copies of any reports relating to internal quality assurance activity at subject level from the previous 12 months.
- 10.2 From time to time, in order to satisfy itself that the Rules continue to be met, the Council may require the course provider to provide such additional information on request as it may reasonably require.
- 10.3 Where appropriate, the Council will confirm in writing to the course provider that, on the basis of information received by it through the annual monitoring, it believes that the approved course continues to meet the Rules. Otherwise, the provisions of Rule 14 will apply.

11 Reviewing and renewing approval of courses

- 11.1 On a periodic basis, at intervals of no more than five years, the Council will review its approval of an approved course in accordance with the provisions of Rules 12 and 13.
- 11.2 Where the Council is not satisfied that the approved course continues to meet the Rules, the provisions of Rule 14 will apply.

12 Process for reviewing and renewing approval of courses

- 12.1 There will be one internal (subject) review by the course provider within five years of the date of approval of the course by the Council, and at intervals of not more than five years thereafter. The Council will be entitled to participate in all such reviews as a full member. All such reviews will otherwise be carried out in accordance with relevant national quality assurance body guidance on the characteristics of internal subject review.
- 12.2 The Council will be consulted from the outset on the timing, planning, format and process of any internal (subject) review. Any matters which the Council wishes to raise must be taken account of as an integral part of the review.
- 12.3 The course provider will provide the Council as soon as reasonably practicable with reports on the outcomes of all relevant internal (subject) reviews and with the reports on the outcomes of action plans where these are required.
- 12.4 Where the Council is a participant in an internal (subject) review, it will produce a brief, formal report to be known as a 'Review Report' which will take account of how the course provider is continuing to meet the Rules; indicate how comments made as part of the review process have been responded to by the course provider and identify any outstanding issues.
- 12.5 Where the Council believes that the Rules continue to be met, it may renew the approval of the course for a further period of five years.
- 12.6 The course provider will comply with any reasonable requirements imposed by the Council, and of which the course provider is advised in writing following a review, for the purpose of ensuring the course continues to meet the Rules.
- 12.7 If the Council considers that the Rules are no longer met, the Council will take action in accordance with Rule 14.
- 12.8 Copies of the Review Report will be sent to the course provider.

13 Council-led reviews of course provision

- 13.1 The Council may initiate its own review of an approved course where it considers that internal (subject) reviews are not appropriately timed or do not sufficiently focus on the course provision.
- 13.2 The Council will give reasonable notice of its intention to undertake a Council-led review. Any such review will be undertaken in accordance with procedures published by the Council.
- 13.3 In accordance with its published procedures, the Council may arrange for an officer or officers of the Council or a nominee to visit any course provider which is providing an approved course, for the purposes of undertaking Council-led reviews.
- 13.4 Where the Council undertakes its own review of an approved course, it will produce a 'Review Report' which addresses the areas identified in Rule 12.4 above.
- 13.5 Where the Council believes that the Rules continue to be met, it may renew the approval of the course for a further period of five years.
- 13.6 The course provider will comply with any, in the Council's sole discretion, reasonable requirements imposed by the Council, and of which the course provider is advised in writing following a review, for the purpose of ensuring the course continues to meet the Rules.
- 13.7 If the Council considers that the Rules are no longer met, the Council will take action in accordance with Rule 14.
- 13.8 Copies of the Review Report will be sent to the Course Provider and to the relevant external quality assurance authorities.

14 Failure of approved courses to comply with the Rules

- 14.1 Where the Council in its sole discretion is of the view that there may be a failure on the part of a course provider to comply with one or more of the Rules, the Council will attempt to ensure compliance through negotiation with the Course Provider, in the following manner:
- 14.2 The Council will advise the named correspondent of the course provider that the Council is in possession of information that suggests a possible failure to comply with one or more of the Rules. Thereafter, the Council will seek to obtain additional information from the course provider and other person or persons having an interest normally within 28 days from receipt of the original information.

- 14.3 After consideration of any information gathered at this preliminary stage, and after providing the course provider with an opportunity to remedy any alleged breach of the Rules either within 28 days or mutually agreed period at the discretion of the Council, the Council will make a decision as to whether it believes that there is no matter to pursue or that the matter has been satisfactorily resolved, in which case no further action will be taken.
- 14.4 Thereafter, where the Council remains of the view that there may be a failure on the part of the course provider to comply with one or more of the Rules, the Council will advise the course provider, in writing, of its intention to initiate an Investigation using the processes set out in Rule 15. The Council will specify the grounds for taking this course of action.
- 14.5 Where it considers it appropriate due to the seriousness of the alleged failure, the Council may omit the procedures set out in Rules 14.2 and 14.3 and may inform the course provider in writing of its intention to initiate an Investigation immediately, in terms of Rule 15, specifying the grounds for taking this course of action.

15 Investigation of approved courses

- 15.1 The Council will commence any Investigation no later than 28 days from the date on which it gave written notice of its intention to initiate an Investigation.
- 15.2 The purpose of an Investigation will be to ascertain whether or not a course provider has breached one or more of the Rules.
- 15.3 In accordance with its published procedures, the Council may arrange for an officer of the Council or a nominee to visit any course provider which is providing an approved course, in connection with an Investigation.
- 15.4 The course provider will co-operate with any Investigation, and in particular will afford the officers or nominees such access to staff, candidates, premises and facilities as the Council may reasonably require for the purposes of undertaking an Investigation. The Course Provider will also co-operate with the Council in sharing relevant documentation, subject to the requirements of the Data Protection Act 1998.
- 15.5 If it is decided by the Council that the course provider has breached one or more of the Rules, the Council will advise the course provider in writing with the reasons for its decision and may require the course provider to undertake such remedial work as the Council sees fit. The Council will make reasonable efforts to agree, in writing, a plan of work with the course provider and set, at the sole discretion of the Council, reasonable timescales for the course provider to undertake the work.

- 15.6 Thereafter where the remedial action taken by the course provider is considered by the Council to have remedied the breach, the Council will confirm, in writing, that it is satisfied with the action taken and confirm that the course provider now complies with the Rules.
- 15.7 Where the course provider fails to implement the remedial work referred to in Rule 15.7 within the timescale or where a plan of work is not agreed within a reasonable timescale, the Council will consider whether steps should be taken to withdraw its approval of the course.

16 Withdrawal of approval

- 16.1 The Council may withdraw approval of an approved course if it is satisfied, that a course provider is in breach of one or more of the Rules.
- 16.2 The Council will confirm in writing to the course provider any proposal to withdraw approval and the reasons for the proposal. The course provider will be given 28 days to make written representations to the Council regarding any such proposal. In coming to a decision on any proposal to withdraw approval, the Council will take into account any written representations so received. The Council will intimate in writing to the course provider any decision to withdraw approval of an approved course, the reasons for the decision, and the date on which such withdrawal becomes effective.
- 16.3 Any decision by the Council to withdraw approval will be taken with due regard to the needs and protection of all candidates registered on the Course. If necessary, the Council will work with the course provider to seek alternative provision for affected students.

Part IV - External examination and verification

17 External examination or verification of approved courses

17.1 The course provider or awarding body will appoint external examiners or accommodate the role of verifiers in accordance with guidance set by the relevant national quality assurance body.

18 Criteria for the appointment of external examiners and/or verifiers

18.1 External examiners and/or verifiers should have:

- (a) expertise and experience relevant to the practice, subject area and course to which they are appointed
- (b) regard for the values espoused in the Council's Code of Practice for Social Service Workers and Code of Practice for Employers of Social Service Workers.

18.2 In appointing external examiners and/or verifiers, the course provider or awarding body shall ensure that where possible the person appointed:

- (a) holds a qualification recognised for the purposes of registration with the Council or a professional qualification in a closely related field
- (b) that the appointments reflects the importance of balance between academic and practice experience
- (c) that the appointments reflect good equal opportunities practice.

18.3 The length of appointments of external examiners and or verifiers will be as defined by the appropriate national quality assurance body.

Part V - Provision of information to the Council

19 Provision of information to the Council

- 19.1 The course provider will be responsible for ensuring that at all times it is able to identify the status of all students which would include the ability to collect and analyse data in respect of numbers of applications; numbers of places offered; numbers of candidates at each assessment point who are referred, deferred, withdrawn, exited or failing; numbers of candidates offered entry with credit; and equal opportunities monitoring data.
- 19.2 The course provider will provide any information reasonably required by the Council in terms of the Rules, within 28 days of being requested to do so, or in such other timescales as may be reasonably imposed by the Council.

Part VI – Appeals against decisions of the Council

20 Appeals against decisions of the Council

- 20.1 The Council will operate an Appeals Process whereby a course provider may appeal to the Council against a decision not to approve a course in terms of Rule 7, any requirements of the Council imposed in terms of Rule 12.6 or Rule 13.7 or any decision to withdraw approval in terms of Rule 16.
- 20.2 A decision such as mentioned in Rule 20.1, other than a decision not to approve a course in terms of Rule 7 which will be of immediate effect, will not take effect –
- (a) if no appeal is brought, until the period of 28 days referred to in Rule 22.3 has elapsed; or
 - (b) if an appeal is brought, until that appeal is finally determined and the appeal is not upheld, or the appeal is abandoned.

21 Criteria for appeals

- 21.1 A course provider may appeal against a decision of the Council referred to in Rule 20.1 on the following grounds:
- (a) that the Council did not take into account material information which was made known to it at the time of the decision
 - (b) that new information which could not have been made available at the time of the decision and which materially affects the outcome has since become available
 - (c) that the Council based its decision on an incorrect material fact
 - (d) that the Council did not observe its own procedures and that this failure materially affected the decision
 - (e) that the Council acted contrary to natural justice
 - (f) that the Council exercised its discretion in an unreasonable manner.

22 Appeals process

- 22.1 An appeal will be heard by an Appeals Panel appointed by the Council and consisting of two members of the Council and an individual who is not a member or officer of the Council, but who has knowledge and experience of the type of course provision which is the subject of the appeal. No person

- may be a member of the Appeals Panel if that person has had any previous involvement in the matter which is the subject of the appeal.
- 22.2 The members of any Appeals Panel will be independent of the course provider making the appeal.
- 22.3 A written notice of appeal must be lodged with the Council within 28 days of notification of the decision appealed against and must identify:
- (a) the decision being appealed against
 - (b) the grounds for appeal.
- 22.4 A written statement in support of the appeal and any documentary evidence may also be lodged with the Council by the course provider within this timescale. The Council may lodge any documentary evidence within 7 days of receipt of the written notice of appeal. The course provider and the Council will be given the opportunity to examine documentary evidence lodged by the other party no later than 14 days prior to the hearing of the appeal.
- 22.5 The appeal will be heard within 28 days of receipt of written notice of appeal by the Council where it is practicable to do so. Otherwise the appeal will be heard as soon as reasonably practicable.
- 22.6 Subject to the requirements of natural justice and the Rules, the Appeals Panel may agree its own procedures.
- 22.7 The Appeals Panel may hear oral submissions by the course provider and the Council and may consider documentary evidence and the evidence of witnesses.
- 22.8 The standard of proof will be on the balance of probabilities.
- 22.9 An Appeals Panel may, by majority vote, make one of the following decisions:
- (a) the appeal is upheld, in which case an officer of the Council may be directed to consider any material information known about, but not taken into account at the time of the decision appealed against or new material information or agree an action plan to rectify the effect of any failure to observe its own procedures which materially affected the decision, and make a new decision on the matter in terms of the Rules
 - (b) the appeal is not upheld, in which case the original decision will stand
 - (c) adjourn consideration of the appeal to a later date and if it thinks it appropriate to do so, require an officer of the Council and/or the course provider to provide additional information to the reconvened hearing.

22.10 The Council will issue to the course provider a written report setting out the Appeal Panel's decision and the reasons for its decision within 14 days of the Appeals Panel's decision.

22.11 The Council will make available detailed information about its Appeals Process in the Quality Assurance Handbook, on the Council's website on the Internet and in such other manner as the Council sees fit.

22.12 The Appeals Panel's decision will be final.

Part VII – Public record

23 Public record

- 23.1 The Council is committed to operating systems that are open and transparent to all. Once a course has been approved, the application document submitted by the course provider and approved by the Council together with the completed Form of Agreement will become a public record. The Council will produce an annual report on the outcomes of its quality assurance and enhancement activity.

Part VIII Review and amendment of the Rules

24 Review and amendment of the Rules

- 24.1 The Council may review and amend the Rules from time to time with the consent of Scottish Ministers.

SECTION TWO - REQUIREMENTS FOR AWARDS DEVELOPED FROM THE STANDARD FOR CHILDHOOD PRACTICE 2008

1. Introduction

- 1.1 Course Providers must ensure that they meet the Requirements for awards developed from the Standard for Childhood Practice in respect of entry and in respect of teaching, learning and assessment.
- 1.2 The Requirements are written in a way that is consistent with both the 'Scottish Requirements for Social Work Training' which forms part of the 'Framework for Social Work Education in Scotland' (Scottish Executive 2003), and the Requirements for Specialist Training for Social Service Workers in Scotland.

2. Entry Requirements

- 2.1 All course providers must do the following:
 - a) make sure that the candidate meets the course provider's admission requirements for the course
 - b) use selection procedures that:
 - evaluate the candidate's capacity to benefit from the intended learning outcomes
 - where employed, confirm that the candidate has the support of his/her employer for the duration of the course
 - ensure that the candidate has full information on the commitment required from them
 - c) make sure that selection policies and procedures include effective and appropriate ways of involving representatives of Course Providers, Social Service Provider Agencies, service users and carers.

3. Teaching, learning and assessment requirements

- 3.1 All course providers must do the following:
 - d) make sure the content and delivery of the course is consistent with and promotes the Council's Codes of Practice
 - e) design the content, structure and delivery of the course to allow candidates to demonstrate that they can meet the Standard for Childhood Practice

f) make sure that there are systems in place to support and enable people who use services and their carers to make an effective contribution to the design, delivery and evaluation of the course provision

g) make sure that the programme promotes inter-professional learning through its design and delivery

h) demonstrate that the design, delivery and evaluation of the course takes into account the diverse needs of learners

i) make sure that all candidates have the necessary range of learning opportunities that will enable them to demonstrate the learning they need at the required SCQF level

j) make sure that arrangements for the tutoring and/or mentoring and assessment of candidates practice are in place

k) make sure that all candidates will be assessed in practice over the course in such a way as to demonstrate that they are able to carry out the following to the required level:

- contribute to the learning and development of others
- work in a way that actively promotes and values diversity

l) make sure that candidates' achievement is regularly and accurately assessed, and confirm that all candidates have been assessed and have met **all** the learning outcomes based on the Standard for Childhood Practice

m) make sure that the assessment strategy, including policies and procedures for assessment, is based on:

- effective and appropriate ways of meeting the requirements of key stakeholders in social service
- a partnership between Course Providers and employers which promotes the integration of theory and practice
- the integration of practice and learning

n) make sure that:

- the assessment of practice is demonstrated either through a separate module/unit or other distinct part of the award or integrated throughout the course
- the competence in practice is subject to assessment by a practitioner (preferably a person who has undertaken an assessor or other related nationally recognised qualification) qualified and competent to practice in the relevant area and verified by an objective assessment methodology

o) make sure that the candidates' continuing learning requirements are recorded in an individual learning plan

p) make sure that the course is continually updated as a result of developments in legislation, government policy and best practice so candidates have the skills, knowledge and understanding they need

q) make sure arrangements for the Recognition of Prior Learning are in place and show articulation points with other courses.

A handwritten signature in black ink, appearing to be 'G. S. D.', written in a cursive style.

Convener

On behalf of the Scottish Social Services Council

30 June 2008