

# **Scottish Social Services Council**

## **Specialist Awards Approvals**

### **Application Guidance**

## Completing the approval of award application form

The approval application form is made up of 16 questions that relate to the rules and requirements taken from the **Rules and Requirements for Specialist Awards for Social Service Workers 2005**. You must respond to the questions by answering them as fully as possible. The 16 questions are designed around five main categories which relate to the national standards appropriate to your course.

When completing the electronic application form, the sections will expand automatically so don't worry about not having enough space to complete your answers. Please add as many additional pages as you need, making sure that these additional pages are numbered and referenced appropriately.

The questions in the different categories are designed to enable you to explain how your course has been designed and developed, and how it will be delivered.

## Categories of questions

Five categories of questions have been identified. These are:

Category Number	Category Name
1	Course compliance and validation
2	Course development and management
3	Course content, structure, teaching and assessment
4	Quality assurance and enhancement
5	Stakeholder involvement

Each category has one or more questions that you are required to answer.

## Rules and requirements

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Each of the questions in the different categories is 'mapped' to one or more of the **Rules and Requirements** identified in the **Rules and Requirements for Specialist Training for Social Service Workers 2005** document. The rules and requirements covered by each question can be found listed in a table at the end of each category.

You should refer to the rules and requirements document when completing your application. This will help to ensure that all points are addressed.

A summary of the **rules and requirements** that are 'covered' in each category is given below.

	Category	Related Rules	Related Requirements
1	Course compliance and validation	8.1a, 8.1b, 8.1d, 8.1e	
2	Course development and management	8.1g, 8.1h, 8.1i, 8.1k, 8.10	1.1, 2.1a, 2.1b, 2.1c, 2.1d 3.1n
3	Course content, structure, teaching and assessment	8.1c, 8.1d, 8.1g 8.1k	2.1b, 3.1d, 3.1e, 3.1f, 3.1g, 3.1j, 3.1k, 3.1l, 3.1m, 3.1n, 3.1o 3.1d, 3.1e, 3.1g
4	Quality assurance and enhancement	8.1m, 8.1n	
5	Stakeholder involvement	8.1f	2.1d, 3.1g

## **Supporting documentation**

You are asked to support your application with documentation that relates to the five categories of questions. A column with the heading 'Appendix Number' has been included in a table at the end of each category of questions in order for you to make reference to this documentation.

To ensure you provide the right kinds of supporting documentation for each category please refer to the section entitled 'Supporting Documentation Guidance' which can be found at the end of the application form. This table details the kinds of things we are expecting to see as part of your application.

## **Cross referencing your responses**

It may be that your response to an earlier question or questions relates to the question that you are answering. When this happens you must use cross-referencing; this will help to avoid duplication of information. How you choose to cross-reference is up to you, however please ensure the method used allows us to quickly identify and read the related response.

## **Question response**

How you complete your written response to accommodate the information that we need is up to you: you may want to use text only, text with bullet points, sub headed paragraphs etc. Whichever format you choose you must be confident that all the required information is presented clearly and fully.

There is a range of different people who contribute to the approval process, some of whom may not be familiar with the terminology or jargon used by education or training providers. It is essential that you provide clear and accurate responses to questions in plain English where possible.

It is also essential, when answering the questions in the application form, that you provide as full and comprehensive responses as is possible. The more relevant information that you give the easier it will be for the Approval Panel to understand how things are done within your organisation/s in the development delivery and support of the proposed award.

## **Additional information**

Please use the box provided to include any additional information that you think is relevant to your application and which has not already been included.

## **Application checklist**

A checklist has been included at the end of this guide. This allows you to check that each question has been answered fully, that all supporting documentation has been included and referenced and that all rules and requirements have been met. This checklist is for your own use and you are not required to submit this as part of your application.

## **Completing the form of agreement**

All applications to the Scottish Social Services council (SSSC) must include a signed Form of Agreement. This will mean that any application sent to us electronically must have this signed and sent to us separately in hard copy. The Form of Agreement can be found towards the end of the application form.

## **Submitting your application**

Three hard copies of your application must be generated from the original electronic version; one of which must contain a signed and dated 'form of agreement'. The electronic copy and the three hard copies must then be submitted to the SSSC for the attention of the lead adviser you have been working with.

## **How is your application considered for approval?**

Once you have completed your application form it will be considered by a panel of people who represent SSSC. The panel members are made up of the following:

- SSSC panel chair
- SSSC lead adviser
- people who use services/carer
- employer
- FE/HE representative,

Each panel draws on a number of SSSC employees and external professionals, practitioners and service users. Each member is appropriately trained, and briefed about the specific award. It is unlikely that any two panels will have the identical panel membership.

The mix of different professionals, practitioners and service users means that some members will have greater expertise in some question categories than in others. Consequently you may be asked for more detailed explanations by one or more of the panel for a specific question.

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Category	Question	Rules/Requirements to be addressed	Question answered?	Supporting documentation included and referenced?	Completed (Y/N)
Course compliance and validation	1	8.1a, 8.1b, 8.1d, 8.1e			
Course development and management	1	8.1l			
Course development and management	2	8.1l			
Course development and management	3	8.1g			
Course development and management	4	8.1h 3.1e			
Course development and management	5	8.1k 1.1, 2.1a, 3.1m			
Course development and management	6	2.1a, 2.1b, 2.1c,2.1d			
Course development and management	7	8.1i			
Course content, structure, teaching	1	8.1c, 8.1d, 8.1g, 3.1b, 3.1c, 3.1g, 3.1j,			

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and assessment		3.1k, 3.1l, 3.1m, 3.1n, 3.1o			
Course content, structure, teaching and assessment	2	3.1e, 3.1h, 3.1i 3.1n			
Course content, structure, teaching and assessment	3	3.1f			
Course content, structure, teaching and assessment	4	3.1h			
Quality assurance and enhancement	1	8.1o			
Quality assurance and enhancement	2	8.1m 8.1n			
Stakeholder involvement	1	8.1f, 2.1d, 3.1d			
Stakeholder involvement	2	8.1f, 2.1d, 3.1d			

This table should be used to ensure that all questions contained within the application form have been answered and that any supporting documentation has been included and appropriately referenced. This checklist is for your use only and it should not be included as part of your application.