

# Glossary of terms

Confused about the new Qualifications and Credit Framework (QCF)? Then take a look at our useful glossary of commonly used terms – and if there is any terminology and jargon that we haven't covered, please let us know by email at [qcf@cityandguilds.com](mailto:qcf@cityandguilds.com).

	Term	Definition
<b>A</b>	<b>Assessment criteria</b>	Specify the practical skills and/or knowledge a learner must demonstrate for the learning outcomes of a unit to be achieved.
	<b>APL - Assessment of Prior Learning</b>	An assessment of what an individual already knows and can do. Usually in relation to the knowledge and skills required for a job or qualification which can be used as evidence towards completion of a unit.
	<b>Award</b>	A term used to describe the size of a QCF qualification. An Award is a qualification of 1 to 12 credits. One credit is equal to achievements made in 10 hours of notional learning time.
<b>C</b>	<b>Certificate</b>	A term used to describe the size of a QCF qualification. A Certificate is a qualification of between 13-36 credits.
	<b>Credit</b>	A measure of the volume of achievement that a unit represents and is a means of recognising, measuring, valuing and comparing achievement. Credits are awarded to learners on the achievement of a whole unit.
	<b>Credit rating</b>	The process by which the credit value of a unit is determined.
	<b>Credit value</b>	The number of credits a learner will achieve on successful completion of the unit. Credit value is calculated by taking the notional learning time required to achieve the specified outcomes and dividing it by 10.
	<b>QCFW - Credit and Qualifications Framework for Wales</b>	An established framework for all qualifications in Wales (including schools and Higher Education). The QCF will form the regulated vocational part of this larger framework.

	Term	Definition
<b>C</b>	<b>CCEA - Council for Curriculum, Examinations and Assessment</b>	Regulator for external qualifications in Northern Ireland.
	<b>DCELLS - Department for Children, Education, Lifelong Learning and Skills</b>	Welsh Assembly Government regulator for external qualifications in Wales with responsibility for the CQFW.
<b>D</b>	<b>DCSF</b>	<b>Department for Children, Schools and Families</b> (England).
	<b>DIUS</b>	<b>Department for Innovation, Universities and Skills</b> (England); now known as <b>BIS (Department for Business, Innovation and Skills)</b> .
	<b>Diploma</b>	A term used to describe the size of a qualification. A Diploma is a qualification of 37+ credits.
<b>E</b>	<b>Employer recognition</b>	QCF offers employers the opportunities to have their in-house training accredited. Employers may work with awarding organisations, or opt to become one themselves.
	<b>EQF - European Qualifications Framework</b>	This reference framework will be used to provide a benchmark for comparison of qualifications across Europe.
<b>F</b>	<b>FL - Foundation Learning (previously FLT)</b>	Foundation Learning covers education provision at entry level and level 1 on the QCF. It is a credit-based framework where learners build a personalised programme of learning.
<b>L</b>	<b>LR - Learner Record</b>	The LR will be a web-based individual transcript that holds a record of the credit a learner is awarded when they complete QCF units and qualifications. This will be managed by LSC with learners able to access and choose to share information about: progress towards completing a qualification; progression opportunities and new routes to achievement. Ready in 2010.
	<b>Learning outcomes</b>	Statements in a unit template describing what a learner is expected to know, understand or be able to do on completion of a learning process.
	<b>Level</b>	Used to indicate the complexity/challenge of every unit and qualification. In the QCF levels range from entry to level 8. Concerned with the outcome of learning and reflect each of following broad categories: <ul style="list-style-type: none"> <li>• Knowledge and understanding;</li> <li>• Application and action; and</li> <li>• Autonomy and accountability.</li> </ul>

	Term	Definition
<b>L</b>	<b>LRS - Learner Registration Service</b>	The LRS is an internet based facility which provides a Unique Learner Number for every person in education and training aged 14 and over. This will allow people to build a lifelong record of their learning participation and achievements (their Learner Record), which they can access and can choose to share.
	<b>LSC - Learning and Skills Council</b>	Responsible for planning and funding high quality education and training for everyone in England other than those in universities. The LSC will close and will be replaced by the Skills Funding Agency(SFA) and the Young Person's Learning Agency (YPLA).
<b>M</b>	<b>MIAP - Managing Information Across Partners</b>	MIAP's Learner Registration Service (LRS) issues Unique Learner Numbers (ULN). See LRS.
<b>N</b>	<b>NDAQ - National Database of Accredited Qualifications</b>	Database that contains the details of all accredited qualifications. Include all qualifications and units submitted to the QCF. <a href="http://www.accreditedqualifications.org.uk">www.accreditedqualifications.org.uk</a>
	<b>NQF - National Qualification Framework</b>	This is the current accreditation framework which will begin to be replaced by the QCF in September 2008. It will be phased by the end of 2010.
<b>O</b>	<b>Ofqual</b>	The new <b>Office of the Qualifications and Examinations Regulator</b> now operating separately from the QCA.
<b>P</b>	<b>Purpose</b>	A means of identifying qualifications with a set of shared characteristics that will be assigned to qualifications on the QCF.
<b>Q</b>	<b>QCA - Qualifications and Curriculum Authority</b>	Develop and modernise the curriculum, assessments, examinations and qualifications in England and have the responsibility for the QCF. QCA is now split into both QCDA and Ofqual.
	<b>QCF - Qualifications and Credit Framework</b>	A new framework for recognising achievement through the award of credit for units and qualifications. It will replace the NQF by 2011.
<b>R</b>	<b>Rules of combination (ROC)</b>	A description of the credit accumulation requirements for the achievement of a named qualification.
<b>S</b>	<b>SCQF - The Scottish Credit and Qualifications Framework</b>	Scotland's own qualification framework differs from the QCF. <a href="http://www.scqf.org.uk">www.scqf.org.uk</a>

	Term	Definition
<b>S</b>	<b>SQA - Scottish Qualifications Authority</b>	The regulator for qualifications in Scotland.
	<b>SQRP - Sector Qualification Reform Programme</b>	Programme led by SSDA, now by UKCES, for the development of SQS by each SSC.
	<b>SQS - Sector Qualification Strategy</b>	The strategy developed by each SSC for the development of qualifications in their given sector.
	<b>SSB - Standard Setting Bodies</b>	SSBs represent industry sectors on training, skills and business development and develop National Occupational Standards (NOS).
	<b>SSCs - Sector Skills Councils</b>	Work with employers and partners to develop qualification strategies/ plans and standards for the industries, sectors and occupations they cover.
<b>T</b>	<b>Tests and trials</b>	Projects set up by QCA in September 2006 to test the robustness of the QCF. This involved over 50 qualifications across a selection of sectors, centres, employers and learners. Results presented to ministers in June 2008.
<b>U</b>	<b>UKCES - UK Commission for Employment and Skills</b>	Newly formed commission which will provide independent advice to the highest levels in the four UK governments to help achieve improvements in employment and skills.
	<b>ULN - Unique Learner number</b>	Allocated to every person undertaking education and training. The 10 digit number will remain with a learner for life and will not be recycled.
	<b>Unit</b>	A unit is defined as a coherent and explicit set of learning outcomes and related assessment criteria, with a title, credit value and level. Within the QCF the term 'unit' refers to a unit of assessment.
	<b>Unit template</b>	Units of assessment for the QCF share a common set of characteristics and are submitted to QCA on a given template. This includes: title, level, credit value, learning outcomes and assessment criteria.

### Where can I find out more about how City & Guilds can help me?

Our dedicated QCF web page will provide you with up to date information and advice relating to all aspects of the QCF. [www.cityandguilds.com/qcf](http://www.cityandguilds.com/qcf)

If you have any additional questions you can contact a QCF expert on our dedicated email address [qcf@cityandguilds.com](mailto:qcf@cityandguilds.com)

