



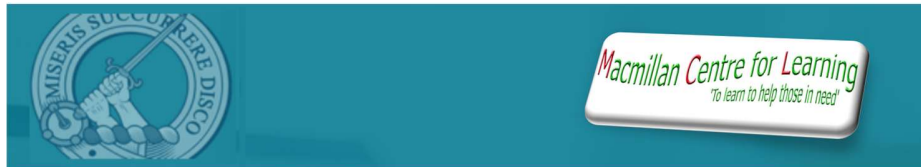
Macmillan Centre for Learning

Macmillan Centre for Learning is a Qualifications Scotland Approved Centre.

We are approved to deliver Qualifications to the Social Care sector.



Qualification Application Process (MCL QAP) Explained



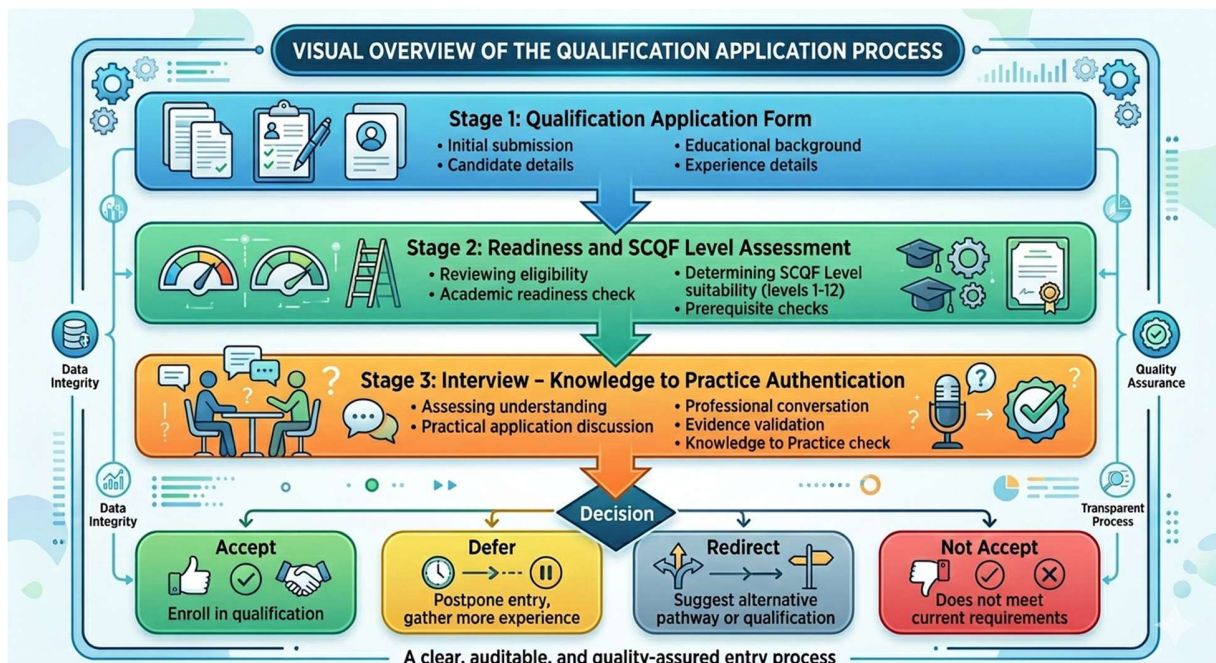
Macmillan Centre for Learning

Qualification Application Process (MCL QAP)

The **Macmillan Centre for Learning's Qualification Application Process (MCL QAP)** ensures that all applicants possess the appropriate academic background, practice experience, and professional readiness to undertake their chosen Award at the correct SCQF level. The process is designed to confirm three essential factors:

1. **Eligibility and role relevance** (the applicant must be working in, or entering, a role that allows them to generate the evidence required for the Award).
2. **Commitment and capacity** to meet the academic, professional, and time-bound requirements of the qualification.
3. **Professional readiness** in line with the National Occupational Standards, the SSSC Codes of Practice, and the expectations of SCQF-level learning.

The MCL QAP consists of **three stages**, each with a distinct purpose.



Stage 1: The Application Form



The Application Form gathers detailed information about the applicant's:

- Academic background and prior qualifications.
- Current role, responsibilities, and service user group.
- Professional experience and previous development.
- Access to an appropriate workplace setting for assessment (for SVQs).
- Readiness for academic study (for HNC programmes).
- Personal motivation and alignment with professional standards through a structured personal statement.

The purpose of Stage 1 is to ensure that the applicant meets the baseline requirements for entry, and that their role, experience, and intentions align with the expectations of the chosen Award and its SCQF level. It also confirms that the applicant understands the nature of the Award—particularly that SVQs are **not training qualifications**, but assessments of competence in real practice.

Stage 2: MCL QAP Stage 2 Task



Stage 2 evaluates the applicant’s **knowledge, reflection, and ability to apply principles of practice** relevant to their Award. Depending on the qualification, this may include:

- Multiple-choice questions assessing understanding of person-centred practice, safe practice, SSSC Codes of Practice, Health and Social Care Standards, and the care planning process.
- Short-response tasks requiring reflective, evidence-based answers that demonstrate:
 - Applied knowledge of daily practice.
 - Understanding of organisational policies.
 - Contribution to care planning and professional communication.

The purpose of Stage 2 is to ensure applicants possess the **foundational knowledge** and **professional insight** required to produce assessment evidence at an appropriate SCQF level. It confirms that the applicant already demonstrates the required standards of practice and does not expect to “learn them during the Award”.

Stage 3: Interview



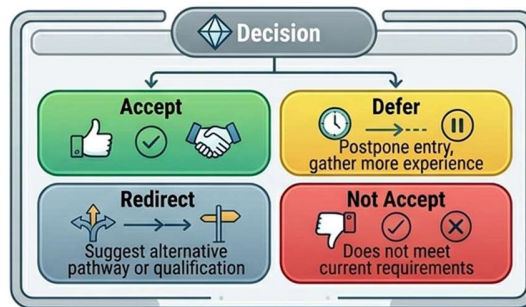
The final stage consists of a structured interview, informed by the applicant's prepared responses to the Interview Questions. This interview assesses:

- Understanding of the Award, its requirements, and its workload.
- Ability to reflect on practice experience at an appropriate level.
- Professional judgement, responsibility, and alignment with SSSC expectations.
- Digital competence for blended learning.
- Commitment to meeting monthly evidence requirements and attending assessor meetings (for SVQs).
- Overall readiness to undertake and complete the qualification successfully.

The interview provides an opportunity to discuss the applicant's answers, clarify any gaps, and ensure that the chosen Award is both suitable and achievable for their current role and stage in professional development.

Decision

The final stage of the process is a critical quality-assurance gateway where the evidence gathered from the application, SCQF assessment, and interview is synthesized into a formal outcome. This decision ensures that every candidate is placed on a path that matches their current skill level and professional readiness.



Here is a breakdown of the four possible outcomes:

1. Accept

This is the "Green Light." The candidate has successfully demonstrated that their prior knowledge and practical experience align with the required SCQF level. They are formally enrolled in the qualification and can begin their studies immediately.

2. Defer

A deferral is a "Not Yet" rather than a "No." This occurs when a candidate shows strong potential but lacks specific evidence or a particular area of experience required for the level.

- **Action:** Entry is postponed.
- **Outcome:** The candidate is given clear feedback on what additional experience or documentation they need to gather before re-applying.

3. Redirect

This is a supportive pivot. If the assessment shows the candidate isn't quite right for this specific qualification but has skills suited elsewhere, they are redirected.

- **Action:** The panel suggests an alternative pathway.



- **Outcome:** This might involve moving to a different SCQF level (higher or lower) or a different qualification category that better fits their career goals and current practice.

4. Not Accept

This is a formal "No" for the current application. This decision is made if the candidate does not meet the fundamental entry requirements or if the "Knowledge to Practice" authentication indicates a significant gap that cannot be bridged by a simple deferral.

This decision may also be made if the applicant is not in a role to produce the relevant evidence.

- **Action:** The application is closed.
- **Outcome:** Full feedback is provided to ensure the process remains transparent and auditable, maintaining the integrity of the qualification standards.

Quality Assurance Note:

This decision-making framework ensures that the entry process is not just a checkbox exercise, but a robust authentication of a candidate's ability to practice at the required level.