

NOS Part A and Part B Nation Requirements

This additional guidance has been designed to provide NOS Developers with an overview of what each Nation checks for within the Part A and B forms along with what they expect to see as a minimum requirement within the NOS consultation details.

Please note that all consultations in all Nations should not commence until after the Part A has been approved.

England

If further assistance or guidance is required please direct your queries to nos@sds.co.uk

England Part A:

Proposed consultations should take place with a “representative sample” of employers in England

When consultation takes place with UK-wide stakeholders we will require evidence of how the organisation is able to adequately represent / reflect the needs of England.

NOS Developers should ensure that full details of stakeholders in England are provided.

If consultation events take place without consultation from English participants other methods of consultations activities (such as online/ remote consultations) should take place to adequately obtain responses.

We would also like an overview of your method of engagement, whether it is via direct employer meetings, online surveys, focus groups or working groups etc.

England Part B:

NOS Developers should provide full details of the consultation activities, including when and by what method the consultations took place.

We would also like a brief summary of your findings / outcomes. We also reserve the right to request further consultation details as required including minutes, summary consultation reports etc.

We expect to see details of who participated in your engagement activities and the evidence should include organisation names and numbers of attendees. We also reserve the right to request further consultations details as required including names and contact details of the attendees etc.

We would also like to know if there were any specific issues raised by those consulted, if so please highlight the key issues raised.

Scotland

If required SQA Accreditation Managers are happy to give further advice on how best to work with stakeholders in Scotland via andrew.crone@sqa.org.uk.

Scotland Part A:

The relevant Accreditation Manager from SQA Accreditation should be added to the distribution lists and informed of / invited to any consultation activities in Scotland.

Consultation should take place with a “representative sample” of employers in Scotland: what does the

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presence in Scotland look like?

When consultation takes place with UK-wide stakeholders we will require evidence of how the organisation is able to adequately represent / reflect the needs of Scotland.

NOS Developers should ensure that full details of stakeholders in Scotland are provided.

If a consultation event is to take place within another nation, it may not be possible for Scottish companies to participate. In which case the NOS developer should ensure that Scottish views can be captured via other means of consultation.

We expect to see an outline of the type / method of engagement activity and the rationale for its choice. Engagement activities may consist of, but not limited to:

- Online surveys
- Focus groups
- Advisory panels
- Working groups
- National Working Groups (NWG)

Please provide details of the method of engagement you intend to use, relevant planned activity, and rationale for decision.

Please provide as much information as possible regarding dates, locations and timescales for events connected to the above activities.

Please ensure that consultees representing UK wide organisations are eligible to comment and provide Scottish feedback.

We expect to see an outline of the target audience, along with details of the scope and size of the sector and geographical locations listing the organisations you anticipate approaching.

We expect to see an outline of how your Scottish National Manager or Scottish representative will be involved in the above activities. This refers to any members of staff in your organisation with a remit for Scotland relating to this project.

We also expect to see an outline of how your SQA Accreditation Manager will be involved; please provide details of how and when you will be engaging with the SQA Accreditation Manager.

Scotland Part B:

NOS Developers should provide full details of the stakeholders / employers consulted in Scotland and indicate the current footprint coverage of the sector in Scotland.

Please give a brief summary of your Scottish findings / outcomes, including details of the key findings specific to Scotland. For example, this may take the form of minutes, summary consultation reports etc.

We expect to see details of those who participated in your engagement activities and the evidence should include names and size of Scottish companies. Please include Scottish representatives from UK wide companies contacted in the consultation.

If the representative of a UK company has represented Scottish employers in any consultation activity, the SSC must provide details of how that representative engaged with employers or other stakeholders in Scotland and list who they were.

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We also expect an explanation of how the findings in Scotland informed the development of the NOS; this could be evidenced through providing extracts/copies of minutes or meeting notes. Where NOS Working Group minutes have been provided, please also include outcome/decisions taken.

If feedback has been provided electronically, such as an on-line consultation, collated results of this exercise could provide suitable evidence.

Please provide evidence that you have considered and, where appropriate, have reflected the Scottish feedback in the final NOS. Please indicate changes to the NOS which have been a result of/ take account of Scottish feedback. This could be in the form of a NOS change document i.e. a document which identifies the changes made to NOS as a result of Scottish feedback.

We would also like to know if there were any specific issues raised by those consulted, if so please highlight the key issues raised by Scottish employers and stakeholders.

Northern Ireland

As Northern Ireland do not review the Draft and Final NOS standards we quality assure the NOS submissions through the Part A and Part B submissions.

NI Part A:

On the part A we check for employers representing NI interests - these could be NI based or employers who are UK wide and would operate in NI.

For some sectors we would want to see certain employers included for consultation e.g. the department of health for skills for health related standards.

We would ask suppliers to resubmit if we're not happy with the makeup of who they are proposing to consult with.

We would also ask for whom they are representing if it's not clear from the proposal, and if a consultation event is being held in NI we will attend where we can observe consultation activities first hand.

Some sectors visit individual employers e.g. Improve as they can easily identify large dairies in NI.

NI Part B:

We check the Part B to see if responses have been obtained from the identified NI employers and would return if not clear.

If there are no consultations in NI or if the consultation responses are low in NI we will ask for further details explaining why.

Wales

As Wales do not review the Draft and Final NOS standards we quality assure the NOS submissions through the Part A and Part B submissions.

Wales Part A:

Welsh Government should be added to distribution list and informed of / invited to any consultation activities

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Consultation should take place with a “representative sample” of employers in Wales: what does the presence in Wales look like?

When consultation takes place with UK-wide stakeholders we will require evidence of how the organisation is able to adequately represent/reflect the needs of Wales.

NOS Developers should ensure that full details of stakeholders in Wales are provided.

If a consultation event is to take place within another nation, it may not be possible for Welsh companies to participate. In which case the NOS Developers should ensure that Welsh views can be captured via one of the other means of consultation.

If required, a Welsh Government representative may give advice on how best to work with stakeholders in Wales.

Welsh Language

It is insufficient for the NOS Developer to state that stakeholders were surveyed in the past and therefore there is no need to carry it out again.

Stakeholders in Wales will need to be surveyed on the need for Welsh translations as part of each consultation process. The NOS Developer should ensure that Welsh Language translation is included as a standard agenda at all consultations (in line with the Universal Services specification).

The NOS Developers Welsh Manager should keep Welsh Government informed of the demand for Welsh Language via the consultation process

Wales Part B:

NOS Developers should provide full details of the stakeholders / employers consulted in Wales and indicate the current footprint coverage of the sector in Wales.

Welsh Language

NOS Developers should confirm whether stakeholders were surveyed on their need for Welsh Language NOS.

If the NOS Developer states that no Welsh Language issues were identified they should demonstrate how have they assessed that need.