

# Self-Funded National Occupational Standards (NOS) Desk Instructions

1.

**Standards & Frameworks (S&F) Panel role**

2.

**Background to self-funded NOS process**

3.

**Self-Funded NOS application process**

1.

## **Standards and Frameworks Panel Role**

- 1.1 The UK S&F Panel is responsible for assuring that the quality assurance arrangements for NOS are robust and operating effectively. For further detail a link to the Terms of Reference is provided below:

**Resources – National Occupational Standards ([ukstandards.org.uk](http://ukstandards.org.uk))**

2.

## **Background to self-funded NOS process**

- 2.1 All NOS must be developed and approved in accordance with the four-nation quality assurance process in order to be branded NOS.
- 2.2 In June 2019 the NOS Governance Group (NOS GG) agreed that an organisation wanting to self-fund the development of NOS must provide a business case to avoid duplication/confusion with NOS development which has been funded by the Devolved Governments (DGs) and offer rigour and assurance that it is capable of development activity.
- 2.3 The self-funded NOS process business case reflects the robust criteria used to establish the Standards and Frameworks Multi-Supplier Framework Agreement and identify suppliers eligible to develop publicly funded NOS.

### 3. Self-Funded NOS Application Process

- 3.1 Organisations submit a Business Case, with any supporting evidence, to the S&F Panel via Skills Development Scotland (SDS) prior to commencing the development activity. Via email: [NOS@SDS.co.uk](mailto:NOS@SDS.co.uk)
- 3.2 The Business Case requires the organisation to outline:
  - a. Clear rationale for proposed development activity.
  - b. Relationship to any identified priority sector, government policy (if nation specific) emerging technologies, legislative changes, continuous cycles of improvement etc.
  - c. Evidence of employer demand/ support and relevant LMI sources.
  - d. Timeline.
  - e. How the product is being/will be used, e.g. qualifications, licence to practise, apprenticeships etc.
  - f. Impact on learners/employers if the development does not take place.
  - g. Whether NOS are pan/multi-sector, core to sector or job specific.
  - h. Organisation's experience/expertise of developing NOS.
  - i. Knowledge/experience of NOS approvals process and nation specific requirements.
  - j. Details of any relevant sector/key stakeholders and networks the organisation has and engages with and how they will engage new employers.
  - k. Engagement methods the organisation intends to use and how they will ensure a representative sample of employers/stakeholders across the UK will be engaged.
- 3.3 SDS shares the Business Case with the S&F Panel for consideration. Members will discuss the proposal and agree whether or not to approve the development, and highlight any areas requiring further clarification, if appropriate.
- 3.4 SDS liaises with the proposing organisation to confirm the decision of the S&F Panel and to arrange a meeting with S&F Panel members to discuss any areas requiring clarification and to outline nation specific consultation requirements.
- 3.5 SDS confirms the final decision in writing, via email.