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**Information Gathering Form for International Study Visits/Online Sessions** *Please complete all sections and give as much detail as possible to allow us to ascertain availability, costs and resources etc.*

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| --- | --- | --- | --- |
| Information Required | To be completed by organiser | | |
| *Section A* |  | | |
| Organiser/Contact Person Details | Name |  | |
| Email address |  | |
| Organisation Name |  | |
| Organisation Website address |  | |
| Type and sector of organisation |  | |
| Are you organising the visit/session on behalf of (an)other organisation(s) | Yes  No  *If Yes, please complete Section B If no, please go to Section C* | | |
| *Section B* |  | | |
| Organisations represented by Delegates | Name of Organisation | | Type/Sector |
|  | |  |
| *Section C* | | | |
| Visit/Session format | In person Visit  Online session  *Please note that our capacity to offer in person study visits is limited at the present time* | | |
| Proposed Dates |  | | |
| Proposed Length of Visit/Online Session |  | | |
| Number of Delegates: |  | | |
| Is the visit or session part of a wider study visit (or virtual tour) | Yes  No  *If Yes, please give further details below* | | |
|  | | |
| Has the group visited the SCQF Partnership before? | Yes  No  *If Yes, please give further details below* | | |
|  | | |

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| --- | --- | --- |
| Information Required | To be completed by organiser |  |
| Section D | |  |
| Areas of Interest to the group  *(you can find out more about our activities on our website* [Home | Scottish Credit and Qualifications Framework (scqf.org.uk)](https://scqf.org.uk/)) | * SCQF Context, Background & Overview * Credit Rating for the SCQF * Quality Assurance for the SCQF * Credit Transfer and Recognition of Prior Learning * Capacity Building Activities * Communication and Marketing of the SCQF * SCQF Database * SCQF Employer Tool and Links * School Ambassador Programme * Framework Impact Assessment |  |
| Any other specific areas of interest not listed above |  | |
| Any specific questions the group would like answered during their visit/session |  | |

**Please fully complete this form and return to** [**info@scqf.org.uk**](mailto:info@scqf.org.uk) **using ‘Request for International Study visit/Online session’ in the subject box.**

**What happens next?**

1. **Please note that all visits/online sessions will incur a fee.**
2. **We will review your form and may contact you for further information using the email address indicated in this form**
3. **If we are able to accommodate your visit/session, we will inform you of this by email and of the fee that will be applicable. If this is acceptable to you and you wish to go ahead with the visit/session you should indicate this by email.**
4. **On receipt of that initial acceptance email, we will create a specification document which will outline the agreed timings, length and cost of the visit/session. This will be sent to you for agreement, signature and return by email.**
5. **50% of the agreed fee will be due on signature of the agreed specification document (this will be non-refundable) with the remainder of the fee due no later than 48 hours before the visit/session.**

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| By signing and returning this agreement, you agree to your personal details being entered into our database (Learnsmarter) to allow us to hold a record of your request and to communicate with you regarding your request [www.scqf.org.uk/privacy-cookie-policy/](http://www.scqf.org.uk/privacy-cookie-policy/).  Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |