

SQA ACCREDITATION



GUIDANCE NOTE FOR SUBMISSION FORM AC4: QUALIFICATION AMENDMENT

If you require assistance to complete the form please do not hesitate to contact SQA Accreditation on 0845 213 5253.

Your submission, and where possible supporting evidence, should be sent electronically to accredquals@sqa.org.uk. Once your submission has been received an acknowledgement will be sent to you indicating the date by which your submission will be considered. In addition an Accreditation Manager will be allocated and will contact you to discuss the submission and obtain clarification if required.

Please ensure that you have completed all relevant sections and that documents appended to this submission, are clearly identified and referenced.

Please remember that your submission will not be altered in any way by SQA Accreditation staff. It is, therefore, important that you provide as much detailed information as you can and that the information is **specific** to the qualification(s).

GENERAL INFORMATION

- This form is intended for awarding bodies seeking to amend existing accredited qualifications. This form should only be used for minor amendments to existing qualifications. If a qualification has been significantly changed eg. a number of changes made to the mandatory section of a qualification then a re-accreditation submission should be used. If you are in any doubt as to the form to be used please contact the Accreditation Unit on the number detailed above.
- Please refer to Section 4 of the form for the minimum requirements in terms of documentation which must be appended to your submission.
- To place X in boxes throughout the form, place the cursor on selected box and double click. The 'Check Box Form Field Options' will appear. Click on 'checked' in 'Default value' and then click 'ok'. An 'X' will now appear in the selected box on the form. Please follow this process wherever boxes are required to be completed throughout the form.

SECTION 1: AWARDING BODY AND QUALIFICATION INFORMATION

1.1 Full name and preferred abbreviation for the Awarding Body making the submission

Please provide the above details. If there is a joint agreement the lead partner's name should appear under this section.

1.2 Awarding Body's address (including postcode)

The address will be used for any correspondence relating to this submission.

1.3 Awarding Body representative's contact details

The Awarding Body's representative will be the person to which all queries relating to this submission will be directed. If there is a joint partnership arrangement in place, the lead partner's details should be entered under this section.

1.4 Title(s) of qualification(s) being submitted. Please include current accreditation dates.

Please provide the titles of all the qualifications contained in this submission. Please also provide the accreditation dates of the existing qualifications.

1.5 Authorised signatory and date signed

Please scan signature wherever possible and include the date. If this is not possible, please include an e-mail stating that the submission is approved by the awarding body's authorised representative. The authorised signatory may not necessarily be the person listed under 1.3.

1.6 Is the qualification(s) being offered in partnership with another organisation?

If yes, please list the partner organisation(s) along with full name(s) and preferred abbreviations. Please also indicate which partner will be responsible for all the functions listed.

A letter of support from the joint partner must be appended to your submission. In addition a draft joint agreement should also be appended to your submission.

If this is a change to an existing partnership arrangement, please provide details of the changes and a copy of the new joint agreement.

If no, please continue to the next question.

SECTION 2: AMENDMENT SUBMISSION INFORMATION

2.1 Please provide details of the proposed amendment.

Please clearly detail all the amendments and attach supporting documentation. For example if the NOS or units have changed please attach copies of the new/revised NOS or units. If the qualification structure has changed please attach a copy and also provide copies of any new/revised units. If the Assessment Strategy/Principles/Regulatory Specification has changed please provide a copy and indicate when it was approved.

2.2 Please provide a rationale for the amendment(s).

You should make clear why you are opting for an amendment rather than a re-accreditation for this submission.

2.3 Please provide registration and certification figures for the lifespan of the existing qualification(s).

Please list each of the qualifications included in this submission including the level, if appropriate. For each of these please give the total number of registrations and

certifications. you should include the total number of centres approved to offer this qualification(s).

2.4 Employer Engagement

You should make clear which model was selected at the point of accreditation or via previous extensions related to this qualification.

The expectation is that the original model chosen should not have changed. However, should the awarding body opt for a different model a clear detailed rationale must be provided within this section.

Awarding bodies should note that Model 3 cannot be automatically adopted without prior approval from SQA Accreditation's Regulation team.

2.5 Complete this section only if model 1 or model 2 has been used. Is your submission supported by the following:

Sector Skills Council/Standard Setting Body/Regulatory Body

If the qualification is an SVQ it is preferred that you will provide a letter/email of support for the amendment from the SSC/B.

If the qualification is NOS-related then you should aim to provide a letter/email of support for the amendment from the SSC/B.

If the qualification is required by a regulatory body then you should aim to provide a letter/email of support for the amendment from the regulatory body.

Scottish employers

You must provide letters/emails of support for the extension from Scottish employers.

Centres

It would be useful to include letters/emails of support for the amendment from centres that are currently delivering or intending to deliver the qualification(s).

2.6 Does the amendment require the Assessment Guidance to be revised?

If yes, you should attach a copy of the revised assessment guidance.

2.7 Please indicate how you intend to communicate the changes/amendments to the relevant stakeholders.

Please detail the methodology of how you will communicate the changes to all stakeholders.

SECTION 3: EXTENSION SUBMISSION INFORMATION

Please complete this section if the amended qualification also requires an extension.

3.1 Proposed extension period

The extension normally starts from the end of current accreditation period. You should consider how long you want to extend the qualification(s) for, and this date should be supported by the rationale given in question 2.5. Please note that for internal reasons we would prefer not to have 30 June as an end of accreditation period.

3.2 How many times has the qualification(s) been extended?

You only need to give the number of times that this qualification has been extended since it was initially accredited.

3.3 Were there conditions attached to the qualification(s) at the original accreditation?

If you answer 'Yes' to this question, you should list the conditions. You should also provide details of how you met and/or are working towards meeting these conditions.

If you answer 'No' to this question, please continue to the next question.

3.4 Please provide a rationale for the extension of this qualification(s)

You should make clear why you are opting for an extension rather than a re-accreditation for this submission. In addition you should justify the length of time you have requested for the extension.

SECTION 4: DOCUMENTATION CHECKLIST

4.1 Checklist: The following documents must be supplied with your submission if you have adopted model 1 or model 2.

The documents listed in this section must be provided with your submission.

Please refer to 2.1 for information on other documentation which should be provided.

4.2 Checklist: The following document must be supplied where qualification(s) are to be awarded in partnership with another organisation

The documents listed in this section must be provided with your submission.