Qualification Approval Report

Centre Details

Centre Name

Centre Number

Address

Post/Zip Code

Country

Phone Number

Please include the international and/or area code

SQA Coordinator

Email Address

Qualification(s) Applied For

Qualification Type: Customised Award

Verification Group Name

Verification Number

Qualification Title	Product Code

Event Details

Type of Event

Date of Event

Quality Assurance Criteria

This section relates to the relevant Quality Assurance Criteria categories for Qualification Approval.

Comments are mandatory for all criteria and if Not Applicable is selected then the comments should provide the reasons why this was chosen.

2. Resources

Resources are managed effectively in line with documented policies and procedures

2.4	Records must be maintained to provide evidence that the centre has sufficient competent staff who have the necessary qualifications, occupational experience and understanding to support the assessment and internal verification of qualifications being offered in the centre.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence *(please include Assessor and Internal Verifier names)*		

2.8	There must be evidence of initial and on-going reviews of assessment environment(s), assessment procedures, equipment, learning and assessment materials.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence *(please include the site visited, if different from the main centre address)*		

4. Internal Assessment and Verification

Internal assessment and verification activities are clearly documented, consistent with SQA requirements and ensure the quality and consistency of assessment

4.1	The centre's assessment and verification procedures must be documented and implemented to meet qualification and SQA requirements.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

4.2	The centre must provide documented evidence to ensure that assessments are valid, reliable, equitable and fair.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

4.3	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

4.5	The centre must take steps to ensure that assessment evidence is the candidate's own work.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

4.6	The centre must comply with requests for access to premises, records, information, candidates and staff for the purpose of external quality assurance.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

4.7	Candidate evidence must be retained in line with SQA requirements.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

4.8	Outcomes of External quality assurance must be disseminated to appropriate staff and any action points must be monitored against agreed timescales.	○ Approved ○ Not Approved ○ Not Applicable
Comment on Evidence		

Recommended Outcome of Approval

Approved *The centre is considered to have the potential to deliver the qualification satisfactorily and may enter candidates immediately.*	○
Not Approved *The centre does not meet the approval criteria and further development is required before it can be expected to meet these criteria.*	○

Please provide reasons for your recommendation, referring to specific units, where appropriate.

Recommended Outcome for Qualification(s) and Unit(s)

Please list all qualification(s) and unit(s) and the recommended outcome for each.

Qualification Title	Product Code	Approved	Not Approved
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Unit Title	Product Code	Approved	Not Approved
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Unit Title	Product Code	Approved	Not Approved
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Feedback Details

Centre Staff Informed:

Name	Job Title

Declaration (for Vocational Qualifications only):

	Yes	No	N/A
Confirmation that the Centre has a copy of the Assessment Strategy and requirements were discussed	○	○	○

Additional Comments

(i.e. observation of good practice)

Confirmation

Name of Qualification Approver	
Date Report submitted to SQA	

Additional Information for SQA

Please give details of any additional information gathered during the event which you believe SQA should be made aware of.

Systems

(Any information on the centre's quality assurance system.)

Qualification Verification

(Any information which should be taken into consideration during qualification verification.)

Qualification Development

(Any information relating to the qualification structure, i.e. gaps in provision and Unit design.)