



# Qualification Approval Report

## What this form is for

This form enables SQA Qualification Approvers to report on the relevant quality assurance findings from qualification approval activity.

## How to use this form

This form is to be completed electronically. Please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#)

## 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

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. If 'Not Approved' is selected, please ensure the comments include the action(s) the centre needs to take to meet the specific criterion.**

### 2. Resources

The centre procedures for managing resources must be documented, implemented and monitored to meet SQA requirements.

2.1	Assessors and Internal Verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.	Approved Not Approved
Comment on Evidence ( <b>please include Assessor and Internal Verifier names</b> )		

2.4	There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.	Approved Not Approved
Comment on Evidence ( <b>please include site visited, if different from main centre address</b> )		

### 3. Candidate Support

Candidates are supported and guided through the qualifications for which they are entered.

3.2	Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.	Approved Not Approved
Comment on Evidence		

3.3	Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.	Approved Not Approved
Comment on Evidence		

#### 4. Internal Assessment and Verification

The centre's internal assessment and verification procedures must be documented, implemented and monitored to meet SQA requirements.

4.2	Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.	Approved Not Approved
Comment on Evidence		

4.3	Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.	Approved Not Approved
Comment on Evidence		

4.4	Assessment evidence must be the candidate's own work, generated under SQA's required conditions.	Approved Not Approved
Comment on Evidence		

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

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

4.9	Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.	Approved Not Approved
Comment on Evidence		



## Recommended Outcome of Approval

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

**Please provide reasons for your recommendation, referring to specific Units, where appropriate. If you have selected 'Not Approved', please detail the action(s) the centre needs to take to meet the criteria.**





## 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 systems.

## **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.