



Qualification Approval Visit Plan

What this form is for

This form confirms the details of a qualification approval visit following discussions between the SQA Qualification Approver and your centre's SQA Coordinator. The form contains details about what will be discussed during the visit and serves as a reminder of the evidence that should be made available for review and of the people that should be available for interview.

If you need further information about the approval process, you can read the following SQA documents on the quality assurance pages of SQA's website:

- Systems and Qualification Approval: Guide for Centres (guidance on how to complete the application form, the quality assurance criteria and the documentary evidence requirements)
- Quality Assurance Criteria 2015
- Internal Verification: Information for Centres Delivering SQA Qualifications
- Internal Verification Toolkit
- Guide to Assessment

1. Centre Details

Centre name

Centre number (if available)

SQA Coordinator name

SQA Coordinator email

2. Visit Details

Qualification Approver name

Date of initial contact

dd/mm/yyyy

Date and time of visit

dd/mm/yyyy

hh:mm

Sites to be visited

Is this a residential address?

3. Qualification Details

Verification group name

Verification group number

Type of qualification applied for:

HN

VQ

NQ

Other (please specify)

Qualification Title

Qualification Code

Are any of the qualifications externally assessed

Yes

No

4. Interviews

Name(s) & Job Title(s) of centre representative(s) that will be available for interview during the visit e.g. assessors/verifiers

Name

Job Title

5. Evidence for all Qualification Types

In order to determine the potential of your centre to offer SQA qualifications and that quality assurance procedures are in place to support these, the Qualification Approver will discuss and review evidence relating to the following:

- Up to date Unit Specification(s)
- Assessment environment(s) and equipment
- Partnership Agreement (if applicable)
- Staff qualifications and/or experience
- Reference and learning materials
- Assessment materials
- Internal verification of assessment materials
- Standardisation arrangements

You may find it helpful to collate existing policies and procedures prior to the visit.

6. Additional Evidence for Vocational Qualifications

- Adherence to Assessment Strategies
- Arrangements for managing and recording CPD

7. Confirmation

Prior to leaving your centre, the SQA Qualification Approver will meet with the SQA Coordinator to feedback on the outcome of the visit and the report they will make to SQA.

Name

Telephone number

Mobile telephone
number

E-mail address

Date

dd/mm/yyyy