

SQA Accreditation

Guidance to Information Published by SQA Accreditation

Outlining our responsibility as a public sector organisation

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SQA Accreditation publication scheme

As a public sector organisation, SQA Accreditation is obliged by the Freedom of Information Act 2000 to make publically available information that we hold. We are duty-bound to make our processes as transparent as possible in order to monitor, maintain and improve the services we offer. This document sets out our publication scheme and demonstrates which information and publications are regularly produced to meet this requirement.

Who is SQA Accreditation?

SQA Accreditation is a distinct, autonomous arm of the Scottish Qualifications Authority (SQA). We have a statutory role to authorise and accredit all types of qualifications (other than degrees) that are offered across Scotland.

We also regulate and approve awarding bodies to deliver these qualifications through centres of learning — these include colleges, employers and private training providers.

Our role is to offer an assurance of quality for the qualifications we accredit. This allows candidates to obtain the best quality award possible, which is respected within the sector and meet learners' and employers' needs.

What we do

In our role we can accredit all types of qualifications, other than degrees, that are offered across Scotland. Examples of qualifications we currently accredit include:

- ◆ Scottish Vocational Qualifications (SVQs) across a wide range of occupations, such as construction, engineering, food manufacture, etc
- ◆ regulatory qualifications, such as those which are required in the licensing or security industries
- ◆ competence based qualifications which are to be the mandatory component of Modern Apprenticeship Frameworks
- ◆ those based on the Health and Safety Executive standards, such as lifeguard and pool attendant qualifications, etc

SQA Accreditation also approves qualification products such as SVQ structures, assessment strategies, Core Skills signposting, and SCQF credit rating of SVQs and SVQ Units.

We also recognise and approve awarding bodies to deliver these qualifications through centres of learning, including: colleges, employers, and private training providers. Thus, our general remit includes:

- ◆ accrediting qualifications
- ◆ approving awarding bodies (across the UK) to award accredited qualifications
- ◆ auditing awarding bodies to ensure they continue to meet required standards of delivery and quality assurance
- ◆ monitoring approved centres of learning to ensure awarding bodies are fulfilling their role adequately at learner level

In order to fulfil this role effectively we draw on Labour Market Intelligence and conduct in-house research to inform our key business area. Furthermore, we keep abreast of

developments across the other four nation regulators in England (Ofqual), Wales (DCELLS) and Northern Ireland (CCEA) in order to offer a high quality service throughout Scotland.

For regular updates on what we do and to sign up for our mailing list, please visit our Accreditation news area at <http://www.sqa.org.uk/sqa/23.106.html>.

SQA Accreditation's publications

In accordance with our customer service statement and the Freedom of Information Act 2000, we regularly publish information relating to the daily operations of SQA Accreditation. The information we hold is categorised under the following headings:

- ◆ SQA Accreditation
- ◆ Accredited qualifications
- ◆ Approved awarding bodies
- ◆ Research and general statistics

Unless otherwise stated, these reports are published on our website.

SQA Accreditation

- ◆ **Our team** — The organisation of our team and the remit of each of the sections.
- ◆ **Our customer service statement** — This makes clear our obligations to stakeholders.
- ◆ **Accreditation Committee** — A list of committee members, their biographies and meeting dates.
- ◆ **Accreditation Co-ordination Group (ACG)** — A list of core group members.
- ◆ **Decision lists** — The decisions made during each ACG meeting and an archive of previous decisions is also publically available, dating back to 2001.
- ◆ **Guidance and policies** — A range of guidance and policies, such as SVQ criteria.
- ◆ **Annual Reports** — A summary of the year's activity is published annually on our website.

Accredited qualifications

- ◆ **SVQ Information Sheets** — These reports contain information on the qualification title, codes and the general structure of the qualification.
- ◆ **Workplace Core Skills** — A full list of Workplace Core Skills that we have approved.
- ◆ **Other qualifications list** — A full list of 'other' qualifications, their codes and their accreditation periods.
- ◆ **Regulatory and licencing qualifications list** — A full list of regulatory qualifications, their codes and their accreditation periods.

Approved awarding bodies

- ◆ **Awarding body list** — A full list of our approved awarding bodies.
- ◆ **Awarding body audits** — These are made public once the awarding body has agreed the action plan and we also publish the awarding body's response to the audit. In addition, we update the action plan as and when actions are met by the awarding body.
- ◆ **Centre monitoring** — These reports are available after the centre visits have been completed and the awarding body has agreed the action plan. We also publish the awarding body's response to the audit. In addition, we update the action plan as and when actions are met by the awarding body.

Research and general statistics

- ◆ **Accreditation Update** — This report provides an overview of the work that has been completed by SQA Accreditation. It is produced quarterly and provides an overview of all ACG decisions which have taken place during that period.
- ◆ **Annual Uptake Report** — An annual report detailing uptake for all qualifications.
- ◆ **Quarterly Statistics Report** — A quarterly report detailing qualification and awarding body activity within that period.
- ◆ **Listing Report** — A report detailing 'live' SVQs is produced monthly.
- ◆ **Lapsing Report** — A report detailing all those qualifications about to enter the lapsing period and those about to expire is produced monthly.
- ◆ **Archived Research Report** — Previous research reports and findings.
- ◆ **External Research Report** — The findings from external research projects.
- ◆ **Outcomes of consultations** — Reports published as a result of consultations are available on our website.
- ◆ **Data collection schedule** — Data is required from awarding bodies on a quarterly basis. This schedule documents the deadlines for data collection for the next year.
- ◆ **Data submission requirements** — Details of the obligation on awarding bodies to submit quarterly registration and certification figures to SQA Accreditation.

Contact for queries

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