



Systems Approval Application

What this form is for

This form and the associated attachments are part of an application to become an SQA approved centre and offer SQA qualifications. It enables your organisation to demonstrate its potential to provide the management structure and quality assurance systems to support the assessment and internal verification of SQA qualifications.


This form is for systems approval only. A separate Qualification Approval Application must be submitted with this form in order to apply for centre approval.

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

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](#)

Certain supporting documents must be submitted with this form. These will be indicated by the symbol:- 

When you have finished

Once you have completed both the Systems Approval Application and the Qualification Approval Application, please email them, with the supporting documents, to;

- If you are a centre based in the UK: mycentre@sqa.org.uk
- If you are a centre based outside the UK: sqainternational@sqa.org.uk

Once we have received the completed forms and supporting documents we will let you know via email. If we find that we need more information, we will ask the person named as your SQA Coordinator to provide it.

All the details you complete in this form, as well as any supporting documents you send, will be treated as private and confidential by SQA.

About Your Centre

A1 Centre Contact Details

Please provide details for the main site/location or headquarters for your centre:

Centre's full name

Address

Post/Zip code

Country

Phone number

Please include the international and/or area code

Email address

Website address http://

(if applicable) e.g., www.sqa.org.uk

A2 Key Contact Points

*Please note – these roles can be carried out by the same person

Head of Centre*

Name

Job title

Email address

Phone number

Please include the international and/or area code

Finance Contact*

Name

Job title

Email address

Phone number

Please include the international and/or area code

SQA Coordinator*

Name

Job title

Email address

Phone number

Please include the international and/or area code

A3 Additional Centre Information

Do you agree to SQA disclosing your centre details to prospective candidates?

Yes

No

Previous Centre Experience

A4 Current Approval Status

Are you currently an approved centre of another awarding body or bodies?

Yes, please continue below

No, go to section A5

Name of the awarding body/bodies

Date of initial centre approval
(dd/mm/yyyy)

A5 Quality Assurance Standards

Are the systems you have in place for managing your centre measured against any quality assurance standards (apart from approval from another Awarding body)?
For example: International Organisation for Standardisation (ISO), British Standards (BS), or Investors in People (IIP) standards.

Yes, please continue below

No, go to section A6

For each quality assurance standard, please provide the following details:

Name of the standard

Date of latest audit/inspection
(dd/mm/yyyy)

A6 Prior Approvals Refusals, Withdrawals or Sanctions imposed

Has any awarding body refused or withdrawn centre approval, qualification approval or imposed any other sanction on your centre?

Yes, please continue below

No, go to section A7

Please select the appropriate options that apply:

Approval Refused

Approval Withdrawn

Approval Sanctions

Please provide further details below, including the name of the awarding body, the qualification (if applicable), the date of the refusal/withdrawal/sanctions and any comments

A7 Previous Experience in Assessing Qualifications or Training

Does your centre have previous experience of assessing qualifications or training?

Yes, please continue below

No, go to section A8

Provide a brief overview of your centre's experience in assessing qualifications or training





Your Centre's Systems, Policies and Procedures






Please refer to the Systems and Qualification Approval: Guide for Centres for guidance on how to complete the application form and the documentary evidence requirements.

A8 Management of a Centre

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Management of a Centre, and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures for managing your centre.

Please ensure you send a copy of the following documents with your completed application, listing the file names below.






	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A8.1 	Contents list of your organisation's quality manual	1.1	
A8.2 	Planned dates for production and/or review of policies and procedures	1.1	
A8.3 	Version control demonstrated on policy documents (for all categories) or a statement describing version control approach	1.1	
A8.4 	Senior management support for policies recorded on policy documents, or as a covering statement	1.2	

	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A8.5 	Job roles and responsibilities for the SQA Coordinator, the Internal verifier and the Assessor, and member of staff responsible for data management	1.3, 1.4, 1.9, 1.10	
A8.6 	Defined roles and responsibilities for anyone sub-contracted or working in partnership with the centre	1.4	
A8.7 	Malpractice policy and procedure	1.5	
A8.8 	Procedure for dealing with conflict of interest for assessors, IVs or invigilators	1.6	
A8.9 	Communication procedure or description of how you will manage communication with staff and candidates	1.7	
A8.10 	Procedure or description of how you will gather feedback from candidates and use this to inform improvements	1.8	

A9 Resources

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Resources and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your processes for reviewing the reference, learning and assessment materials, assessment environments and equipment, resources and staff that your centre has in place to support the delivery of SQA qualifications.






Please ensure you send a copy of the following documents with your completed application, listing the file names below.

	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A9.1 	Information on how requirements for qualifications and experience of assessors and internal verifiers are addressed in the recruitment and deployment processes	2.1	
A9.2 	Staff development/ continuous professional development policy and procedures	2.1	
A9.3 	Assessor and internal verifier induction checklist covering all SQA requirements	2.2	
A9.4 	Procedure for or description of how you will review assessment environments, equipment, reference, learning and assessment materials	2.3	
A9.5 	Procedure for checking the suitability of assessment sites not owned by your organisation and/or completed site selection checklists (if applicable)	2.5	

A10 Candidate Support

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Candidate Support and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of how you will support candidates throughout their qualification.






Please ensure you send a copy of the following documents with your completed application, listing the file names below.

	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A10.1 	Candidate induction checklist covering all SQA requirements	3.1	
A10.2 	Equal opportunities policy or statement, including equal access to assessment	3.4	
A10.3 	Statement of intent to provide support and assessment arrangements for candidates with additional needs	3.5	
A10.4 	Information on the process which will be used for identifying specific additional needs of candidates, identifying, implementing and reviewing appropriate assessment arrangements, and recording this	3.5	
A10.5 	Complaints policy and procedures	3.6	

A11 Internal Assessment and Verification

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Internal Assessment and Verification and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures to ensure all assessment decisions will be consistent with qualification standards, and how you will maintain records of the internal verification process.

Please ensure you send a copy of the following documents with your completed application, listing the file names below.

	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A11.1 	Internal Verification Policy and Procedures	4.1	
A11.2 	Pro forma to be used to record internal verification activities	4.1	
A11.3 	Description of arrangements for secure storage and transport of assessment materials	4.5	
A11.4 	Policy for retention of candidate assessment evidence	4.7	
A11.5 	Internal assessment appeals procedure	4.8	

A12 External Assessment



Are you intending to offer externally assessed qualifications?

Yes, please continue below

No, go to section A13

To demonstrate your organisation's understanding of the Quality Assurance Criteria for External Assessment and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures for administering external assessment activities on SQA's behalf.







Please ensure you send a copy of the following documents with your completed application, listing the file names below.

	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A12.1 	Procedures for managing external assessment, including roles and responsibilities	5.1, 5.3	
A12.2 	Description of arrangements for secure storage and transport of external assessment materials	5.2	

A13 Data Management

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Data Management, and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures for collecting and supplying complete and accurate data to SQA.

Please ensure you send a copy of the following documents with your completed application, listing the file names below.

	Document	QA Criterion this addresses	Your file name or comment on where the evidence is (e.g. in a document used to meet another criterion). Please include a file reference number, if you have used these.
A13.1 	Roles and responsibilities for the member of staff dealing with data management (see also Management of a Centre, criterion 1.4)	6.1, 6.2, 6.3	
A13.2 	Candidate enrolment form (including collection of personal data and data protection statement)	6.1	
A13.3 	Process for collecting information on candidate entries for units and group awards and candidate results from assessors/IVs	6.2	
A13.4 	Policy or statement of intent on submitting entries and results within appropriate timescales and updating data	6.2, 6.3	
A13.5 	Policy for retention of assessment and internal verification records	6.4	
A13.6 	Description of arrangements for secure storage of records	6.4	

A14 Qualifications Approval

Which qualification(s) are you seeking approval for initially?

Please complete the separate Qualifications Approval form, which forms Part B of the Centre Approval application.

A15 Declaration

Here we ask either your Head of Centre or your SQA Coordinator (as specified at the beginning of this form) to accept and date a declaration regarding the accuracy of this application.

I declare that, to the best of my knowledge, the information given in this approval application and on any accompanying documents is correct.

Please select one of the following responses

I accept the declaration above.

I do not accept the declaration above.

Name

Date

dd/mm/yyyy

SQA Use Only

Business Development (BD) Contact Summary

BD contact name

BD contact phone number

BD contact email

BD Confirmation

Name

Date

dd/mm/yyyy

Confirmation Comments