



# Systems Approval Visit Plan

## What this form is for

This form confirms the details of a systems approval visit following discussions between the SQA Systems Approver and your centre's SQA Coordinator. The form contains information 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 criteria and evidence requirements, please read the Quality Assurance Criteria and Approvals guidance on our website.

## 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](#)

## 1. Centre Details

Centre Name

Centre Address

Post/Zip Code

Country

SQA Coordinator Name

Telephone Number

Please include the international and/or area code

Email

## 2. Visit Details

Systems Approver Name

Date of Initial Contact

dd/mm/yyyy

Date and Time of Visit

dd/mm/yyyy

hh:mm

Name

Job Title

Centre Representative(s)  
who will be available for  
interview during the visit

Location to be visited

(if different to above)

Is this a residential  
address?

## 3. Qualification Details

Please specify the type of qualification applied for:

HN

VQ

NQ

Other

## 4. Evidence

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 Systems Approver will discuss your systems and review evidence relating to the following categories within the Quality Assurance Criteria:

- Management of a Centre
- Resources
- Candidate Support
- Internal Assessment and Verification
- External Assessment
- Records/Data Management

## 5. System Approver Contact Details

Name

Telephone Number

Mobile Number

E-mail Address

Date

dd/mm/yyyy