



Guide to SQA's Endorsement Service

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SQA is committed to using plain English. We will try to make our publications as easy and straightforward to understand as we can, and will try to avoid all unnecessary jargon. If there is any language in this document that you feel is hard to understand, or could be improved, please write to Editor, Communications team, at the Glasgow address above or e-mail: **editor@sqa.org.uk**.

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Introduction

Thank you for your interest in SQA's Endorsement Service. This guide will help your organisation to prepare a submission to have your resources endorsed.

This guide accompanies form ENDO1(R). A sample of this form is included within the guide, but you should complete the form electronically.

If you have any questions about SQA Endorsement, please do not hesitate to contact us:

Telephone: 0345 279 1000

E-mail: endorsement@sqa.org.uk

www.sqa.org.uk

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SQA's Endorsement Service

SQA can endorse learning, teaching and assessment materials, produced and published by another organisation to support SQA qualifications. SQA offers this service on a non-exclusive basis. Under this arrangement, resources may display the 'SQA Endorsed' logo together with a statement which outlines the nature of the endorsement. However, the resource must:

- ◆ be fit for purpose
- ◆ be subject to quality assurance
- ◆ be accurate and up to date in its content
- ◆ support SQA qualifications

Quality assurance

SQA conducts annual audits to confirm that endorsed resources continue to meet SQA's endorsement criteria. For further details please see page 5.

Overview of the process of applying for endorsement

Step one

We will provide an application pack containing straightforward forms and detailed guidance to help you complete them. You will be allocated a dedicated member of staff from our experienced team who will be on hand to provide guidance and advice, and to ascertain whether the key requirements have been met.

If the key requirements have not been met, we will notify you of this and explain why the submission cannot proceed. If the key requirements have been met, the submission can proceed to Step two. At this stage you will be required to pay a non-refundable deposit to cover work carried out by SQA for Step two. If Step two is successful, this deposit will be deducted from the endorsement fee.

Step two

An SQA representative will visit your organisation to ensure all necessary procedures and processes are in place. Following a successful site visit the submission will then be scrutinised and a subject expert appointed to evaluate your application.

Step three

On completion of the evaluation, your application will be presented to the SQA Endorsement Group for a final decision. The members of this group will ensure that due process has been followed in reaching their final decision.

Endorsement of resources

Completing form ENDO1(R)

As well as recording your contact information, form ENDO1(R) will help us to understand your business and the context of your resource. A sample form can be found on page 7.

Please use this guidance. It will help you to provide full and complete information and evidence to support your submission. This will ensure that your resource is accurately and efficiently evaluated for endorsement.

Section 1: General information

- 1.1 *Insert the full name of your organisation and any abbreviation that you use. If appropriate, include any relevant subset, such as a department, directorate, division, or unit.*
- 1.2 *The person named must be the main contact for SQA. They should know about your organisation's submissions and be able to discuss information given in form ENDO1(R).*
- 1.3 *Insert the main contact's job title.*
- 1.4a *Insert the postal address, including the postcode, to which you wish all correspondence related to your ENDO1(R) form to be sent.*
- 1.4b *Include invoicing details, if they are different from the correspondence address.*
- 1.5 *Insert the telephone number and/or mobile number for the named contact.*
- 1.6 *Insert the e-mail address for named contact.*
- 1.7 *Insert your organisation's website address.*

Section 2: About your organisation

- 2.1 *Include here the type, nature and legal status of your organisation, eg private company, voluntary organisation, awarding body, professional body. Indicate, for example, the origins of your organisation, how long it has been in existence and how it has developed over time, indicating relevant significant changes in direction or purpose. Include details of parent organisation(s) or group(s) if appropriate.*
- 2.2 *Detail here the main products and/or services that you provide. It will be helpful if you indicate:*
 - ◆ *any specialist area*
 - ◆ *your place in the market*
 - ◆ *any specific regulation or legislation that operates in your sector and to which your organisation has to conform*
 - ◆ *what makes your products and/or services different from your competitors*
- 2.3 *Detail the main customers for the products and/or services that you provide.*
- 2.4 *Detail the number of employees and, if available, please attach an organisation chart or describe your organisation's structure.*
- 2.5 *Enter any information that you feel is relevant to your submission and gives additional background information. This could be details of any quality management standards your organisation has gained, details of any form of recognition or status, or special relationship with any other organisation.*

Section 3: Resource information

- 3.1 *In order to be considered for endorsement these criteria must be met. If any of the criteria cannot be met, please contact SQA's Endorsement Service to discuss the options available to you.*
- 3.2 *Insert the title of the SQA qualification(s).*
- 3.3 *Detail the format in which the resource is available, eg book, CD-ROM, e-learning materials.*
- 3.4 *Provide a description of the resource content, how it is laid out, structure, and the type of learner the resource is aimed at.*
- 3.5 *Provide reasons why you chose to develop this resource and what you expect to achieve.*
- 3.6 *If this resource has already been issued to learners, provide details of when it was published and volume of sales. If it has not been published, provide details of when it will, and expected sales.*
- 3.7 *If you answered 'yes', please provide details. This could include:*
 - ◆ *full name and abbreviation of the awarding or professional body providing recognition*
 - ◆ *nature of the recognition, eg category of award, level of professional status*
 - ◆ *when recognition was granted*
 - ◆ *how long recognition is granted for (and renewal date, if appropriate)*

If you have answered 'no' please indicate whether recognition has been refused or not applied for.

Section 4: Quality assurance

- 4.1 *Give details of the authors of the resource and their relevant qualifications and experience.*
- 4.2 *Explain the process followed to approve the resource and who is involved. Is the review process the same? If not, provide details.*
- 4.3 *How are comments on the resource fed-back and any changes incorporated? Should there be any need to update information contained within the resource, how is this managed and who is involved?*
- 4.4 *Provide an overall description of how the quality assurance of the resource is managed and who is involved in the process.*

Making a submission

Please submit the completed form ENDO1(R) along with two copies of all supporting documentation to SQA's Endorsement Service. Your allocated Endorsement Officer will then be in touch to discuss the submission.

What happens next?

Agreement

Once SQA has evaluated the resource, and endorsement has been approved, an agreement is issued to the submitting body. This refers to Step one of the process as described on page 3. The agreement contains details of the nature of the endorsement and the dates to which this applies. This should be read carefully by the submitting body.

Logo

Once both parties have signed the agreement, the 'SQA Endorsed' logo will be issued. The logo can be used on the endorsed resources and all relevant marketing and promotional material.

Before publishing the logo, the submitting body must submit samples of promotional material to SQA for approval.

Annual audits

One year after the endorsement is granted, SQA will conduct an annual audit. This is to ensure that the endorsement criteria are still being met. The annual audit can result in three outcomes:

- ◆ Pass
- ◆ Pass with conditions or recommendations
- ◆ Fail

Sample form

Form ENDO1(R)

SQA's Endorsement of Resources



Organisation Information

This form should be used by organisations seeking SQA endorsement of resources which support SQA qualifications and awards.

Please complete electronically.

For advice on how to complete this form, please see the Endorsement Guidance or contact SQA on 0345 279 1000.

SECTION 1: GENERAL INFORMATION

1.1	Organisation's full name (and acronym if appropriate)	
1.2	Name of main contact in submitting organisation	
1.3	Job title of contact	
1.4a	Address (<i>including postcode</i>)	
1.4b	Invoice address (<i>if different from above</i>)	
1.5	Telephone number	
1.6	e-mail address	
1.7	Company website address	

SECTION 2: ABOUT YOUR ORGANISATION

Please give a brief summary of your organisation under each of the headings.

2.1 Organisation background/history**2.2 Main products and/or services provided by the organisation****2.3 Main customers for these products or services****2.4 Organisation structure and number of employees****2.5 Please provide any additional information on your organisation not covered by the above****SECTION 3: RESOURCE INFORMATION**

Please refer to the SQA Submission guidance document when completing this form

3.1 Please answer the following questions by selecting the appropriate option.

Is the resource subject to quality assurance? Yes / No

Is the resource content accurate and up to date? Yes / No

Does the resource support a current SQA qualification? Yes / No

If you have answered 'No' to any of the above questions, do not complete this form. Please contact SQA's Endorsement Service (0345 279 1000)

3.2 Please confirm the title of the SQA qualification(s) that the resource supports	
3.3 Please describe in what format the product is produced	
3.4 Please provide a description of the resource	
3.5 Please describe why there is a need for the resource and what you hope to achieve	
3.6 Has this resource been issued to learners? (If yes, please provide details)	Yes / No
3.7 Has this resource previously been endorsed by an awarding body or professional body? (If yes, please provide details)	Yes / No
SECTION 4: QUALITY ASSURANCE	
4.1 Who was involved in writing/developing the resource and what is their experience?	
4.2 Please provide details for approving and reviewing the resource	

4.3 What mechanism do you have in place for updating the resource, if required?

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4.4 Please indicate how the quality assurance of the resource is managed

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SECTION 5: ENDORSEMENT SUBMISSION CHECKLIST

Please ensure that you have provided us with **two hard copies of the resource materials (where appropriate) in addition to any electronic copies sent.**

This should include the following:

	Please tick if submitted
Organisation chart	<input type="checkbox"/>
Quality assurance manual	<input type="checkbox"/>
Resource materials	<input type="checkbox"/>
Resource maintenance and review policy	<input type="checkbox"/>
Author profiles/database	<input type="checkbox"/>
Internal/external quality assurance policy	<input type="checkbox"/>

SECTION 6: DECLARATION

Please note that while no payment requires to accompany the submission of this form, an application fee is payable to SQA within 14 days of SQA issuing to your organisation a written request for payment. If SQA does not receive payment within the 14 day period, this application shall be deemed to have been withdrawn.

The application fee is non-refundable, irrespective of whether this application is accepted, rejected or withdrawn. However, if this application is accepted, the application fee will be treated as a 'payment to account' in relation to the implementation fee payable to SQA on signing the endorsement contract.

Endorsement is offered on a non-exclusive basis.

I declare that all information in this form is accurate.

Signature:	Date:

Name (please print):	
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Position (please print):	
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