



SQA's Endorsement Service: a Guide for Submitting Bodies

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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, Editorial 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 qualifications, assessed training programmes or resources endorsed.

This guide accompanies form ENDO1. There are two versions of this form — one for endorsement of qualifications or assessed training programmes ENDO1(Q), and one for endorsement of resources ENDO1(R). Samples of these forms are included within the guide, but you should complete them electronically.

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

Telephone: 0845 213 5246

E-mail: endorsement@sqa.org.uk

SQA Endorsement Service
Scottish Qualifications Authority
4th Floor
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

SQA's Endorsement Service

SQA offers two types of endorsement:

- ◆ *endorsement of non-SQA qualifications or assessed training programmes*
- ◆ *endorsement of resources which support the delivery of SQA qualifications and awards*

Endorsement of non-SQA qualifications or assessed training programmes

SQA can endorse qualifications from another organisation if the qualification meets SQA's endorsement criteria. Endorsed qualifications or assessed training programmes can use the 'SQA Endorsed' logo on in-house certificates and in promotional material outlining the nature of the endorsement. The qualification or assessed training programme must be:

- ◆ *outcome based*
- ◆ *subject to quality assurance*
- ◆ *assessed*
- ◆ *certificated*
- ◆ *a minimum of 10 notional hours of learning in length*

Endorsement of resources which support the delivery of SQA qualifications and awards

SQA can endorse learning, teaching and assessment materials, produced and published by another organisation to support SQA qualifications. Resources can be branded with the 'SQA Endorsed' logo and an endorsement statement which outlines the nature of the endorsement. The resource must:

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

Quality assurance

SQA conducts annual audits to confirm that endorsed qualifications or assessed training programmes and resources continue to meet SQA's endorsement criteria. For further details please see page 9.

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 qualifications or assessed training programmes

Completing form ENDO1(Q)

As well as recording your essential contact information, form ENDO1(Q) will help us to understand your business and the context of your qualification or assessed training programme. You can find a sample form on page 10.

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 qualification or assessed training programme 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 contained in form ENDO1(Q).*
- 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(Q) 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: Qualification or assessed training programme 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 the Endorsement Service to discuss the options available to you.*

- 3.2 *Provide a broad understanding of the content and context of the qualification or assessed training programme. Please describe in general terms what it covers.*

Attach and reference a full curriculum/syllabus/schedule, or equivalent. Please provide the reference number and title of the attachment in the space provided.

Identify the defined aims and objectives of the qualification or assessed training programme.

It is important for our understanding of your qualification or assessed training programme that you are consistent with titling and descriptions as inconsistencies will require clarification and may lead to a delay in the process.

Explain how the components of the qualification or assessed training programme are described; and indicate what you call them eg: Units, Modules, Elements, Sessions, Courses.

Are the learning outcomes simply spread across the components that make up the qualification or assessed training programme or are the learning outcomes assigned to it as a whole?

Is there mandatory and optional content?

Are there stages or progression between parts of the qualification or assessed training programme?

- 3.3 *Indicate the modes of learning opportunities available, eg work based, classroom based, distance learning, online learning.*

Explain who delivers the qualification or assessed training programme and what qualifications or experience they must have to do so.

- 3.4 *If you answered 'yes', please provide details in the space provided. The following are examples of the type of information that would be of interest.*

- ◆ *Dates of delivery*
- ◆ *Numbers of participating learners*
- ◆ *Where delivered*
- ◆ *How delivered — online, distance, classroom etc*
- ◆ *Successful completion rate*
- ◆ *Number of anticipated learners*

If you have answered 'no' to 3.4, please indicate any anticipated delivery dates, venues, learners or any other relevant detail you may already know.

3.5 *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 has not been applied for.

Section 4: Assessment and quality assurance

4.1 *Explain the assessment principles and procedures of the learning outcomes.*

These should be explicit, valid and reliable — and it should be apparent from this how the assessments are appropriate to the learning outcomes and to the overall qualification or assessed training programme.

Detail the method of assessment — who is involved in the assessment, how the content of assessment is selected, and where the assessments are held.

What criteria do you use to determine how the learner achievement is identified and how is it recorded? Include the marking of assessments and the criteria used to distinguish between a pass or a fail, or any other grading system you may use. Please supply documented evidence clearly referenced.

Describe the security arrangements you have in place for housing learner achievement, eg results. Please describe how you issue formal records, transcripts or certificates.

Describe your arrangements for re-assessment, re-examination or any other system you may have in place. This should include, for example, the number of 're-sits' allowed or alternative re-assessment material available.

Please supply documented evidence, clearly referenced.

4.2 *The details you provide should demonstrate procedures for approving, supervising and reviewing assessment strategies/methodology and assessment decisions used in the quality assurance of this qualification or assessed training programme. This should also include how you incorporate the views of your delivery staff and learners where appropriate. You should provide details of both the internal and external quality assurance procedures.*

4.3 *Provide details of the personnel involved in the quality assurance process and their roles and responsibilities. In addition, provide details of the quality assurance processes in place for the content and structure of the qualification or assessed training programme including details of any reviews that will take place. You should provide details of the internal and external quality assurance.*

Making a submission

Please submit the completed form ENDO1(Q), 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.

Endorsement of resources

Completing form ENDO1(R)

As well as recording your essential 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 15.

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 the 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

On completion of form ENDO1(R), please submit the form 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 qualification or assessed training programme or 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. For endorsement of qualifications or assessed training programmes, the logo can be used on the in-house certificate issued to learners and all relevant marketing and promotional material. For endorsement of resources, the logo can be used on the resources and all relevant marketing and promotional material.

Before publishing the logo, the submitting body must submit samples of certificates and 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 forms

Form ENDO1(Q)

SQA's Endorsement of a Qualification or assessed training Programme



Organisation Information

This form should be used by organisations seeking SQA Endorsement of a qualification or assessed training programme.

Please complete electronically.

For advice on how to complete this form, please see the Endorsement Guidance or contact SQA on 0845 213 5246.

SECTION 1: GENERAL INFORMATION

1.1	Organisation's full name and acronym	
1.2	Name of main contact in submitting organisation	
1.3	Job title of contact	
1.4a	Address (<i>including post code</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: QUALIFICATION OR ASSESSED TRAINING PROGRAMME 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.

Does the qualification or assessed training programme have learning outcomes?	Yes / No
If yes, are the outcomes formally assessed?	Yes / No
Are the assessment decisions externally quality assured?	Yes / No
Is the qualification or assessed training programme certificated?	Yes / No

If you have answered 'No' to any of the above questions, do not complete this form. Please contact SQA's Endorsement Service (0845 213 5246)

3.2 Please provide a description of the qualification or assessed training programme.

3.3 Please indicate how the qualification or assessed training programme is delivered.	
3.4 Has this qualification or assessed training programme been delivered to learners? <i>(If yes, please provide details)</i>	Yes / No
3.5 Has this qualification or assessed training programme been recognised by an Awarding Body or Professional Body? <i>(If yes, please provide details)</i>	Yes / No
SECTION 4: ASSESSMENT AND QUALITY ASSURANCE	
4.1 Please explain how the qualification or assessed training programme will be assessed.	
4.2 Please provide details for approving and reviewing the assessment and how you will quality assure the assessment decisions of the qualification or assessed training programme.	
4.3 Please indicate how the quality assurance of the qualification or assessed training programme is managed. This should include both your internal and external QA procedures.	

SECTION 5: ENDORSEMENT SUBMISSION CHECKLIST

Please ensure that you have provided us with **two hard copies of the qualification or assessed training programme materials in addition to any electronic copies sent.**

This should include the following:

	Please tick if submitted
Organisation Chart	
Qualification or assessed training programme description/syllabus	
Unit descriptors/learning Outcomes	
Qualification or assessed training programme handbook or notes	
Qualification or assessed training programme timetable	
Qualification or assessed training programme maintenance and review policy	
Assessment policy	
Sample assessments	
Re-assessment policy	
Appeals procedure	
Quality assurance manual	
Internal/External quality assurance policy	

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 do not receive payment within such 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.

I declare all information in this form to be accurate

Signature:

Date:

Name (please print):

Position (please print):



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 0845 213 5246.

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 post code</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 (0845 213 5246)

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?	

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

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	
Quality assurance manual	
Resource Materials	
Resource maintenance and review policy	
Author profiles/database	
Internal/External quality assurance policy	

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 do not receive payment within such 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.

I declare all information in this form to be accurate

Signature:	Date:
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Name (please print):	
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Position (please print):	
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