



SQA Guide to Information available through the Publication Scheme 2022

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Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by SQA. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

SQA is under a legal obligation to:

- ◆ publish the classes of information that we routinely make available, and
- ◆ tell the public how to access the information and what it might cost

SQA has adopted the *Model Publication Scheme 2015* produced by the Scottish Information Commissioner. You can view our scheme on our website at (link to SQA Model Publication Scheme web page) or by contacting us at the postal and e-mail address below:

Freedom of Information Officer
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

E-mail: foi@sqa.org.uk

SQA's publication scheme

The purpose of this guide is to:

- ◆ show what information is available (and what is not available) in each class of information
- ◆ list any charges that may be applied
- ◆ explain how to find information easily
- ◆ provide contact details for enquiries and to get help with accessing the information
- ◆ explain how to request the information we hold

Availability

The information referred to in this publication scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or arrange to inspect it at our premises. For example, we can usually arrange to send information to you on paper (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information indicated in the tables starting on page 5. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where SQA holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- ◆ it is copied or reproduced accurately
- ◆ it is not used in a misleading context, and
- ◆ the source of the material is identified

Where SQA does not hold the copyright in information we publish, we will make this clear.

Some material we include in our publication scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holders if you wish to copy or reproduce such material.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises. We may charge for providing information to you, eg printing and photocopying and postage, but we will charge you no more than it actually costs us. We will always tell you what the cost is before providing the information to you.

Our printing and photocopying charge per sheet of paper is shown in the tables below:

Black and white

Size of paper	Pence per sheet of paper
A4	10p

A3	10p
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Colour

Size of paper	Pence per sheet of paper
A4	30p
A3	30p

Information provided on CD-ROM will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Freedom of Information Officer
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

E-mail: foi@sqa.org.uk

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

Classes of information

We publish information that we hold within the classes indicated on the following pages. Once information is published under a class, we will continue to make it available for the current year and the next two financial years (where possible).

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you can make a request to us for that information.

Class 1: About SQA

Information about SQA: who we are, where to find us, how to contact us, how we are managed and our external relations

General information

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
SQA name, addresses and contact details, including business opening hours	Contact us page includes: SQA name, addresses and contact details: https://www.sqa.org.uk/sqa/39083.html SQA Accreditation: https://accreditation.sqa.org.uk/accreditation/About_Us/Contact
Contact details for customer care and complaints functions	Customer complaint and feedback web page — contact details for customer care and complaints functions: https://www.sqa.org.uk/sqa/141.html
Publication scheme and guide to information — charging schedule for published information	Publication scheme and guide to information — charging schedule for published information: https://www.sqa.org.uk/sqa/57734.html
Contact details and advice about how to request information from the authority	Access to Information: https://www.sqa.org.uk/sqa/83304.html Candidate enquiry form: https://www.sqa.org.uk/sqa/38676.2584.html General feedback form: https://www.sqa.org.uk/sqa/1711.2581.html Statistical Data: https://www.sqa.org.uk/sqa/1711.html SQA Accreditation: https://accreditation.sqa.org.uk/accreditation/About_Us/Contact
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004	Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004: https://www.sqa.org.uk/sqa/files_ccc/ChargesEnvironmentalInformation.pdf

How SQA operates

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Organisation structure, roles and responsibilities of senior officers	How we operate web page: https://www.sqa.org.uk/sqa/79159.2325.html

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Legal framework for the authority including constitution, articles of association or charter</p> <p>Description of governance structure, BoM, committees and other decision making structures</p> <p>Names or responsibilities and work-related biographical details of the people who make strategic and operational decisions about the performance of function delivery of services by the organization, eg BoM members, CEO</p>	<p>About SQA Accreditation: https://accreditation.sqa.org.uk/accreditation/About_Us/About_SQA_Accreditationhttps://accreditation.sqa.org.uk/accreditation/About_Us/About_SQA_Accreditation</p> <p>Framework – Corporate Plan: https://www.sqa.org.uk/sqa/5662.html</p> <p>Management Team structure: https://www.sqa.org.uk/sqa/101147.11114.html</p> <p>Board of Management: https://www.sqa.org.uk/sqa/138.html</p> <p>Executive Management Team: https://www.sqa.org.uk/sqa/1667.html</p> <p>Advisory Council: https://www.sqa.org.uk/sqa/1666.html</p> <p>SQA Accreditation Committee: https://accreditation.sqa.org.uk/accreditation/About_Us/Accreditation_Committee/Accreditation_Committee</p>
<p>Governance policies including standing orders, code of conduct and register of interests</p>	<p>Current Scheme of Delegation: https://www.sqa.org.uk/sqa/35865.html</p> <p>Register of Members’ Interests: https://www.sqa.org.uk/files_ccc/EMT-Register-of-Members-Interests.pdf</p> <p>Board of Management Code of Conduct: https://www.sqa.org.uk/files_ccc/Code_of_Conduct_for_SQA_Board_members.pdf</p>

Corporate planning

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Mission Statement</p> <p>Corporate plan</p> <p>Corporate strategies, eg for economic development</p> <p>Corporate policies, eg H&S, equality, sustainability</p>	<p>Mission Statement: https://www.sqa.org.uk/sqa/5661.2842.html</p> <p>SQA Corporate Plan: https://www.sqa.org.uk/sqa/5662.html</p> <p>Corporate policies web page, includes: https://www.sqa.org.uk/sqa/462.1593.html</p> <p>Child protection policy: https://www.sqa.org.uk/sqa/22943.html</p> <p>SQA Customer Charter: https://www.sqa.org.uk/sqa/80933.html</p> <p>Plain English policy: https://www.sqa.org.uk/sqa/15092.html</p> <p>Sponsorship policy: https://www.sqa.org.uk/sqa/80737.html</p> <p>Anti-Bribery & Corruption Policy: https://www.sqa.org.uk/sqa/35871.html</p> <p>Freedom of Information Policy: https://www.sqa.org.uk/files_ccc/SQA-freedom-of-information-policy.pdf</p> <p>Data Protection Policy: https://www.sqa.org.uk/files_ccc/SQA-data-protection-policy.pdf</p> <p>Environmental Policy: https://www.sqa.org.uk/sqa/files_ccc/sqa-environmental-management-policy.pdf</p> <p>Environmental Strategy: https://www.sqa.org.uk/sqa/files_ccc/sqa-environmental-strategy-2021-2024.pdf</p> <p>Sustainability Report: https://www.sqa.org.uk/files_ccc/SQA-Sustainability-Report_2020-2021.pdf</p>
<p>Strategic planning processes</p>	<p>SQA Corporate Plan: https://www.sqa.org.uk/sqa/5662.html</p>

External relations

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Accountability relationships including reports to regulators	Annual Report and Accounts: https://www.sqa.org.uk/sqa/5663.html
Internal and external audit arrangements	<p>SQA Accreditation Regulation Policies: https://accreditation.sqa.org.uk/accreditation/Regulation/Policies</p> <p>How we regulate awarding bodies: https://accreditation.sqa.org.uk/accreditation/Regulation/How_we_regulate</p> <p>A guide for centres offering regulated qualifications: https://secure.sqa.org.uk/sqa/files_ccc/Assessment-AGuideforCentresofferingRegulatedQualifications.pdf</p>
Subsidiary companies (wholly and partly owned) and other significant financial interests Strategic agreements with other bodies	<p>Annual Report and Accounts: https://www.sqa.org.uk/sqa/5663.html</p> <p>SQA Corporate Plan: https://www.sqa.org.uk/sqa/5662.html</p>

Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Functions

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Description of functions including statutory basis for them where applicable</p> <p>Strategic policies and internal staff procedures for performing statutory functions</p> <p>List of services including statutory basis for them where applicable</p>	<p>SQA homepage: https://www.sqa.org.uk/sqa/70972.html</p> <p>SQA Accreditation home page: https://accreditation.sqa.org.uk/accreditation/home</p> <p>What we do web page: https://www.sqa.org.uk/sqa/5659.1590.html</p> <p>SQA Accreditation About us: https://accreditation.sqa.org.uk/accreditation/About_Us/About_SQA_Accreditation</p> <p>Our qualifications: https://www.sqa.org.uk/sqa/14329.html</p> <p>SQA Accreditation: https://accreditation.sqa.org.uk/accreditation/Regulation/Policies</p> <p>Deliver National Qualifications: https://www.sqa.org.uk/sqa/100154.html</p> <p>Assessment arrangements: https://www.sqa.org.uk/sqa/14976.html</p> <p>Service statement — SQA Customer Charter: https://www.sqa.org.uk/sqa/25069.html</p> <p>Replacement certificate service: https://www.sqa.org.uk/sqa/212.html</p> <p>Appointee web pages: https://www.sqa.org.uk/sqa/23566.html</p>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
	SQA Accreditation Customer Charter: https://accreditation.sqa.org.uk/accreditation/accreditationfiles/About_Us/Customer_Charter_2015.pdf
How to apply for a licence, warrant, grant etc where it is a function of the authority to approve	N/A
How to report a concern to the authority	General feedback: https://www.sqa.org.uk/sqa/1711.2581.html Complaints: https://www.sqa.org.uk/sqa/25071.html Contact us: https://www.sqa.org.uk/sqa/39083.html SQA Accreditation Contact us: https://accreditation.sqa.org.uk/accreditation/About_Us/Contact
Reports of the authority's exercise of its statutory functions	Annual Report and Accounts: https://www.sqa.org.uk/sqa/5663.html
Statutory registers (NB not if inspection only)	Register of Directors' Interests: https://www.sqa.org.uk/files_ccc/EMT-Register-of-Members-Interests.pdf
Fees and charges for performance of the authority's functions	Please contact us

Information for service users, including how to access our services

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Service policies and internal staff procedures, including allocation, quality and standards	Corporate policies: https://www.sqa.org.uk/sqa/462.1593.html SQA Accreditation: https://accreditation.sqa.org.uk/accreditation/Regulation/Policies SQA Accreditation Newsletter: https://accreditation.sqa.org.uk/accreditation/Newsletter/Newsletter Our qualifications: https://www.sqa.org.uk/sqa/14329.html Assessment arrangements: https://www.sqa.org.uk/sqa/14976.html

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
	Curriculum for Excellence: https://www.sqa.org.uk/sqa/58062.3806.html — Quality assurance : https://www.sqa.org.uk/sqa/74557.html — Appointee role information: https://www.sqa.org.uk/sqa/35695.2299.html News: https://www.sqa.org.uk/sqa/35831.html
Service schedules and delivery plans	SQA Customer Charter: https://www.sqa.org.uk/sqa/80933.html SQA Accreditation Customer Charter: https://accreditation.sqa.org.uk/accreditation/accreditationfiles/About_Us/Customer_Charter_2015.pdf
Information for service users including how to access the services	Services for centres — approval: https://www.sqa.org.uk/sqa/63277.html Support for teachers & lecturers: https://www.sqa.org.uk/sqa/77813.html School candidates: https://www.sqa.org.uk/sqa/41288.html College learner: https://www.sqa.org.uk/sqa/41289.html Workplace learner: https://www.sqa.org.uk/sqa/84154.html Parents and carers: https://www.sqa.org.uk/sqa/41292.html Employers: https://www.sqa.org.uk/sqa/78675.html Information for Awarding Bodies: https://accreditation.sqa.org.uk/accreditation/Awarding_Body_Approval/Information_for_ABs Information for Standard Setting Organisations: https://accreditation.sqa.org.uk/accreditation/About_Us/External_Stakeholders/Info_Standards_Setting_Organisations Information for learners taking qualifications: https://www.sqa.org.uk/sqa/100863.html Your Exams: https://www.sqa.org.uk/sqa/1439.html Examination timetable: https://www.sqa.org.uk/sqa/41321.html MySQA: https://www.sqa.org.uk/sqa/41324.html Replacement certificate service: https://www.sqa.org.uk/sqa/212.html Results Services: https://www.sqa.org.uk/sqa/41324.html SQA past papers: https://www.sqa.org.uk/pastpapers/findpastpaper.htm Personal information — data protection subject access request: https://www.sqa.org.uk/sqa/93079.html
Service fees and charges, including bursaries	Please contact us

Class 3: How SQA takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of board or equivalent meetings</p>	<p>Board of Management Minutes: https://www.sqa.org.uk/sqa/138.html</p> <p>Decision lists for Accreditation Co-ordination Group: https://accreditation.sqa.org.uk/accreditation/About_Us/Accreditation_Coordination_Group/ACG_Decision_Lists</p> <p>Scheme of delegation: https://www.sqa.org.uk/sqa/35865.html</p> <p>Accreditation Committee Minutes: https://accreditation.sqa.org.uk/accreditation/About_Us/Accreditation_Committee/AC_Minutes</p>
<p>Public consultation and engagement strategies</p>	<p>Service statement — SQA Customer Charter: https://www.sqa.org.uk/sqa/25069.html</p> <p>SQA Accreditation Customer Service Statement: https://accreditation.sqa.org.uk/accreditation/accreditationfiles/About_Us/Customer_Charter_2015.pdf</p>
<p>Reports of regulatory inspections, audits and investigations carried out by the authority</p>	<p>Systems Verification: https://www.sqa.org.uk/sqa/74663.6216.html</p> <p>Devolved Authority and Auditing: https://www.sqa.org.uk/sqa/65021.html</p> <p>SQA's Quality Assurance guidance for centres: https://www.sqa.org.uk/sqa/74557.html</p> <p>Quality Assurance — Principles, Elements and Criteria: https://www.sqa.org.uk/files/nq/A0798.pdf</p> <p>Guide to Assessment and Quality Assurance for Employers and Training Providers: https://www.sqa.org.uk/files_ccc/Guide_To_Assessment.pdf</p> <p>Reporting on standards to learners, centres and the public: https://www.sqa.org.uk/sqa/75283.11094.html</p> <p>SQA Accreditation Public Reporting: https://accreditation.sqa.org.uk/accreditation/Regulation/Public_Reporting</p>

Class 4: What SQA spends and how it spends it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Financial statements including annual accounts and quarterly budget statements</p> <p>Investments, summary information about endowments, investments and authority pension fund</p> <p>Senior staff/board member expenses at category level, eg travel, subsistence and accommodation</p> <p>Board member remuneration other than expenses</p>	<p>Annual Report and Accounts (Available online for three years): https://www.sqa.org.uk/sqa/39108.html</p>
<p>Pay and grading structure (levels of pay rather than individual salaries)</p>	<p>Equal pay policy & statement: https://www.sqa.org.uk/sqa/100191.html</p>
<p>Financial statements required by statute eg PSRA</p>	<p>Public Services Reform (Scotland) Act 2010 (PSRA) reporting: https://www.sqa.org.uk/sqa/5663.html</p>
<p>Financial policies and procedures for budget allocation</p>	<p>SQA Framework Document: https://www.sqa.org.uk/sqa/5662.html</p>
<p>Budget allocation to key policy/function/service areas</p>	<p>Budget section of Corporate Plan (very high level): https://www.sqa.org.uk/sqa/5662.html</p>
<p>Purchasing plans and capital funding plans</p>	<p>SQA budget includes capital spend plans: Please contact us</p>
<p>Financial administration manual/internal financial regulations</p> <p>Expenses policies and procedures</p>	<p>Travel and expenses policy: https://www.sqa.org.uk/sqa/92598.html</p> <p>Scheme of delegation: https://www.sqa.org.uk/sqa/35865.html</p> <p>Procurement web pages: https://www.sqa.org.uk/sqa/35871.html</p>
<p>Funding awards available from SQA, how to apply for them and funding awards made by SQA</p>	<p>Not applicable. SQA does not award funding to other bodies.</p>

Class 5: How SQA manages its human, physical and information resources

Information about how we manage the human, physical and information resources of SQA

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Staffing structure	Management Team structure: https://www.sqa.org.uk/sqa/100187.html
Human resource policies, procedures and guidelines including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Corporate policies: https://www.sqa.org.uk/sqa/462.1593.html Chief Executive's salary: https://www.sqa.org.uk/sqa/44840.html
Employee relations structures and agreements reached with recognised trade unions and professional organisations	None
Management of the authority's land and property assets, including environmental/sustainability reports Description of the authority's land and property holdings Estate development plans Maintenance arrangements	Information available on SQA's corporate social responsibility environmental web pages: https://www.sqa.org.uk/sqa/files_ccc/sqa-environmental-management-policy.pdf https://www.sqa.org.uk/sqa/files_ccc/sqa-environmental-strategy-2021-2024.pdf
Records management policy including records retention schedule Information governance/asset management policies and procedures Knowledge management policies and procedures	SQA retention schedules, records management and information governance: Please contact us
List of statistical information published by the authority	Statistical reports, information and reference data: https://www.sqa.org.uk/sqa/78673.html SQA past papers: https://www.sqa.org.uk/pastpapers/findpastpaper.html
Access to information	Freedom of Information policies and procedures: https://www.sqa.org.uk/files_ccc/SQA-freedom-of-information-policy.pdf Data Protection policy: https://www.sqa.org.uk/files_ccc/SQA-data-protection-policy.pdf Access to information: https://www.sqa.org.uk/sqa/83304.html

Class 6: How SQA procures goods and services from external providers

Information about how we procure goods and services, and our contracts with external providers

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Procurement policies and procedures	<p>SQA procurement web pages: https://www.sqa.org.uk/sqa//35865.html</p> <p>How to do business guide: https://www.sqa.org.uk/sqa/files_ccc/4.11_How-to-do-business_with_SQA.pdf</p> <p>Procurement Policy incorporating sustainability: https://www.sqa.org.uk/sqa/files_ccc/Procurement_Policy_Incorporating_Sustainability.doc</p> <p>Procurement Strategy: https://www.sqa.org.uk/sqa/files_ccc/ProcurementStrategy2021.pdf</p> <p>Procurement Policy and Procedure: https://www.sqa.org.uk/sqa/files_ccc/Procurement_Procedures.doc</p>
<p>Invitations to tender</p> <p>List of contracts which have gone through formal tendering, including name of supplier, period of contract and value</p>	<p>Tender opportunities: https://www.sqa.org.uk/sqa//35877.1910.html</p>

Class 7: How SQA is performing

Information about how SQA performs as an organisation, and how well it delivers its functions and services

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
External reports eg annual report, performance statements required by statute eg PSRA	<p>Annual Report and Accounts: https://www.sqa.org.uk/sqa/5663.html</p> <p>SQA Accreditation Annual Report: https://accreditation.sqa.org.uk/accreditation/Research_and_Statistics/Quarterly_and_Annual_Statistics_Reports</p>
Performance indicators and performance against them	<p>Equality Mainstreaming Report: https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf</p> <p>Corporate Social Responsibility Annual Review including environmental update: https://www.sqa.org.uk/files_ccc/CSR_2013_for_web.pdf</p> <p>Annual quarterly statistical report for SQA Accreditation: https://accreditation.sqa.org.uk/accreditation/Research_and_Statistics/Quarterly_and_Annual_Statistics_Reports</p> <p>PSRA reporting : https://www.sqa.org.uk/sqa/5663.html</p> <p>Sustainability Report (2020/2021): https://www.sqa.org.uk/files_ccc/SQA-Sustainability-Report_2020-2021.pdf</p>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
	Customer surveys — SQA Customer Charter: https://www.sqa.org.uk/sqa/25064.html SQA Accreditation Stakeholder Survey: https://accreditation.sqa.org.uk/accreditation/Research_and_Statistics/Current_Consultations

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, eg bookshop, museum or research journal

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet	We do not hold any information under this class

Class 9: Our Open Data

Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence

We do not hold any information under this class.