

Supporting Document: Site Selection Checklist Template



Introduction

Note – all of the information you provide on this form will be treated as **private and confidential** by SQA.

To complete this form electronically please make sure that you are using Adobe Reader version 9 or later. This can be downloaded free of charge from the [Adobe website](#).

What this form is for

This form should be completed by a centre applying for approval to offer SQA qualifications if it will be teaching or assessing candidates at a site other than its main operating site. It provides a checklist of policies and procedures that apply to the site which make it a suitable environment for the activities it will be used for. For more information see the section on “Additional sites” in the SQA document : [Guide to Approval](#)

01 Site Details

Please provide details to identify your centre and the site being used.

Centre's full name

Site name

Site address

Postcode

Site telephone no.

Site Contact

02 Checklist

Please indicate which policies, procedures and facilities are available at or apply to this site and to its use by your organization.

	Yes	No	Comments
Health & Safety Policy			
Equal Opportunities Policy			
Training and Development Policy (for staff)			
Confidentiality Policy/Agreement (at sites owned by others)			

	Yes	No	Comments
Candidate Induction Procedures			
Candidate Appeals Procedures			
Candidate Complaints Procedure			
Information Management Procedure			
Access to equipment			
Materials (Reference and Learning)			
Access for Assessors			
Access for Internal Verifiers			
Access for SQA Staff			
Time allocated to candidates to attend relevant meetings			
Time allocated to staff to attend relevant meetings			

03 Declaration

We declare that, to the best of our knowledge, the information given in this form, is correct.

Site representative name

Date

Centre representative name

Date