Gateway 2 – SQA approve centre's proposal to develop a qualification

SQA Lead Officer provides centre with a partially completed Group Award specification using relevant information from the Business Case

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Centre:
- completes as much of the project plan as possible and e-mails it to SQA's Qualification Portfolio Management Team (QPM) QPMTeam@sqa.org.uk
- establishes Qualification Design Team (QDT)

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QPM update the Centralised Development Schedule (CDS) with the key and baseline dates stated on the project plan

QDT second set of deliverables – the QDT will produce:
- an evaluation of stakeholder responses
- a final qualification structure
- draft *Unit writer briefs* for each new/revised Unit

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Centre produces consultation documentation and implements agreed consultation strategy to confirm suitability of proposed qualification structure

Note: the SQA Lead Officer should be sent details of the proposed qualification structure to check there is no overlap with existing provision

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QDT first set of deliverables – the QDT will produce a:
- proposed qualification structure and Unit overviews for each new/revised Unit
- consultation strategy

QDT third deliverable – the QDT will:
- finalise Unit writer briefs
- identify writers and vetters for:
  - Units/ASPs
  - Group Award specification
- Identify possible validation panel members

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Centre:
- finalises the qualification structure and e-mails it to QPM along with copies of Unit writer briefs for each new/revised Unit
- updates the Group Award specification
- proceeds to phase 2 – developing the product

SQA Lead Officer produces a *draft Web Product Overview Sheet* (with assistance from the centre if needed) and e-mails it to QPM.

QPM:
- Updates the CDS and Unit Development Register
- e-mails Lead Officer details of number of Units that are to be peer reviewed and the name of peer reviewer (if applicable)
- Saves draft Web Product Overview Sheet in the Business Case folder and e-mails link to Marketing

Marketing use information from the Web Product Overview Sheet to begin process of setting up a subject page on SQA's website once qualification is coded on APS