

## Awarding Body Guidance on Self-assessment

Regulatory Principle 4 states that:

*The awarding body shall continually review the effectiveness of its business services, systems, policies and processes.*

In order to demonstrate continual improvement and regular ongoing review of key business activities, SQA Accreditation requires awarding bodies to complete a self-assessment report or action plan.

Self-assessment should:

- ◆ be carried out annually and the results submitted on a date agreed with SQA Accreditation that complements the awarding body's business cycle
- ◆ demonstrate a review of key business activities in relation to the *SQA Accreditation's Regulatory Principles (2014)* and Regulatory Principles Directives.
- ◆ result in a report or action plan which is evidence based and focuses on improvement
- ◆ determine what is working well and what is not
- ◆ show where business risk has been identified and where corrective or preventative action has been taken
- ◆ be a natural component of the awarding body's commitment to quality improvement
- ◆ be signed by the Accountable Officer and returned to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk)

It is not intended for the self-assessment activity to create or duplicate additional resources. Where the awarding body operates to a recognised quality assurance standard, such as ISO 9001 or the European Foundation for Quality Management (EFQM) model etc, then SQA Accreditation will accept associated reports providing that they cover the organisation's activities in relation to SQA accredited qualifications and it is clear how the output relates to the *SQA Accreditation's Regulatory Principles (2014)* and Regulatory Principles Directives.

SQA Accreditation will review the content of the self-assessment report or action plan and liaise directly with the awarding body Accountable Officer to confirm its suitability. Self-assessment may also have an impact on the awarding body's Quality Enhancement Rating and be used to inform audit activity by SQA Accreditation.