

Requirement 1

Principle 1. The Awarding body must deal with the SQA Accreditation in an open and co-operative way, and disclose anything which the SQA Accreditation would reasonably expect to be made aware.

While HABC accept that there was discrepancies between the data submitted on QuickR between September 2012 and June 2013 (Which has since been rectified in full) Principle 1 states that; "The Awarding body must deal with the SQA Accreditation in an open and co-operative way, and disclose anything which the SQA would reasonably expect to be made aware" HABC feel that we acted in an open and co-operative way with SQA throughout and therefore have not been in breach of Principle 1 for the following reasons: HABC uploaded a centre list on the 13th June 2013 while confirming in writing to [REDACTED], we also telephoned and asked SQA Accreditation to check the validity of the submission. HABC did not receive a response to our request and presumed our submission met requirements. HABC was never made aware that the data didn't meet the upload criteria until the audit date of the 4th July 2013. HABC feel that openness and transparency must be a two way process and SQA Accreditation could have confirmed the inaccuracy of the upload to QuickR prior to the audit date of the 4th July and it would have been rectified immediately by HABC.

HABC uploaded their latest centre list to QuickR on the 20th September and contacted SQA Accreditation to confirm whether our submission was acceptable. SQA Accreditation confirmed that it was acceptable, therefore meeting the requirement.

Recommendation 1

Principle 2. The awarding body must publish clear information on their products, services and associated charges and fees

Principle 10. The awarding body must ensure that, where possible, progression or outcome opportunities for learners are clearly identified in terms of qualification pathways or employment opportunities.

The Recommendation makes reference to the following fact sheets not being visible on the website for:

HABC Emergency First Aid at Work at SCQF Level 5 Accredited on 13th March 2013 – Not made publically available by HABC until August 2013; and

HABC First Aid at Work at SCQF Level 6 Accredited on 13th March 2013 – Not made publically available by HABC until August 2013.

As the qualifications were not launched prior to the audit HABC did not make any correspondence or literature available publically through the website and therefore feels that the recommendation against the principles is unfair. The reason behind the delay in launch was due to issues related to the assessment principles, held by the SSC and HABC was therefore not as fault. This was notified to us prior to the original launch of these qualifications.

HABC believe that we must be in a position to give our Centres and learners accurate and up to date information regarding our qualifications. Due to the delay in the launch of the qualifications, HABC believe we were correct in not having potentially misleading factsheets available.

Recommendation 2

Principle 6. The awarding body and their approved centres must have the relevant expertise, quality assurance procedures, technological, financial, human resources and other physical resources, to carry out their regulated functions, during the life of the qualifications and Units they offer.

The recommendation makes reference to two first aid qualifications and a security qualification but were not part of quarterly data submissions. These were:

HABC Emergency First Aid at Work at SCQF Level 5 Accredited on 13th March 2013 – Not made publically available by HABC until August 2013;

HABC First Aid at Work at SCQF Level 6 Accredited on 13th March 2013 – Not made publically available by HABC until August 2013; and

HABC Upskilling Door Supervisors Accredited 11th July 2012– Not made publically available by HABC until February 2013

Although the qualifications were accredited for HABC they were not publically launched in time for the quarterly submissions and therefore, were not available to be reported on. HABC feel that while the recommendation has been made during the audit report it would have been preferable for the SQA Accreditation to bring this to the attention of HABC during previous quarterly data submissions rather than highlighting it in the report as a recommendation. HABC, after each data submission, HABC have always asked for confirmation in writing that the data submitted is accurate and acceptable.

Recommendation 4

Recommendation 4 makes reference to removing the text 'credit rating body' when printing certificates for qualifications that are credit rated. The SQA as such is the credit rating body and the certificate directive DIR3 available on the SQA Accreditation website confirms the overprint HABC uses.

A sample from the directive is below:

"7 The footer statement may only be used where the qualification has been credit rated by a Credit Rating Body.

The above qualification has been credit rated by the Sample Credit Rating Body."

HABC is satisfied that it follows this directive to the letter and therefore disagree with it being raised as a recommendation.

Finally, there's a slight admin error on the report. The numbering on the contents page jumps from page 11 to 144 then onto 155.