



# Update on QA 15-18 Changes



# Essential Updates

- ◆ QA 15-18
- ◆ Allocation Timetable
- ◆ Guidance Document
- ◆ Criteria Review
- ◆ Change to the SEV role and report sign off
- ◆ Quality Assurance Support Pack (QASP)
- ◆ Other points

# QA 15-18

- ◆ Revised Criteria – new QA criteria for 15-18
- ◆ Allocations
- ◆ **Red** Compliance level - change
- ◆ Removal of Overall Outcome Rating, leaving Category Ratings only
- ◆ Evidence Reports – overall category and override rating – will be visible

# Allocation Timetable

- ◆ Allocations are made quarterly
- ◆ August, October, January and March
- ◆ Hopefully this will avoid bottlenecks later in session
- ◆ No allocations will be released on EV+ until we have received minutes of Standardisation meeting from SEV and all EV's have been updated on the changes for the new session
- ◆ SEV has responsibility for updating all team members

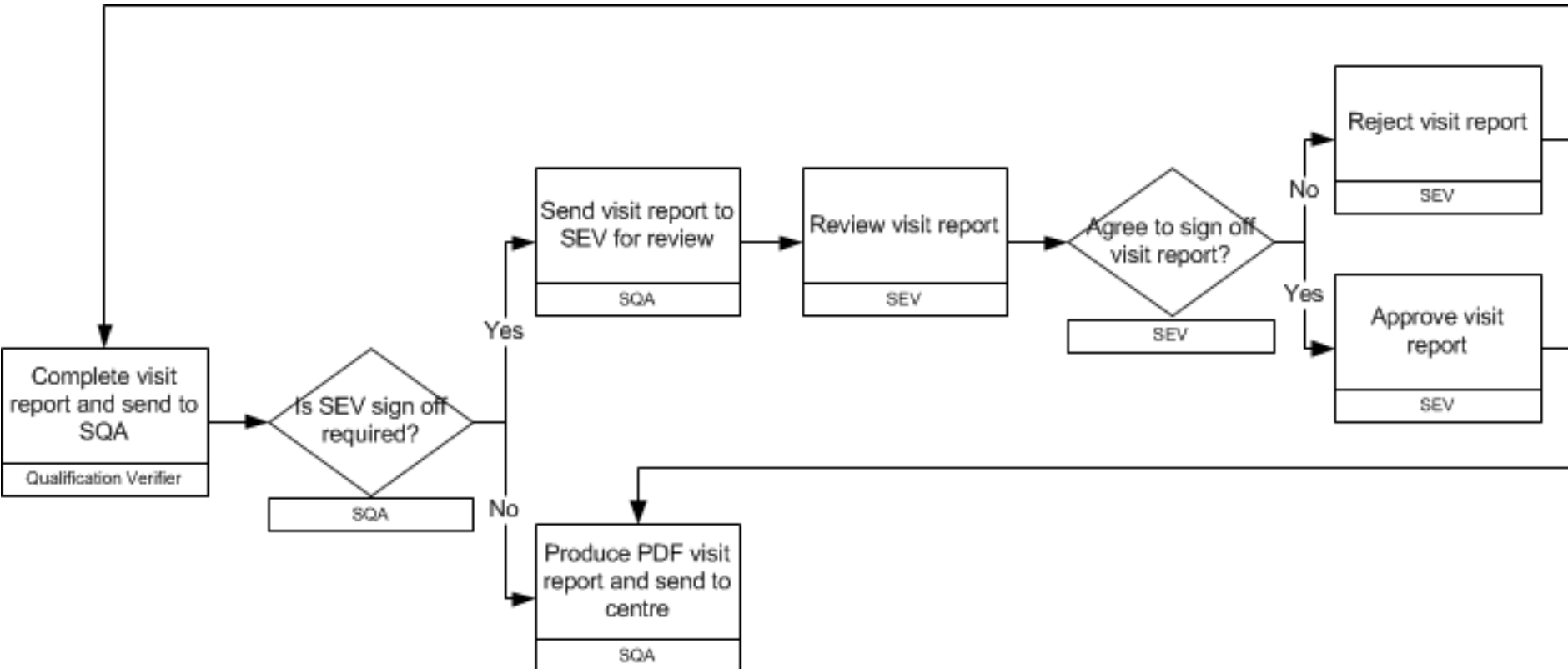
# Criteria Review

- ◆ Criteria change – from 12 points to 10
- ◆ Removal of overall rating
- ◆ **Red** is now “**little** or no evidence”
- ◆ Impact ratings reviewed and updated
- ◆ More clarity on which criteria are required for Postal and Central verification

# Scrutinisation of Reports on QAMS

- ◆ Reports read and signed off by SEV, not Officer
- ◆ Allows for input of subject specialist
- ◆ All non-compliant reports will still be submitted to SQA for standardisation and sign off

# SEV QA Report Sign off



# Action Dates

- ◆ Action Dates – please use one of 2 dates per month
- ◆ Use either the first or third Wednesday of each month
- ◆ EVs can plan and manage evidence reviews around other commitments
- ◆ SQA can track and monitor evidence being submitted for review at specified times of the month



# Agreed Action Dates

Month	Required Action Completion Date	Required Action Completion Date
September 2015	-	16 September
October 2015	7 October	21 October
November 2015	4 November	18 November
December 2015	2 December	-
January 2016	6 January	20 January
February 2016	3 February	17 February
March 2016	2 March	16 March
April 2016	6 April	20 April
May 2016	4 May	18 May
June 2016	1 June	15 June

# Visits

- ◆ Visit Plans – copy to SEV and QAV
- ◆ Reviewing Previous Reports
- ◆ If visiting a multi-campus centre:
  - After initial contact has been made, the centre will advise you which campus to visit
  - Only verify evidence from the campus you visit

# New Paperwork

Paperwork can be found on website:

<http://www.sqa.org.uk/qaappointee>

Including:

Scribble Pad

Calculator

Visit Plan

Email Templates



# Other Points

- ◆ Actual and Estimate Dates
- ◆ Please spell check and proof read reports
- ◆ Malpractice
- ◆ QA Appointee Website
- ◆ Subscribe function
- ◆ SQA Code of Conduct

# Contacts

## Quality Assurance Logistics Officers (QALO)

Allison Paterson 0345 213 5358

Keiran Stockwell 0345 213 5361

Joyce Gibson 0345 213 5348

Kelly McShane 0345 213 5350

General Enquiries 0345 213 5928





[www.sqa.org.uk](http://www.sqa.org.uk) | 0303 333 0330

