

SQA Accreditation's Quality Assurance of Approved Awarding Bodies Policy

<p>Policy</p>	<p>As part of the Quality Assurance process, SQA Accreditation will conduct</p> <ul style="list-style-type: none"> • an audit of every approved awarding body at least once in a three year period • annual centre quality assurance activity <p>Both activities will measure an awarding body's compliance with SQA Accreditation's <i>Regulatory Principles</i>, Regulatory Principles Directives, the requirements of the clauses within and any conditions applied to the Accreditation Licence.</p> <p>The frequency of audit activity will depend on the time elapsed since the most recent audit and the Quality Enhancement Rating (QER) attached to the awarding body.</p> <p>The audit and provider monitoring reports will be published on SQA Accreditation's website following approval by the Accreditation Committee.</p> <p>SQA Accreditation will not publish the QER applied to the approved awarding body.</p>
<p>Why do we need this policy?</p>	<p>This policy details SQA Accreditation's quality assurance activities and the frequency of audit and centre monitoring activity, the factors which contribute towards both this and their QER and that reports are made public by SQA Accreditation on its website.</p>
<p>How does the policy apply and to whom/what does it apply?</p>	<p>SQA Accreditation will apply this policy to all organisations with approved awarding body status.</p> <p>Please note that 'centre' covers centres, providers and/or assessment venues.</p>

Guidelines on Quality Assurance of Approved Awarding Bodies Policy

1 Status

This policy has been approved by SQA's Accreditation Committee (AC).

The Accreditation Committee is authorised by the Scottish Government to delegate authority to the Accreditation Coordination Group (ACG).

The ACG is an internal group made up of members of SQA Accreditation and provides regular updates to the AC.

2 Process

All processes underpinning the Quality Assurance Policy including all Regulatory requirements: **SQA Accreditation's *Regulatory Principles, Regulatory Principles Directives, the requirements of the clauses within and any conditions attached to the Accreditation Licence.***

and

Audit and Provider Monitoring Visit (PMV) planning process
Audit and Provider Monitoring reporting
Quality Enhancement Rating Work Instructions

All processes can be found at: <http://www.sqa.org.uk/sqa/42165.2702.html>

3 Details

The QER is calculated using the following factors:

- the number of 'Requirements' raised at audit and the associated risk rating
- the number of 'Requirements' raised during the provider quality assurance activity and the associated risk rating
- persistent failure to either meet deadlines or implement actions to close out Requirements raised in the Action Plan
- compliance investigations
- extraordinary circumstances

Further detail on how the Quality Enhancement Rating is calculated can be found on the SQA Accreditation website.

Approved awarding bodies can obtain their QER at any time by requesting this from SQA Accreditation.

4 Appeals

All awarding bodies will have the right to appeal **any** decision made by the ACG. Grounds for appeal will vary depending on individual situations, therefore, all appeals made will be considered in their own right. Full details of the Process for Appeals can be found on the SQA Accreditation website.

Policy Owner	Head of Accreditation
Policy Author	Senior Regulation Manager
Category (if known)	Accreditation
Document Version No. eg 1.1	3
Revisions Approved by	Accreditation Committee June 2014
Date Revisions Approved	Accreditation Committee June 2014
Review Date	2 Sept 2016
Is/should this be on SQA's website	Yes – SQA Accreditation webpage