

**SQA Accreditation
Qualification Products Approval Process**

Effective from 1 April 2009



SCOTTISH QUALIFICATIONS AUTHORITY

ACG QUALIFICATIONS APPROVAL PROCESS

Introduction

To date NOS and qualifications products, that is, S/NVQ Structures, Assessment Strategies and Key/Core Skills Signposting, have been considered and approved by UKCG. As of 1 April 2009 UKCG will be replaced by the UK NOS Panel (UKNP) with a remit of approving NOS Action Plans and the resultant NOS. From that date any Qualification Products and Credit Rating projects will be considered and approved by the individual national qualification regulators.

ACG

Project outputs intended for use in Scottish qualifications will be subject to approval by SQA Accreditation via its Accreditation Co-ordination Group (ACG). This group currently considers qualification accreditation submissions from awarding bodies, giving it a strong basis for considering the qualification products developed by SSC/Bs to underpin these qualifications.

Final Outputs

The process will be similar to that used by UKCG, with the difference that SSC/Bs will continue to upload NOS to the NOS Directory but will send qualification products directly to SQA Accreditation using the dedicated mailbox qualifications@sqa.org.uk.

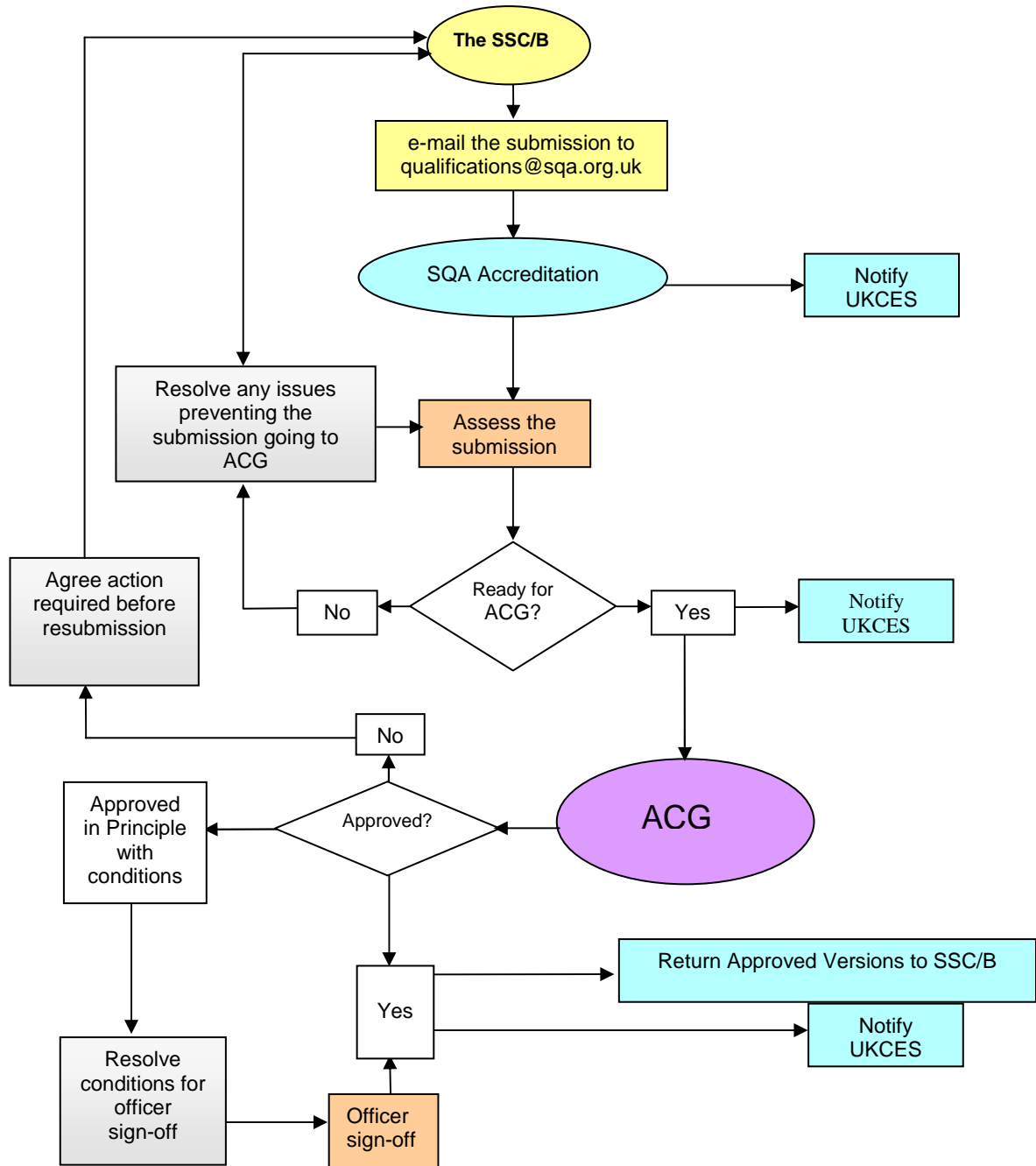
Accreditation Managers will assess submissions as at present, and will liaise directly with SSC/Bs for any clarification or further information, and will personally present submissions to ACG. As ACG meets weekly, we will aim to take submissions to the group within 15 working days of receipt of the required information.

UKCES will continue to manage contracts and payments. Therefore, the process will include SQA Accreditation notifying UKCES of receipt of submissions, the ACG meeting which will consider the submissions and ACG approval to allow payments to be made.

Interim Milestones

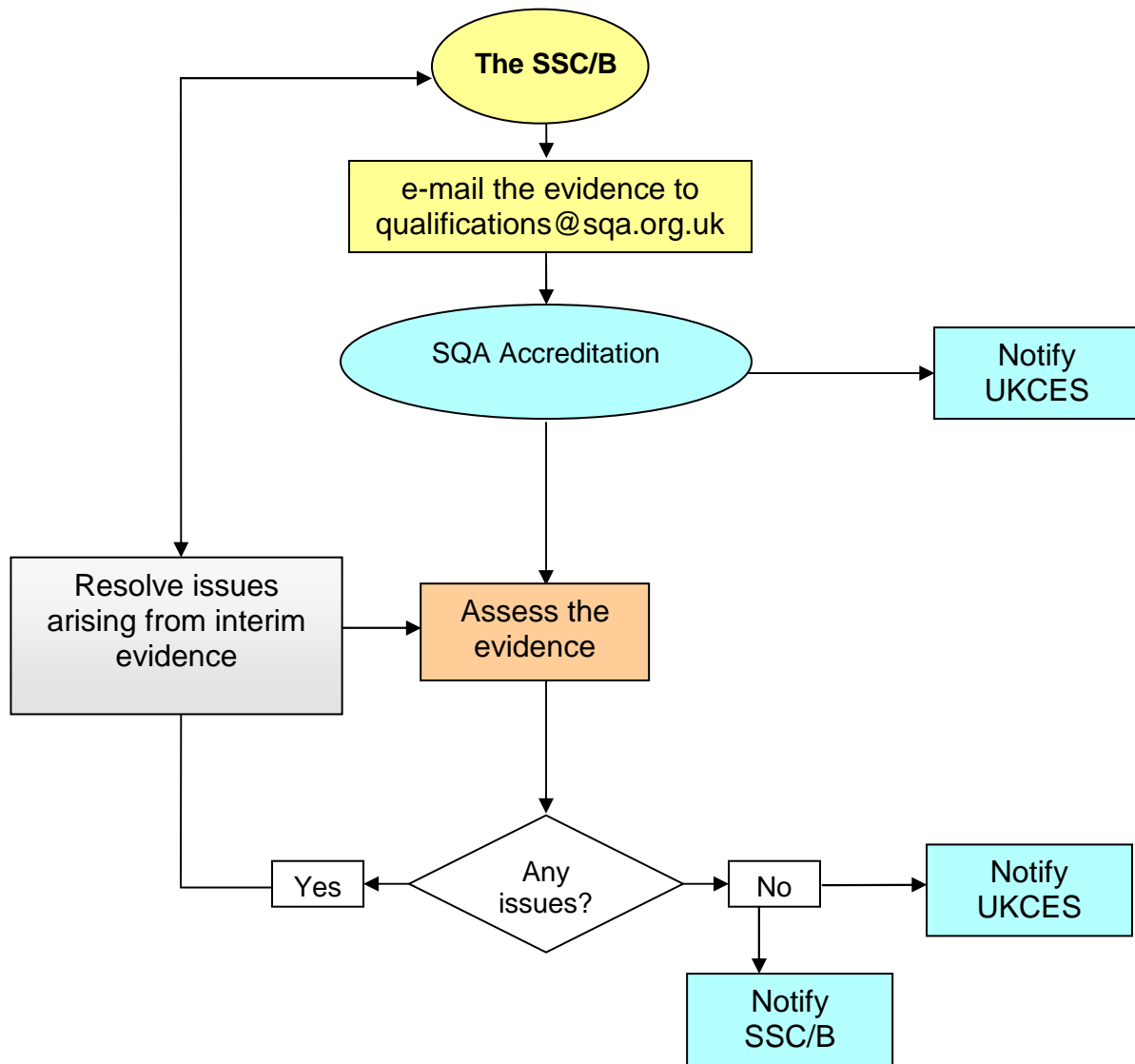
Milestone evidence for qualification-related projects will be submitted to SQA Accreditation, but will be considered by Accreditation Managers without the need for ACG approval. Accreditation Managers will aim to respond to SSC/Bs, either with approval or a request for further information, within 15 working days of receipt of interim milestone evidence.

When SSC/Bs are notified of milestone approval, UKCES will also be notified to allow related payments.



SQA Accreditation
Approval Process for
final outputs





SQA Accreditation
Approval Process for
interim outputs



Qualification Products Approval Process

The SSC/B

When SSC/Bs submit Qualifications Products for approval for use in Scotland, these should be sent to SQA Accreditation, as Word files, to the dedicated mailbox: qualifications@sqa.org.uk

Products requiring approval include:

- Qualification Structures, titled to show qualification type
- Assessment Strategy
- Core Skills Signposting

SSC/Bs should send the following in support of the submission:

- NOS on which the qualifications will be based
- Support from the originating body for use of imported or tailored units
- Support from awarding bodies for the assessment strategy. This is required where the submission includes new or amended qualification structures, even if the assessment strategy remains unchanged or an overarching assessment strategy is being used
- Support from awarding bodies which confirms the qualification structures, including any proposed pathways and endorsements, can be implemented
- Project report showing engagement with Scottish stakeholders, including SQA Approved Awarding Bodies
- Implementation plan for amendments to qualifications
- Tracking documents which show changes to previously approved versions

SQA will acknowledge receipt, but the SSC/B may be required to:

- Liaise with the Accreditation Manager
- Submit further information as required by the Accreditation Manager

If ACG decides to not to approve, or to approve in principle or with conditions the SSC/B will be required to discuss the decision with the Accreditation Manager and:

- Submit further information required by ACG
- Agree action for removal of conditions

If ACG approves the submission or once conditions have been signed off, SQA Accreditation will return approved versions to the SSC/B, which will be required to:

- Distribute ACG-approved versions to stakeholders as necessary

SQA Accreditation will notify UKCES **of approval** to enable contract payments as appropriate.

Qualification Products Approval Process

SQA Accreditation

When a submission is received:

- Notify UKCES of receipt of the submission
- Assess the submission and liaise with the SSC/B until all necessary information and documentation is submitted
- Notify UKCES when the submission is ready to go to ACG
- Present the submission with recommendations to ACG

If ACG decides not to approve:

The Accreditation Manager will:

- Discuss the decision with the SSC/B and agree action for re-submission
- Liaise with the SSC/B until information is resubmitted

If ACG decides to approve in principle with conditions:

The Accreditation Manager will:

- Liaise with the SSC/B until information is provided to resolve the conditions
- Sign off conditions

If ACG approves, or when conditions have been signed off:

- Notify UKCES
- Notify the SSC/B
- Add “ACG Approved [date]” footer to approved documents
- Return approved versions of documents to SSC/B