

## SQA Accreditation

SQA Accreditation has a staff of 23, managed in four sections by the Head of Accreditation.



### Head of Accreditation

The Head of Accreditation has overall responsibility for the work of the unit including ensuring that the unit's policies and procedures are implemented and is Chair of the Accreditation Coordination Group (ACG). As Head of Accreditation, George Brown represents SQA on several external groups including the Modern Apprenticeship Group and the SCQF Quality Committee. George also acts on behalf of the Scottish VQ Board as the nominated contact point for EQAVET.

Title	Name	Direct Line	e-mail
Head of Accreditation	George Brown	0345 213 5255	<a href="mailto:george.brown@sqa.org.uk">george.brown@sqa.org.uk</a>

### Administration Section

We have an Administration section of three. The Accreditation Officer is responsible for the Administration Section and for ensuring that qualification submissions are brought to committee in a timely manner following the correct procedures. The Accreditation Officer is a core member of ACG. There are two Accreditation Administrators who also provide general administrative support to SQA Accreditation.

Title	Name	Direct Line	e-mail
Accreditation Officer	Linda Leitch	0345 213 5249	<a href="mailto:linda.leitch@sqa.org.uk">linda.leitch@sqa.org.uk</a>
Administrator	Russ Provan	0345 213 5241	<a href="mailto:russ.provan@sqa.org.uk">russ.provan@sqa.org.uk</a>
Administrator	Karen Breslin	0345 213 5257	<a href="mailto:karen.breslin@sqa.org.uk">karen.breslin@sqa.org.uk</a>

### Research and Information Section

The Research Officer manages and supports research activities related to the work of the unit, and manages the Information Section staffed by the Information Officer and the Information Assistant. The Information Officer prepares statistical reports on qualification take-up across all awarding bodies. Both the Research Officer and Information Officer are core members of ACG. The Information Assistant provides support to the Information Officer in achieving these objectives, as well as ensuring that information recorded on the SQA Accreditation's information management system is correct.

Title	Name	Direct Line	e-mail
Research Officer	Laura McCansh	0345 213 5237	<a href="mailto:laura.mccansh@sqa.org.uk">laura.mccansh@sqa.org.uk</a>
Information Officer	Allan Raghoobur	0345 213 5247	<a href="mailto:allan.raghoobur@sqa.org.uk">allan.raghoobur@sqa.org.uk</a>
Information Assistant	Elizabeth Straine	0345 213 5924	<a href="mailto:elizabeth.straine@sqa.org.uk">elizabeth.straine@sqa.org.uk</a>

## Accreditation Section

The Senior Accreditation Manager has line management responsibility for the Accreditation Managers and policy related duties. As Senior Accreditation Manager, Andy Crone is a core member of ACG and attends all Accreditation Committee meetings. He is a core member of the UK NOS Panel (UKNP) which influences the development of vocational qualifications at a national level and a member of the MAG Sub-Group which evaluates Modern Apprenticeship Framework proposals prior to their submission to the Modern Apprenticeship Group (MAG).

Title	Name	Direct Line	e-mail
Senior Accreditation Manager	Andy Crone	0345 213 5252	<a href="mailto:andrew.crone@sqa.org.uk">andrew.crone@sqa.org.uk</a>

The Accreditation Section has responsibility for:

- the accreditation of qualifications
- supporting and advising SSCs and SSBs in the development of SVQs, Assessment Strategies and Core Skills Signposting
- supporting and advising SSCs in the development of Sector Qualifications Strategies and their associated action plans
- SCQF credit rating

There are eight Accreditation Managers with sector responsibilities. The Accreditation Managers liaise directly with the specific sector skills councils and awarding bodies which lie within their responsibility, advising on NOS development, qualification development and credit rating for the SCQF. The Accreditation Managers have responsibility for preparing qualification submissions which are presented to ACG for accreditation on behalf of relevant awarding bodies and Sector Skills Councils.

Title	Name	Direct Line	e-mail
Accreditation Manager	Alistair Fyfe	0345 213 5240	<a href="mailto:alistair.fyfe@sqa.org.uk">alistair.fyfe@sqa.org.uk</a>
Accreditation Manager	Amanda Laing	0345 213 5248	<a href="mailto:amanda.laing@sqa.org.uk">amanda.laing@sqa.org.uk</a>
Accreditation Manager	Julie Carruth	0345 213 5258	<a href="mailto:julie.carruth@sqa.org.uk">julie.carruth@sqa.org.uk</a>
Accreditation Manager	Karen Crawford	0345 213 5238	<a href="mailto:karen.crawford@sqa.org.uk">karen.crawford@sqa.org.uk</a>
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Accreditation Manager	Peter Aird	0345 213 5242	<a href="mailto:peter.aird@sqa.org.uk">peter.aird@sqa.org.uk</a>
Accreditation Manager	Sharon McGuigan	0345 213 5529	<a href="mailto:sharon.mcguigan@sqa.org.uk">sharon.mcguigan@sqa.org.uk</a>
Accreditation Manager	Tracey Brown	0345 213 5239	<a href="mailto:tracey.brown@sqa.org.uk">tracey.brown@sqa.org.uk</a>

## Regulation Section

The Senior Regulation Manager has line management responsibilities for Regulation Managers and Regulation Officers and policy related duties. As Senior Regulation Manager, Scott Markwick is a core member of ACG and attends all Accreditation Committee meetings. She is a member of the Regulators Programme Management Group (RPMG) and Cross Regulatory Steering Group which analyses the similarities and differences between the regulators across the UK to develop common regulatory requirements to ensure a four country approach to regulation.

Title	Name	Direct Line	e-mail
Senior Regulation Manager	Scott Markwick	0345 213 5256	<a href="mailto:scott.markwick@sqa.org.uk">scott.markwick@sqa.org.uk</a>

The Regulation Section has responsibility for:

- audit of awarding bodies and monitoring of centres to ensure compliance with Regulation Principles
- investigations into compliance and complaints
- maintenance of awarding bodies' quality enhancement profiles
- supporting awarding bodies in the development of strategies, policies, systems and procedures.

There are three Regulation Managers with responsibility for a portfolio of awarding bodies and ensuring their ongoing compliance with regulatory principles. Their role is focused on quality assurance and they lead the annual audit activity that SQA Accreditation carries out. They report their audit findings, quality rate awarding bodies and work closely in collaboration with the other UK regulatory authorities. They also have responsibility for the approval of new awarding bodies, dealing with compliance issues and leading investigations.

Title	Name	Direct Line	e-mail
Regulation Manager	Grant Woollard	0345 213 5261	<a href="mailto:grant.woollard@sqa.org.uk">grant.woollard@sqa.org.uk</a>
Regulation Manager	John Byrne	0345 213 5243	<a href="mailto:john.byrne@sqa.org.uk">john.byrne@sqa.org.uk</a>
Regulation Manager	Paul Griffiths	0345 213 5250	<a href="mailto:paul.griffiths@sqa.org.uk">paul.griffiths@sqa.org.uk</a>

There are three Regulation Officers who support SQA Accreditation's regulatory and quality assurance function by monitoring qualification delivery and assessment at awarding body learning centres. Like the Regulation Managers they report their findings, contribute to the quality rating of awarding bodies and work closely in collaboration with the other UK regulatory authorities. They also work alongside Regulation Managers to carry out annual audit activity, deal with compliance issues and conduct investigations.

Title	Name	Direct Line	e-mail
Regulation Officer	Claire McPake	0345 213 5254	<a href="mailto:claire.mcpake@sqa.org.uk">claire.mcpake@sqa.org.uk</a>
Regulation Officer	Louise McKay	0345 213 5243	<a href="mailto:louise.mckay@sqa.org.uk">louise.mckay@sqa.org.uk</a>
Regulation Officer	Toni Donald	0345 213 5236	<a href="mailto:toni.donald@sqa.org.uk">toni.donald@sqa.org.uk</a>