






Approval Application Supporting Document: Site Selection Checklist Template

What this form is for

This form should be completed by a centre applying for approval to offer SQA qualifications if it will be teaching or assessing candidates at a site other than its main operating site. It provides a checklist of policies and procedures that apply to the site which make it a suitable environment for the activities it will be used for. For more information see the section on “Additional sites” in the SQA document : [Guide to Approval](#) 

How to use this form

- This form is to be completed electronically. Please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#). 
- Certain supporting documents must be submitted with this form. These will be indicated by the symbol:- 

When you have finished

Once this form is complete, please email it, with your main application, to; approval.applications@sqa.org.uk

Once we have received the completed form and main application we will let you know via email. If we find that we need more information, we will ask the person named as your SQA Coordinator to provide it.

All the details you complete in this form, as well as any supporting documents you send, will be treated as **private and confidential** by SQA.

01 Site Details

Please provide details to identify your centre and the site being used.

Centre's full name

Centre number (if available)

Site name

Site address

Post/Zip Code

Country

Site telephone no.

Please include the international and/or area code

Site Contact

02 Checklist

Please indicate which policies, procedures and facilities are available at or apply to this site and to its use by your organisation.

	Yes	No	Comments
Health & Safety Policy			
Equal Opportunities Policy			
Training and Development Policy (for staff)			
	Yes	No	Comments
Confidentiality Policy/Agreement (at sites owned by others)			
Candidate Induction Procedures			
Candidate Appeals Procedures			
Candidate Complaints Procedure			

Information Management Procedure			
Access to equipment			
Materials (Reference and Learning)			
Access for Assessors			
Access for Internal Verifiers			
Access for SQA Staff			
Time allocated to candidates to attend relevant meetings			
Time allocated to staff to attend relevant meetings			

03 Declaration

We declare that, to the best of our knowledge, the information given in this form, is correct.

Site representative name

Date

dd/mm/yyyy

Centre representative name

Date

dd/mm/yyyy