Systems Approval Application

What this form is for

This form and the associated attachments are part of an application to become an SQA approved centre and offer SQA qualifications. It enables your organisation to demonstrate its potential to provide the management structure and quality assurance systems to support the assessment and internal verification of SQA qualifications.

This form is for systems approval only. A separate Qualification Approval Application must be submitted with this form in order to apply for centre approval.

If you need further information about the approval process, you can read the following SQA documents on the quality assurance pages of SQA's website:

- Systems and Qualification Approval: Guide for Centres (guidance on how to complete the application form, the quality assurance criteria and the documentary evidence requirements)
- Quality Assurance Criteria 2015
- Internal Verification: Information for Centres Delivering SQA Qualifications
- Internal Verification Toolkit
- Guide to Assessment

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.

When you have finished

Once you have completed both the Systems Approval Application and the Qualification Approval Application, please email them, with the supporting documents, to;

- If you are a centre based in the UK: approval.applications@sqa.org.uk
- If you are a centre based outside the UK: sqainternational@sqa.org.uk

Once we have received the completed forms and supporting documents 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.

About Your Centre

1. Centre Contact Details

Centre's Full Name

Address

Post/Zip Code

Country

Telephone Number   (Please Include International and/or Area Code)

Email Address

Website Address

2. Key Contact Points
*Please Note - These roles can be carried out by the same person

Head of Centre*
- Name
- Job Title
- Email Address
- Phone Number

Finance Contact*
- Name
- Job Title
- Email Address
- Phone Number

SQA Coordinator*
- Name
- Job Title
- Email Address
- Phone Number

3. Additional Centre Information

Do you agree to SQA disclosing your centre details to prospective candidates?

Yes   **No**

Previous Centre Experience

4. Current Approval Status

Are you currently an approved centre of another awarding body or bodies?

Yes, please continue below   No, go to section 5

Name of the Awarding Body/Bodies   Date of Initial Centre Approval

5. Quality Assurance Standards

Are the systems you have in place for managing your centre measured against any quality assurance standards (apart from approval from another Awarding body)?
For example: International Organisation for Standardisation (ISO), British Standards (BS), or Investors in People (IIP) standards.

Yes, please continue below   No, go to section 6

For each quality assurance standard, please provide the following details:

Name of the Standard   Date of Latest Audit / Inspection

6. Prior Approvals Refusal, Withdrawals or Sanctions imposed

Has any awarding body refused or withdrawn centre approval, qualification approval or imposed any other sanction on your centre?

Yes, please continue below   No, go to section 7

Please select the appropriate options that apply:

Approval Refused

Approval Withdrawn

Approval Sanction

Please provide further details below, including the name of the awarding body, the qualification (if applicable), the date of the refusal/withdrawal/sanctions and any comments

7. Previous Experience in Assessing Qualifications or Training

Does your centre have previous experience of assessing qualifications or training?

Yes, please continue below   No, go to section 8

Provide a brief overview of your centre's experience in assessing qualifications or training

8. Your Centre's Systems, Policies and Procedures

Please refer to the Systems and Qualification Approval: Guide for Centres for guidance on how to complete the application form and the documentary evidence requirements.

Category 1: Management of a Centre

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Management of a Centre, and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures for managing your centre.

QA Criterion	Required Evidence	Your file name or comment on where the evidence is (e.g. in a quality manual or other document used to meet another criterion). Please include a file reference number if you have used these.
1.1	A contents list of your quality assurance system/ manual which details all SQA related policies and procedures A schedule for the review of policies and procedures and a template to record changes made as a result of review Version control information noted on each document and/or a version control table Roles and responsibilities for document management.	
1.2	Signature of senior manager included on master documents or a statement for your chief executive or a foreword in your quality manual from senior management. A statement or procedure in your quality manual which describes how documents will be disseminated to staff	
1.3	Role and responsibilities of SQA co-ordinator or head of centre and/or a procedure which lists the changes to be reported in full	

1.4	SQA-specific roles and responsibilities for:
	• SQA Co ordinator
	• data managers
	• assessors
	• internal verifiers
	Example contract, partnership agreements or memorandum of understanding (if applicable)

1.5	A malpractice policy and procedure which uses the SQA definition and which covers centre and candidate malpractice

1.6	A policy and/or procedure for dealing with conflict of interest in assessment

1.7	A procedure which describes how you will manage communication with staff and candidates and SQA

1.8	A procedure which describes how you will gather feedback from candidates and use this to inform improvements

1.9	A documented role of the SQA co-ordinator with responsibilities for managing SQA external quality assurance activity

1.10	A documented role of the SQA co-ordinator with responsibilities for communicating outcomes of external quality assurance activity and ensuring required actions are met within agreed timescales.

Category 2: Resources

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Resources and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your processes for reviewing the reference, learning and assessment materials, assessment environments and equipment, resources and staff that your centre has in place to support the delivery of SQA qualifications.

QA Criterion	Required Evidence	Your file name or comment on where the evidence is (e.g. in a quality manual or other document used to meet another criterion). Please include a file reference number if you have used these.
2.1	Recruitment/selection policy/criteria or job adverts for assessor and verifiers Procedures for assessor/ verifier training and development and CPD	
2.2	Information on the topics you will cover at assessor and verifier induction Information on how you will record assessor and verifier induction e.g. Template induction checklist	
2.3	A procedure describing how you will review assessment environments; equipment; and reference, learning and assessment materials	
2.5	A procedure for checking the suitability of assessment sites not owned by your organisation (if applicable)	

Category 3: Candidate Support

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Candidate Support and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of how you will support candidates throughout their qualification. Please ensure you send a copy of the following documents with your completed application, listing the file names below.

QA Criterion	Required Evidence	Your file name or comment on where the evidence is (e.g. in a quality manual or other document used to meet another criterion). Please include a file reference number if you have used these.
3.1	Information on the topics you will cover at candidate induction Information on how you will record candidate induction e.g. Template induction checklist	
3.4	An Equal Opportunities Policy or statement, confirming equal access to assessment	
3.5	A procedure or statement which confirms you will provide support and assessment arrangements for candidates with additional needs An assessment arrangements procedure covering how the additional needs of candidates are identified, agreed, communicated and reviewed.	
3.6	A complaints or grievance procedure which includes information on when candidates can complain to SQA and (where applicable) SQA Accreditation	

Category 4: Internal Assessment and Verification

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Internal Assessment and Verification and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures to ensure all assessment decisions will be consistent with qualification standards, and how you will maintain records of the internal verification process.

QA Criterion	Required Evidence	Your file name or comment on where the evidence is (e.g. in a quality manual or other document used to meet another criterion). Please include a file reference number if you have used these.
4.1	An internal verification policy or procedure which describes your internal activities and responsibilities at each of the three stages of internal verification: pre-assessment, during assessment (including your sampling strategy) and post assessment The forms/records to be used to record internal verification activities	
4.5	A procedure for storing assessment materials, for notifying SQA of any breaches of security and for ensuring that all staff are aware that any breach in the security of assessment material from SQA's secure site must be reported immediately to SQA.	
4.7	A policy for retention of candidate assessment evidence	
4.8	An assessment appeals procedure with appropriate stages	

Category 5: External Assessment

Are you intending to offer externally assessed qualifications?

Yes, please continue below   No, go to next category.

To demonstrate your organisation's understanding of the Quality Assurance Criteria for External Assessment and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures for administering external assessment activities on SQA's behalf.

QA Criterion	Required Evidence	Your file name or comment on where the evidence is (e.g. in a quality manual or other document used to meet another criterion). Please include a file reference number if you have used these.
5.1 5.2 5.3	A procedure for managing external assessment which includes roles and responsibilities A procedure for storing, transporting, and dispatching assessment materials and candidate evidence which includes roles and responsibilities	

Category 6: Data Management

To demonstrate your organisation's understanding of the Quality Assurance Criteria for Data Management, and plans to ensure that you will fully comply with these criteria, you are required to provide evidence of your systems, policies and procedures for collecting and supplying complete and accurate data to SQA.

QA Criterion	Required Evidence	Your file name or comment on where the evidence is (e.g. in a quality manual or other document used to meet another criterion). Please include a file reference number if you have used these.
6.1	A documented data management procedure Roles and responsibilities, for data management staff An enrolment form which shows the information you will gather from candidates	
6.2	Procedure or statement in your quality manual which describes how you will confirm availability of group award and units and submit candidate entries within appropriate timescales.	
6.3	Procedure or statement in your quality manual which describes how you will submit candidate results within appropriate timescales and how you will update data	
6.4	A policy for retention of assessment, internal verification, and candidate records A description of how assessment, internal verification and candidate records will be stored	

A14 Qualifications Approval

Which qualification(s) are you seeking approval for initially?

A15 Declaration

Here we ask either your Head of Centre or your SQA Coordinator (as specified at the beginning of this form) accept and date a declaration regarding the accuracy of this application.

I declare that, to the best of my knowledge, the information given in this approval application and on any accompanying documents is correct.

Please select one of the following responses

I accept the declaration above.   I do not accept the declaration above.

        Name   Date

SQA Use Only

Business Development (BD) Contact Summary

BD Contact Name

BD Contact Tel.

BD Contact Email

BD Confirmation

        Name   Date

Confirmation Comment