

# SQA Approvals Process

SQA is available to discuss any aspect of quality assurance during and after the approvals process.



## Customer

## SQA

Send enquiry to SQA (e-mail/telephone).

Approval form and guidance issued by e-mail.

You receive one approval form covering the two parts of the approval process:

- Systems approval
- Subject approval

Ongoing support to ensure full understanding of SQA's requirements. This covers:

- Systems and subject approval requirements

You complete the form and append the relevant systems and subject approval policies (you will need to ensure you understand the detail of the relevant SQA qualifications).

Send to SQA.



Checked by SQA.

SQA arranges access to relevant qualifications assessments.

Two different SQA people will contact you to arrange these visits:

SQA systems approver contacts you to arrange visit to:

- Review all systems policies and procedures

SQA subject approver contacts you to arrange visit to look at:

- Experience and expertise of all staff delivering qualifications
- Learning, teaching and assessment resources
- Assessment and verification strategy

Both reports are submitted by the systems and subject approvers to SQA.

Both reports are sent to you with the approval decision.

If visit/s aren't successful you need to reapply.

If visits are successful then:

- SQA sends the Operating Agreement to you

You sign the Operating Agreement and send to SQA.

SQA issues official notification of centre approval.

This includes:

- Centre Number
- Approved Centre logo and guidelines
- Approved Centre Certificate

SQA sends and asks centre to sign SQA Connect agreement. Once signed, SQA gives you access to SQA Connect.

You can now register and enter students.