# SQA Centres establishing Partnership and Sub-contracting Agreements: Due Diligence & Site Checklist

This form should be completed by SQA approved centres if the following modes of assessment have been selected in the Alternative Assessment Sites (AAS) Form:

* in-country delivery and assessment using a partner organisations staff
* In-country delivery and assessment using a sub-contractor’s staff

SQA needs to be satisfied that due diligence has been carried out by the SQA approved centre for any partner or sub-contracting organisations and staff who will be involved in the delivery and assessment of SQA qualifications. As part of your Alternative Assessment Site (AAS) submission, please complete the **Due Diligence & Site Checklist** below and send to [opportunity.appraisal.managers@sqa.org.uk](mailto:opportunity.appraisal.managers@sqa.org.uk) with a copy of the **partnership or subcontracting agreement**.

Once received, it will accompany your Alternative Assessment Site (AAS) Form where we will review and appraise the contents to establish if SQA can support your proposal.

| **Section 1 Centre and proposed Partner/Sub-contractor information**  **Please provide information about your centre and the proposed partner/sub-contractor organisation** | **Add Detail** |
| --- | --- |
| Centre Name  (Centre name establishing the partnership) | Click or tap here to enter text. |
| Centre Number | Click or tap here to enter text. |
| Partner/Sub-contractor Name  (Partner/sub-contractor organisation name) | Click or tap here to enter text. |
| Partner/Sub-contractor Contact Name & Email Address | Click or tap here to enter text. |
| Registered Address (Registered address of partner/sub-contractor organisation) | Click or tap here to enter text. |
| Address of Assessment Site (Address where assessment will take place (if different to the above) | Click or tap here to enter text. |

| **Section 2 Security and Human Rights Assessment**  **Please provide us with information on the checks you have carried out on the partner/sub-contractor organisation** | **Yes** | **No** | **Please provide us with a brief explanation to support your answer** |
| --- | --- | --- | --- |
| Has the partner/sub-contractor site been visited by your centre? |  |  | Click or tap here to enter text. |
| Has web/media search of the partner/sub-contractor and its operations been carried out including senior officials? |  |  | Click or tap here to enter text. |
| Does the partner/sub-contractor have policies and/or statements on the following and have these been checked by your centre:   * Counter fraud * Anti-bribery and corruption * Human rights considerations (including ethics and equality considerations * Anti money laundering |  |  | Click or tap here to enter text. |
| Is the partner/sub-contractor listed on the Business & Human Rights Resource Centre?  [https://www.business-humanrights.org](https://www.business-humanrights.org/) |  |  | Click or tap here to enter text. |
| Does the partner/sub-contractor have any verifiable association with individuals or organisations who have a record of human rights breaches?  <https://www.ohchr.org/EN/AboutUS/Pages/WhoWeAre.aspx> |  |  | Click or tap here to enter text. |

| **Section 3 Site & Assessment Environment**  **Please provide us with information about the partner/subcontractor organisation site and assessment environment** | **Y** | **N** | **Please provide us with a brief explanation to support your answer**  **Reference should be made to any specific requirements for assessment of the qualification(s) being assessed when completing this section.** |
| --- | --- | --- | --- |
| Has the English language skills of staff been established? (if applicable) |  |  | Click or tap here to enter text. |
| Is the assessment environment safe for candidates and staff? |  |  | Click or tap here to enter text. |
| Is the assessment environment appropriate for assessing the qualification? |  |  | Click or tap here to enter text. |
| Is there appropriate equipment and resources available for the assessment? |  |  | Click or tap here to enter text. |
| Will all candidates have equal access to assessment at this site? |  |  | Click or tap here to enter text. |
| Is there secure storage at the site for assessment material and records? |  |  | Click or tap here to enter text. |
| Is there agreed access to the site for SQA quality assurance staff if a visit is required? |  |  | Click or tap here to enter text. |

| **Section 4 Support for Candidates & Staff**  **Please provide us with information on how the partner/subcontractor organisation will support candidates and staff** | **Y** | **N** | **Please provide us with a brief explanation to support your answer**  **Reference should be made to how SQA’s quality assurance processes and standards will be met and maintained** |
| --- | --- | --- | --- |
| Will candidates, assessors and internal verifiers based at the site be given induction covering the requirements of SQA? |  |  | Click or tap here to enter text. |
| Will candidates and staff have access to your centre’s policies and procedures? |  |  | Click or tap here to enter text. |
| Is your centre’s quality assurance system being applied at the assessment site? |  |  | Click or tap here to enter text. |
| Are there effective mechanisms in place for collecting, submitting, and securely storing candidates’ personal, entry and results data, in line with your centre’s data management policy and procedures? |  |  | Click or tap here to enter text. |

**Section 5 Declaration (SQA Centre Representative)**

The SQA approved centre is responsible for the quality assurance processes and for standards being met and maintained. I declare that to the best of our knowledge the information contained within this form is correct. Any update to the information above will be brought to the attention of qualification and systems verifiers at verification events.

Name Click or tap here to enter text.

Designation Click or tap here to enter text.

Signature Click or tap here to enter text.

Date Click or tap here to enter text.