

Redacted - section 38(1)(b)

From: [Diane Greenlees](#)
To: [redacted] [Denise Monteith](#); [redacted] [redacted] [redacted] [Liz McGrath](#)
Cc: [redacted]
Subject: RE: Contingency Planning
Date: 02 April 2020 15:58:58
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[SDS SQA Covid-19 Emergency Action Plan.docx](#)
Importance: High

Sorry all

Just realised I hadn't circulated this updated at last meeting.

Diane

Diane Greenlees

Director of Critical Skills and Occupations

Tel: 0300 013 4305 or Mobile: [redacted]

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From: [Redacted]
To: [Liz McGrath](#); [Denise Monteith](#)
Cc: [Diane Greenlees](#); [Redacted]
Subject: FA Comms and FAQs
Date: 03 April 2020 14:10:15
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[FA SOA Comms and FAO.docx](#)

Hi all

Further to discussion please see draft text for discussion in relation to joint comms on FAs. Diane is hoping to get a call this afternoon to discuss, review and agree.

Thanks

[Redacted]

[Redacted]

National Development Manager

Tel: 0141 343 9330 or Mobile: [Redacted]

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From: [Diane Greenlees](#)
To: [Liz McGrath](#)
Cc: [REDACTED] [Denise Monteith](#)
Subject: FA Certification - COVID19 contingency planning
Date: 07 April 2020 16:13:10
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
Importance: High

Hi Liz

As discussed this morning I have attached a summary note on work we have been doing to capture FA learners impacted, and possible options for solutions. As discussed I have ragged Options 3 and 4 as red given issues and risks highlighted, as do not see these as viable options but have included for completeness. Hopefully this will align with and support work underway.

As discussed on Friday I have also summarised below the questions we have received from FA Lead providers following the communication we agreed and issued in our FA provider update yesterday morning. We have a provider webinar on Thursday afternoon and these questions will be raised and would appreciate agreeing comms lines / or solutions if possible before then.

Let me know when we can get a further discussion to progress asap this week following the SQA meetings on Friday and further work currently underway. I will wait to hear from you.

Best regards
Diane

FA Questions

1. Given that all placements are been suspended – how will this affect those foundation apprentices that are due to complete this summer?
2. Foundation apprentices will have been working through their SVQ units but some may not be completed – how can the apprentices demonstrate their knowledge and understanding given no work placement and soon no regular teaching?
3. Can we use alternative assessment methods to fill gaps in evidence – e.g for Care – RA's on Hypothetical Situations, Question and Answer, Expert Witness instead of Observation, Discussion notes with employer, Professional Discussion, Tutor observations.
4. If the answer is yes to question 3 – do we need these pre-approved?
5. What happens if there is no observation and employer is not contactable as they have closed? Can we cover with Reflective accounts (for Care/CYP)
6. If a student falls short of evidence can we pass the SVQ/Diploma? What would be the guidance on how much if any can be missing?
7. Can we change a closed book assessment which was multiple choice into an open book assessment (emailed to pupils) to complete – this is for Business Skills and ICT
8. In light of the SQA guidance(issued to providers 2.4.20) which details that providers should be assessing learners based on gathered evidence to date and their professional opinion for the NPA part of the qualification, should providers still be working with learners to get

additional work in?

9. In light of recent SQA guidance provider is concerned that delivery methods they have put in place to ensure learners complete (google classroom) will not be now utilised by learners as guidance indicates providers should be assessing learners based on the evidence gathered to date SQA link <https://www.sqa.org.uk/sqa/93777.html>

https://www.sqa.org.uk/sqa/files_ccc/020420-SQA-NQ2020-Parent-Carer-covid-19-FAQ.pdf

Diane Greenlees

Director of Critical Skills and Occupations

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From: [Redacted]
To: [Diane Greenlees](#); [Liz McGrath](#); [Denise Monteith](#)
Subject: FA Proposal Paper
Date: 01 May 2020 18:50:26
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[Covid-19 Options Analysis for FA Certification.docx](#)
[Redacted]

Hi all

Apologies, later than hoped. Please find attached draft paper for review coupled with a summary of the SVQ progress to date analysis returned from providers.

Have a great weekend. Speak soon.

[Redacted]

[Redacted]

National Development Manager

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From: [Diane Greenlees](#)
To: [Denise Monteith](#); [REDACTED] [Liz McGrath](#)
Cc: [REDACTED]
Subject: RE: FA Proposal Paper
Date: 04 May 2020 17:03:56
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[Covid-19 Options Analysis for FA Certification - 04.05.20.pdf](#)

[REDACTED]

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Diane Greenlees

Director of Critical Skills and Occupations

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From: Diane Greenlees
Sent: 04 May 2020 16:56
To: 'Denise Monteith' <Denise.Monteith@sqa.org.uk>; [REDACTED]@sqa.org.uk; Liz McGrath <Liz.McGrath@sqa.org.uk>
Cc: [REDACTED]@sds.co.uk
Subject: FW: FA Proposal Paper
Importance: High

Hi all

Slightly revised paper as discussed this morning. Suggest we do not include / table the Annex as it is not complete and as agreed this morning we would need to gather evidence from Centres comprehensively as a key element of implementing the solution.

Thank you
Diane

Diane Greenlees

Director of Critical Skills and Occupations

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From: [REDACTED] <[REDACTED]@sds.co.uk>
Sent: 01 May 2020 18:50
To: Diane Greenlees <Diane.Greenlees@sds.co.uk>; Liz McGrath <Liz.McGrath@sqa.org.uk>;
Denise Monteith <Denise.Monteith@sqa.org.uk>
Subject: FA Proposal Paper

Hi all

Apologies, later than hoped. Please find attached draft paper for review coupled with a summary of the SVQ progress to date analysis returned from providers.

Redacted - out of scope

[REDACTED]

[REDACTED]

[REDACTED]

National Development Manager

Tel: 0141 343 9330 or Mobile: [REDACTED]

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Email 6

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From: Diane Greenlees

Sent: 12 May 2020 17:11

To: Gill Stewart <Gill.Stewart@sqa.org.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>

Cc: Liz McGrath <Liz.McGrath@sqa.org.uk>; [REDACTED]@sqa.org.uk; [REDACTED]

[REDACTED]@sds.co.uk; [REDACTED]@sqa.org.uk; [REDACTED]

[REDACTED]@sds.co.uk

Subject: RE: FA accreditation

All

Thank you for prioritising the meeting yesterday afternoon and for a helpful discussion to better understand progress to date and next steps to reach a satisfactory solution for FA learners due to complete this year. I have summarised the main points discussed and agreed and next steps below. Added in a few further next steps/ actions re agreeing joint communications. Please edit / add anything

if you don't feel I have fully captured.

1. We discussed the SQA response to the SDS proposal submitted as the contingency solution for FA Learners due to complete this year:

Option B :

- Revised FA Group Award Certificate created and issued only to those learners that were 'on track to achieve' (based on a rule of % completion of outstanding units by FA Framework supported by evidence submitted by Learning Providers to SQA).
- HE and FE accept this revised certificate for admissions and FA learner progression to HE and FE.
- SVQ elements would require to be fully completed if FA to MA progression route chosen.

2. The SQA response highlighted the key reasons why this proposal was not considered the best solution. The meeting explored the SDS comments and questions to this response.

3. A variant of Option C was discussed and the current proposal, actions and next steps we agreed to progress with urgency are summarised in table below:

	Action	Lead	Due Date
1.	Agree the criteria and rule to be applied to evidence that FA learners could be categorised as 'on track to achieve' the FA Group Award if they had not been impacted by the COVID19 disruption to learning, the associated lock down and ability to complete SVQ units with the 12 FA Frameworks.	SDS/SQA joint working group	ASAP / by end of this week
2.	Based on the criteria above a SQA / SDS joint branded and signed letter / certificate of achievement would be issued to all FA Learners who were ' on track to achieve ' their FA Group Award, formally recognising this achievement in this academic year where achievement of full FA Group Award has been impacted by the COVID 19 disruption.	SQA	Issued at same time as other FA results / certification
3.	Design and content of certificate of achievement / letter to be agreed to support discussions with key stakeholders and communications	SQA/SDS	ASAP / next week
4.	Joint meeting SQA / SDS with Colleges Scotland and College Principals to be arranged asap to seek agreement that the FA Certificate of achievement will be recognised for FA learners for admissions pathway / progression into FE in absence of full FA Group Award for this year only	DG to arrange DM to be engaged as lead from SQA	ASAP DG will agree at meeting with CS and Principals scheduled for 13 th May
5.	Joint meeting SQA / SDS with Universities Scotland to be arranged asap to seek agreement that the FA Certificate of achievement will be recognised for admissions pathway / progression into HE in absence of full FA Group Award for this year only	GS to arrange DG to be engaged as lead from SDS	ASAP
6.	SQA to update on progress with SQA Accreditation and Sector Skills Bodies on adaptations to online delivery / assessment now agreed / to be agreed for	SDS/SQA joint working	By end of this week

	continuation of SVQs in a physical / social distancing delivery environment. This will inform communications to FA providers, schools, pupils and parents and other key stakeholders to provide assurance for learners continuing into year 2 of their FA next academic term and / or starting on FA on a shorter duration 1 year+ delivery model.	group	
7.	Depending on outcome of point 6 above, need to build reassurance in system that learners should /could still continue and or start on an FA as the contingency being put in place for 2020 completers could still apply for 2021 finishers in the unlikely event that 6 is not fully achieved or hardlock lasts for longer and or the physical distancing requirements are more restrictive than we anticipate. Need to consider this in ongoing communications and SDS/SQA joint engagement going into next academic year.	SDS/SQA working group	TBC
8.	Joint communications to be agreed and issued to FA Learning providers on progress as above and next steps this week to provide reassurance on solutions in train.	SDS/SQA working group	By end of this week

4. I have referenced the SDS/SQA joint working group as the group that has been meeting frequently since end of March to discuss and progress solutions. Membership of this to be flexed as required to deliver actions listed above and any others required.
5. Timescales yet tbc to be agreed asap with a few suggestions above.
6. Suggest meetings are scheduled twice per week for next few weeks given the urgency of taking forward all actions. We have been having weekly meetings on a Thursday at 4pm and suggest a further meeting is scheduled for this Thursday to discuss and confirm dates and who across SDS/SQA will be involved in delivering across all actions listed above and then twice weekly– Monday and Thursday - from next week to maintain momentum.

Please advise if you agree with above and are happy to progress as proposed.

Thank you all

Best regards
Diane

Diane Greenlees

Director of Critical Skills and Occupations

Tel: 0300 013 4305 or Mobile: [REDACTED]

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From: Diane Greenlees

Sent: 11 May 2020 14:32

To: Gill Stewart <Gill.Stewart@sqa.org.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>

Cc: Liz McGrath <Liz.McGrath@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED]

[REDACTED] <[REDACTED]@sds.co.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED]

[REDACTED] <[REDACTED]@sds.co.uk>

Subject: RE: FA accreditation

Importance: High

Gill and Denise

I have attached a copy of the SQA response paper received on Thursday evening, marked up with SDS comments / questions in blue. I would appreciate if we can talk through this paper and comments at the meeting at 3.30pm and agree next steps.

I look forward to speaking with you then.

Best regards

Diane

Diane Greenlees

Director of Critical Skills and Occupations

Tel: 0300 013 4305 or Mobile: [REDACTED]

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From: Diane Greenlees <Diane.Greenlees@sds.co.uk>
Sent: Monday, May 11, 2020 11:36:13 AM
To: Liz McGrath <Liz.McGrath@sqa.org.uk>
Cc: [REDACTED] <[REDACTED]@sds.co.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>
Subject: RE: FA accreditation

Thank you Liz

We are preparing a response that we will send back shortly. I would like to send this directly to the Product and Services Group or the chair of this group if you can advise who?

Neville and I would also like to arrange an urgent meeting with this group to discuss this response or whoever is most appropriate member of this group or not the full group? I would like to arrange this meeting this pm if possible. Neville and I could move meetings in diaries to make any time apart from 2-3pm? Can you advise best way of arranging this?

Thank you in advance

Regards
Diane

Diane Greenlees

Director of Critical Skills and Occupations

Tel: 0300 013 4305 or Mobile: [REDACTED]

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From: Liz McGrath <Liz.McGrath@sqa.org.uk>
Sent: 07 May 2020 17:32
To: Diane Greenlees <Diane.Greenlees@sds.co.uk>
Cc: [REDACTED] <[REDACTED]@sds.co.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>
Subject: RE: FA accreditation

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With apologies for the lateness, please find attached our response to your proposal for adapted certificates. As always, happy to discuss. Have a lovely long weekend.

Regards

Liz

From: Diane Greenlees <Diane.Greenlees@sds.co.uk>

Sent: 07 May 2020 12:24

To: Denise Monteith <Denise.Monteith@sqa.org.uk>; Liz McGrath <Liz.McGrath@sqa.org.uk>

Cc: [REDACTED] <[\[REDACTED\]@sds.co.uk](mailto:[REDACTED]@sds.co.uk)>

Subject: FW: FA accreditation

Importance: High

Denise / Liz

As discussed on the call last night I would appreciate if you could send the feedback from the PSG meeting yesterday on the proposal for a solution to FA Certification that was tabled and discussed.

As we also discussed we require to provide on update on progress to achieving a solution to SG today to share with Ministers are per request below. This will need to reference the outcome of the meeting yesterday.

Thank you

Diane

Diane Greenlees

Director of Critical Skills and Occupations

Tel: 0300 013 4305 or Mobile: [REDACTED]

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From: [Diane Greenlees](#)
To: [Gill Stewart](#); [Denise Monteith](#)
Cc: [REDACTED]
Subject: RE: FA accreditation
Date: 14 May 2020 17:40:55
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[image009.jpg](#)
Sensitivity: Confidential

Denise / Gill

Actions 4 and 5

Action 4. Raised this on call with Colleges Scotland and reps from Colleges Principals Group yesterday. They have nominated 3 individuals to join a joint meeting with us to discuss proposed solution as we discussed. Denise, I am keen to get this in diary asap if you can let me know your availability early next week I will get meeting in diaries.

Action 6. Gill can you advise on progress with arranging Universities Scotland meeting when you can.

Thank you
Diane

Diane Greenlees

Director of Critical Skills and Occupations
Tel: 0300 013 4305 or Mobile: [REDACTED]

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From: [Diane Greenlees](#)
To: [Liz McGrath](#); [Gill Stewart](#); [Denise Monteith](#)
Cc: [REDACTED]; [REDACTED]
Subject: RE: FA accreditation
Date: 15 May 2020 10:31:35
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)
[image008.jpg](#)
[image010.jpg](#)
Sensitivity: Confidential

Thanks Liz

[REDACTED]

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I will update the update for SG / ministers now to reflect below and get it back to you before it goes to SG.

I will work on a draft joint comms to go out to stakeholders for us to discuss at meeting to be arranged Monday and hopefully we can then issue Monday pm. Let me know when you can meet on Monday and I will move things in my diary to accommodate.

Thanks for your / colleagues support - I understand the pressure we are all under right now!

Best
Diane

Diane Greenlees

Director of Critical Skills and Occupations

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From: Liz McGrath <Liz.McGrath@sqa.org.uk>

Sent: 15 May 2020 10:20

To: Diane Greenlees <Diane.Greenlees@sds.co.uk>; Gill Stewart <Gill.Stewart@sqa.org.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>

Cc: [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sds.co.uk>; [REDACTED]

[REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sds.co.uk>; [REDACTED]

[REDACTED] <[REDACTED]@sds.co.uk>

Subject: RE: FA accreditation

Sensitivity: Confidential

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Hi Diane

A quick update –

Received [REDACTED] comms email fairly late on and trying to get confirmation asap – I think we would prefer to be less specific about what the letter will say until it is agreed, we know dates, how tailored to each candidate it will be etc

We met yesterday to discuss this and are working out the details of what we think we are doing to then share with you. For the letter to be of value it needs to have the right content and we need to be able to access and agree that content across our two sets of data.

A small group is working on this, we planned to meet again on Tuesday morning and then catch up with you after that.

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[REDACTED]

I appreciate the urgency and pressure from stakeholders but can we meet on Monday late morning instead please? We will hopefully have some interim questions for you by then.

Regards

Liz

From: Diane Greenlees <Diane.Greenlees@sds.co.uk>

Sent: 14 May 2020 15:01

To: Gill Stewart <Gill.Stewart@sqa.org.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>

Cc: Liz McGrath <Liz.McGrath@sqa.org.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sds.co.uk>; [REDACTED] <[REDACTED]@sqa.org.uk>; [REDACTED] <[REDACTED]@sds.co.uk>; [REDACTED] <[REDACTED]@sds.co.uk>

Subject: RE: FA accreditation

Sensitivity: Confidential

Thanks Gill / all

Gill I have updated the action table in email below to reflect your feedback. I thought it may be useful as well as a letter to have a version of a certificate to accompany this – we had a version signed off by SQA and SDS CEs for the FA pathfinder completers and I thought it would be good if a version of this could be updated / adapted for this purpose with a covering letter. I will source this and send on for discussion.

I would appreciate if we can meet to agree timelines for all actions listed in table asap this week.

Over the last 2 weeks we have been getting an increasing number of emails from FA lead providers asking for an update and expressing concern. We issued a holding statement following the FA CoP webinar over a month ago on 9th April. Recent emails from Colleges, Local Authorities and most

recently from ADES have expressed concerns on the need to get clarity on solutions – most recent ADES questions / points for example below:

- When will there be further guidance regarding pupils who are due to complete their FA this year?
- What guidance is there for training providers/employers regarding WBL in the current circumstances?
- What will the long term impact be on delivery and the ability for employers to provide WBL?
- A few LA's also indicated that they may take steps to reduce FA numbers or remove the offer altogether given the current circumstances.

I think it is important to issue an updated communication this week to provide reassurance on solutions and timelines.

We will draft a proposed communication and get across to you for discussion and agreement. I would appreciate if we could issue an agreed joint comms to relevant stakeholders by cob tomorrow. SG have also asked us to get an update to them by tomorrow am on progress to share with Ministers. Again will get a draft across to you for your review and input.

Redacted - out of scope

[Redacted content]

I look forward to hearing from you. Thank you.

Best regards
Diane

Diane Greenlees

Director of Critical Skills and Occupations

Tel: 0300 013 4305 or Mobile: [Redacted]

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From: Gill Stewart <Gill.Stewart@sqa.org.uk>

Sent: 14 May 2020 08:39

To: Diane Greenlees <Diane.Greenlees@sds.co.uk>; Denise Monteith <Denise.Monteith@sqa.org.uk>

Cc: Liz McGrath <Liz.McGrath@sqa.org.uk>; [Redacted] <[Redacted]@sqa.org.uk>; [Redacted] <[Redacted]@sds.co.uk>; [Redacted] <[Redacted]@sqa.org.uk>; [Redacted] <[Redacted]@sds.co.uk>

Subject: RE: FA accreditation

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Morning Diane

Thanks for this note on actions from our meeting – only point to note it is a letter that we would issue (points 2 and 3 below)

Action 6 will take longer than the timeline you give – others within SQA are better placed than me to comment upon the detail of that

Good to agree with you guys a way forward to ensure FA learners are enabled to make their next steps in learning.

Denise and Liz will progress this with you

Kind regards

Gill

Redaction - section 38(1)(b)

From: [Diane Greenlees](#)
To: [Liz McGrath](#); [Gill Stewart](#); [Denise Monteith](#)
Cc: [Redacted]
Subject: RE: FA accreditation
Date: 15 May 2020 11:15:52
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)
[image011.jpg](#)
[image012.jpg](#)
[MINISTERIAL UPDATE ON FA CERTIFICATION FOR COVID - 15.05.20.docx](#)
Importance: High
Sensitivity: Confidential

All

Revised progress update attached to be issued to SG for briefing to Ministers.

We required to send this to SG by 2pm today. This reflects our discussions / agreements this week.

Please advise if you have any comments / additions prior to sending to SG.

Thank you
Diane

Diane Greenlees

Director of Critical Skills and Occupations
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Redacted - section 38(1)(b)

From: [Diane Greenlees](#)
To: [Liz McGrath](#); [REDACTED]
Cc: [Denise Monteith](#); [REDACTED]; [Gill Stewart](#); [REDACTED]
Subject: RE: FA Accreditation
Date: 19 May 2020 11:47:42
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[REDACTED]

Importance: High
Sensitivity: Private

Redacted - out of scope

Liz/ [REDACTED]

Thanks for your time at our meeting yesterday. Key actions we agreed:

1. SDS to share copies of FA Commemorative certificates issued to FA learners for FA pathfinder phase. This will be considered to support final discussion and agreement on content of the SDS/SQA letter of achievement to be issued as per **actions 1-3 below**. (Examples attached plus SQA/SDS Award certificate).
2. Further internal SQA meeting arranged for 19.5.20 to talk through the technical detail and actions required to deliver the solution. This will identify detailed actions and work required across teams to deliver the solution, key dates and inform an updated joint comms to be issued asap this week.
3. SDS (DG) discussed with Colleges Scotland / College Principals the urgency to set up a joint meeting as per action 4. College reps names for meeting have now been provided. Denise at SQA to provide available days/ times and SDS will schedule the meeting asap this week.
4. SQA (GS) to take forward contact re setting up a meeting with Universities Scotland as per action 5. Reps across 3 organisations to be agreed and meeting to be set up asap.
5. Next SDS/SQA meeting arranged for 19.5.20 at 4.30pm. Agenda for this meeting:
 - Review and update action plan below and confirm leads, named individuals and key dates / deadlines
 - Discuss content for joint comm and agree date for issue this week and target audiences / approach for comms.
 - Fix meeting dates with Colleges Scotland and Universities Scotland as per actions 4 and 5 as an essential element of progressing the agreed solution.

Thanks and speak later.

Best regards
Diane

SDS/SQA solution option being progressed.

C +	<ul style="list-style-type: none"> • No FA Group Award Certification • Learners will be recognised for the elements that they have achieved. 	<u>Agreed. SQA / SDS agreement to progress this solution with urgency.</u>
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	<ul style="list-style-type: none"> • Based on criteria to be agreed a joint branded and signed letter of achievement would be issued to all FA Learners formally recognising their achievement in this academic year where achievement of full FA Group Award has been impacted by the COVID 19 disruption. • HE and FE agreement that they will recognise this letter as acceptable for admissions and learner progression for FA Learners into HE and FE in 2020. 	SQA and SDS to operationalise based on the activities outlined in Table 2 below.
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	Action	Lead
1.	Agree the criteria and rule to be applied to evidence that FA learners could be categorised as ‘on track to achieve’ the FA Group Award if they had not been impacted by the COVID19 disruption to learning, the associated lock down and ability to complete SVQ units with the 12 FA Frameworks.	SDS/SQA
2.	Based on the criteria above a SQA / SDS joint branded and signed letter of achievement would be issued to all FA Learners formally recognising their achievement in this academic year where achievement of full FA Group Award has been impacted by the COVID 19 disruption.	SQA
3.	Design and content of letter of achievement to be agreed to support discussions with key stakeholders and communications	SQA/SDS
4.	Joint meeting SQA / SDS with Colleges Scotland and College Principals to be arranged asap to seek agreement that the FA Letter of achievement will be recognised for FA learners for admissions pathway / progression into FE in absence of full FA Group Award for this year only	SDS
5.	Joint meeting SQA / SDS with Universities Scotland to be arranged asap to seek agreement that the FA Letter of achievement will be recognised for admissions pathway / progression into HE in absence of full FA Group Award for this year only	SQA
6.	<p>SQA to update on progress with SQA Accreditation and Sector Skills Bodies on adaptations to online delivery / assessment now agreed / to be agreed for continuation of SVQs in a physical / social distancing delivery environment.</p> <p>This will inform communications to FA providers, schools, pupils and parents and other key stakeholders to provide assurance for learners continuing into year 2 of their FA next academic term and / or starting on FA on a shorter duration 1 year+ delivery model.</p>	SDS/SQA
7.	Depending on outcome of point 6 above, need to build reassurance in system that learners should /could still continue and or start on an FA as the contingency being put in place for 2020 completers could still apply for 2021 finishers in the unlikely event that 6 is not fully achieved and a ‘hard lock down’ lasts for longer and or the physical distancing requirements are more restrictive than currently projected. Need to consider this in ongoing communications and SDS/SQA joint engagement going into next academic year.	SDS/SQA
8.	Joint communications to be agreed and issued to FA Learning providers on progress as above and next steps at meeting between SDS/SQA on Monday 18 th May to provide an update and reassurance on solutions in train and an indication of timescales for resolution.	SDS/SQA

Diane Greenlees

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Redacted - section 38(1)(b)

From: [Diane Greenlees](#)
To: [Denise Monteith](#); [Liz McGrath](#)
Cc: [REDACTED]
Subject: FW: Proposal Document
Date: 22 May 2020 12:41:59
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[Covid-19 Proposal for FA Certification and Progression.docx](#)

Hi both

Can you review attached to send on to Colleges Scotland this afternoon.

Thank you

Diane

Diane Greenlees

Director of Critical Skills and Occupations

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