

SDS/SQA COVID-19 ACTION PLAN

PROG	ISSUE	PROPOSED SOLUTION
FA (L4/5/6)	c1700 FA L6 learners (due to complete by June) at risk due to inaccessibility to knowledge or WBL element c444 FA L4/5 learners (due to complete by June) at risk due to inaccessibility of SfW or Work Based Challenge Unit.	SQA is considering alternative approaches to assessment and quality assurance which will be informed by advice from sector bodies and SQA Accreditation, in response to the significant disruption to BAU processes. The aim is to support learners due to complete FA qualification this academic year with contingency solutions to complete / achieve and receive certification.
WBL L4/5 pilot project	SfW is a National Course and includes vocational elements that might not be accessible to pupils or assessors.	SQA is considering alternative approaches to assessment and quality assurance which will be informed by advice from sector bodies and SQA Accreditation. in response to the significant disruption to BAU processes. The aim is to support learners due to complete L4/5 qualifications this academic year with contingency solutions to complete / achieve and receive certification.
MA	Apprentices not in work, not accessible by training provider or not able to carry out all of their normal activity	Solution on a case by case basis delays, re-plans, alternative assessment methodologies.

ACTION(s)	Date Added	Lead	By When	Status
Add to agenda of COVID-19 response high level ministerial group.	23.03.20	SDS (NP) SQA (DB)		Next meeting 02.04.20
SDS to provide detailed breakdown of volumes per framework	23.03.20	SDS (FQ)	20/03/20	Completed 19/03/20
Identify outstanding 'gap' per candidate against mandatory units	23.03.20	SDS (FQ) SQA (FM)	03/04/20	
SDS to share with SQA requirements for milestone reporting relating to SQA awards.	23.03.20	SDS (FQ)		
SQA to issue comms to providers/centres on support arrangements for WBL assessment and verification. SQA to share comms issued with SDS to ensure alignment in SDS comms.	23.03.20	SQA (DB)		

SDS to provide SQA with the information/ data it needs and SQA will review scope of existing data sharing arrangements to ascertain if another data sharing agreement is required	23.03.20	SDS (FQ) SQA (LT)		
SQA (Awarding Body) to engage with SQA (Accreditation) and skills agencies to identify emergency measures to ensure achievement	23.03.20	SQA (DB)		
Offer guidance to Learning Providers/Centres within Assessment Strategy requirements that will assist evidence gathering for assessment and verification. SDS to share draft recommendation and advice they have prepared for delivering work-based learning in the current Covid-19 crisis with SQA for comment and alignment with advice SQA are preparing	23.03.20	SQA (LT) SD (KM)	24/03/20	Completed 24/3/20
SDS to engage with SSSC through existing contacts to discuss possible solutions for FA SSHC and CYP Frameworks	26.03.20	SDS (FQ)		
SQA to send information received from Sector Skills Bodies related to FA Frameworks on to SDS as and when received before next meeting	26.03.20	SQA		
Learner pathways – University articulation, College and MA progression pathways and FA admission currency for each to be explored if full certification contingencies for FA learners to be certified for FA Group Award cannot be achieved.	26.03.20			
Scenario planning for solutions for each FA Framework / no. of learners impacted based on feedback from Sector Skills Bodies and EVs	26.03.20	SDS (FK) SQA		
Feedback from the recent Colleges Scotland meeting with SQA to be provided to SDS as relevant to support discussions and aligned communications with Colleges Scotland and Colleges	26.03.20	SQA (DB)		

FA General comment:

“SQA and SDS have continued engagement this week on identifying solutions for learners and centres on the impact of Covid-19 at various stages on Foundation Apprenticeships (FA). In particular priority is focussed on the cohort of learners due to complete their FA this academic year.

Guidance has recently been issued on the approach to the National Progression Awards and National Certificates and is applicable for all FAs. As regards the remaining vocational element of each FA, discussions are also taking places with respective sector skills councils. We would hope to offer further guidance on the approach to respective vocational elements of each FA framework at some stage next week.

Please be reassured that the primary objective of both SQA and SDS is to support full FA Certification for all learners who were on track to achieve prior to current restrictions.”

FA Group Award Achievement:

Training Provider:

Q Do we cease delivery against FA’s following recent Guidance on NC/NPA?

A As per recent guidance released by SQA, providers are encouraged to continue learning where possible to further enhance evidence requirements for estimation of NPA and NC components.

Q What about the work-based learning element of FA?

A Providers are encouraged to capture the evidence to date across the range of vocational units within each FA for learners. This should seek to utilise all eligible sources of evidence including witness testimonies, employer testimonies and video capture where possible.

Learner:

Q Has my FA finished?

A No. Providers have been asked to continue learning and assessment activity to maximise the sources of evidence supporting your achievement of each FA unit undertaken. Please keep working on any outstanding activity as assigned by your provider in this regard

SQA FAQ:

Do we continued delivering Foundation Apprenticeships:

As per response 2d in the [SQA Certification – Guidance for learners, parents and carers](#), you are asked to provide assessment evidence captured to date where further progress is not possible. Where it remains possible, please continue to conduct learning and assessment activity in support of evidence requirements for respective units.

Where not possible please follow previously the guidance

OPTIONS APPRAISAL AND PROPOSAL FOR FOUNDATION APPRENTICESHIP CERTIFICATION

Overview:

Further to recent discussions with SQA, both Accreditation and Awarding Body, regarding the impact of Covid-19 on FA learners due to complete this June. This volume of this cohort is circa 1760 learners. As guidance exists for the assessment of the NPA/NC element of FAs this proposal focusses solely on approaches to the SVQ element and FA Certification.

Options Summary:

Further to the guidance on the NPA/NC element, SDS submitted a proposal document to SQA assessing the feasibility for four identified options. These were:

1. Continue
2. Estimate Plus
3. Pause
4. Cease

Further details below:

Options Analysis	Description
Option 1: Continue	<ul style="list-style-type: none"> • FA Delivery for learning and assessment continues • Delivery adapted to using assisted technology, online platforms and other digital methodologies • FA Certificate issued to achievers
Option 2: Estimate Plus	<ul style="list-style-type: none"> • FA Delivery stops • Learning Providers estimate of NPA/NC based on estimation guidance • Learning providers gather and submit progress to date with SVQ units • FA Certificate issued to learners on track to achieve FA
Option 3: Pause	<ul style="list-style-type: none"> • FA Delivery Pauses • Delivery resumes to completion upon return of services • FA Certificate issued to achievers
Option 4: Cease	<ul style="list-style-type: none"> • FA Delivery Stops • No resumption of learning for this cohort • Learners certified for component FA units/Group Award achieved

Options Appraisal:

In appraising the above options, SDS identified the following core parameters:

1. Must deliver parity for FA enabling FA Certification for learners alongside other senior phase qualifications
2. Must ensure certification in time to support learner progression
3. Must support FA recognition with University and College for eligibility

4. Must address the SVQ competency aspect to maintain the integrity of the FA

The table below outlined the summary appraisal of the four options against the critical parameters identified by SDS.

No	Parameter	FA Certification	Uni & College Recognition	Certification In Time	SVQ Recognised
1	Completion	Yes	Yes	Yes	Yes
2	Estimate Plus	Yes	Yes	Yes	Yes
3	Pause	Yes	Yes	No	Yes
4	Cease	Yes	No	No	No

SDS appraisal concludes that only options 1 and 2 comply with the critical parameters identified. However due to significant restrictions in place limited capacity exists to 'Continue' and as such Option 1 is no longer viable, leaving Option 2.

In discussing the potential for Option 2, there are two primary factors to be considered, these are:

- FA Certification: Issuing FA Certificates to learners on the basis of achievement to date and full achievement of all associated units within the overall group award
- SVQ Units: Recognising feedback from skills bodies that estimation cannot be applied for the competency based SVQ units

FA Certification:

It is a breach of existing Awarding Body policy to issue accredited certification for units that have not been achieved. In order to offer FA Certification, SQA would be required to consider the exceptional case for FA and develop an adapted FA Certificate Group Award.

It is recognised that where possible SQA are seeking to avoid the development/issue of Covid-19 Certificates, however is an exceptional case to be made as the only senior phase qualification that as it stands cannot be certified, impacting learner achievement, progression and causing reputational damage to programme.

SVQ Units:

Due to the timing of the Covid-19 and associate disruption to the system, the supply of FA learning was significantly impacted, particularly affecting the work-based learning elements. In addition, the typical holistic assessment strategies employed by providers for SVQ units, subsequently mean there is not tangible evidence of SVQ assessment on SQA systems.

SDS recently circulated a template to their FA providers, requesting them to indicate the extent to which learners have completed the SVQ elements of the programme. Based on approximately 1760 learners, the response captured updates for approximately 1350 (70%).

The information provided identifies that significant progress has been made across most frameworks where students have been accessing work-based learning until restrictions were enforced. Several providers reporting 80/90%+ achievement. A full summary of responses is provided in Annex A.

Given the extent of SVQ achievement, it is important that the solution found recognises this progress both through certification and in progression.

The three primary pathways for FA Learners are University, College or MA. Considering the position of the sector skills bodies, the requirement for practical competency only applies to the MA pathway. SDS through its programme governance and management processes, would therefore ensure that where a candidate from this cohort progresses onto a MA in the same framework, that through associated RPL processes, the candidates' assessment and learning would continue from the stage identified by the receiving employer. University and College progression is less affected by the SVQ component of the FA; however, this requires FA certification to meet existing recognition statements.

Recommendation for Approval:

Based on the information provided above the only solution available to meet unique requirements of the FA programme, is to develop an exceptional FA Group Award Certificate, adapted to reflect achievements, both those assessed to date and that were in progress.

This would only be issued to learners that were on track to achieve the full FA prior to restrictions, guided by the learning providers and in alignment to the approach taken for all other national qualifications.

OPTIONS APPRAISAL AND PROPOSAL FOR FOUNDATION APPRENTICESHIP (FA) CERTIFICATION

Overview:

This paper and proposal for a contingency solution for FA Certification, has been prepared following ongoing discussions between SDS and SQA, both Accreditation and Awarding Body, since 26th March 2020 regarding the impact of Covid-19 on FA learners due to complete this June.

The volume of this cohort is circa 1760 learners. As guidance exists for the assessment of the NPA/NC element of FAs this proposal focusses solely on approaches to the SVQ element and FA Certification.

Options Summary:

Further to the guidance on the NPA/NC element, SDS submitted a proposal document to SQA assessing the feasibility for four identified options. These were:

1. Continue
2. Estimate Plus
3. Pause
4. Cease

Further details below:

Options Analysis	Description
Option 1: Continue	<ul style="list-style-type: none"> • FA Delivery for learning and assessment continues • Delivery adapted to using assisted technology, online platforms and other digital methodologies • FA Certificate issued to achievers
Option 2: Estimate Plus	<ul style="list-style-type: none"> • FA Delivery stops • Learning Providers estimate of NPA/NC based on estimation guidance • Learning providers gather and submit progress to date with SVQ units • FA Certificate issued to learners on track to achieve FA
Option 3: Pause	<ul style="list-style-type: none"> • FA Delivery Pauses • Delivery resumes to completion upon return of services • FA Certificate issued to achievers
Option 4: Cease	<ul style="list-style-type: none"> • FA Delivery Stops • No resumption of learning for this cohort • Learners certified for component FA units/Group Award achieved

No FA Certification Risk Assessment:

Risk	Category	Impact	Probability/ Impact	Mitigating Actions	RAG
1. If award of FA Certification cannot be processed	Attainment and Progression	<ul style="list-style-type: none"> • FA Certification cannot be awarded • Circa 1760 learners will not gain a SCQF L6 qualification • Conditional offers for university and college places, requiring the FA will be affected • Learners that chose the FA will be unfairly disadvantaged compared to learners that chose other L6 options where contingency solutions for certification / results have been agreed /communicated • Retention of existing FA learners (2500) will be significantly impacted • Recruitment of August 2020 cohort (5000) significantly impacted 	High/High	<ul style="list-style-type: none"> • Identify capacity of providers to continue learning • Capture information on Tracker • Share practice across all partners • Development of FA specific guidance on assessment approach for component parts • Engage with Skills bodies to understand any scope for adapt existing assessment strategies for SVQ units • Development of adapted FA Certification recognising achievement of NPA/NC and SVQ units to date if existing FA Certification cannot be applied 	
	Reputational	<ul style="list-style-type: none"> • FA will be the only L6 Senior Phase qualification with currency for multiple progression pathways (with higher equivalence recognised) that will not be certified • Future of FA programme will be at risk if choosing and or continuing with the FA as an option choice considered an 'unsafe / high risk' option compared to other Senior Phase qualifications • Positive developments in achieving parity for WBL within the senior phase curriculum will be undermined. • Providers will remove commitment to FA programme if achievement not recognised 	High/High	<ul style="list-style-type: none"> • Engage with University and College partners to recognise adapted FA Certificate for FA to FE and HE progression pathway post school • Review MA commissioning and contracting to ensure FA learner progress against SVQs assessed and completed if FA to MA progression pathway chosen post school 	

Options Appraisal:

In appraising the above options, SDS identified the following core parameters:

1. Must deliver parity for FA enabling FA Certification for learners alongside other senior phase qualifications
2. Must ensure certification in time to support learner progression
3. Must support FA recognition with University and College for eligibility
4. Must address the SVQ competency aspect to maintain the integrity of the FA

The table below outlined the summary appraisal of the four options against the critical parameters identified by SDS.

No	Parameter	FA Certification	Uni & College Recognition	Certification In Time	SVQ Recognised
1	Continue	Yes	Yes	Yes	Yes
2	Estimate Plus	Yes	Yes	Yes	Yes
3	Pause	Yes	Yes	No	Yes
4	Cease	Yes	No	No	No

SDS appraisal concludes that only options 1 and 2 comply with the critical parameters identified. However due to significant restrictions in place limited capacity exists to 'Continue' and as such Option 1 is no longer viable, leaving Option 2.

In discussing the potential for Option 2, there are two primary factors to be considered, these are:

- FA Certification: Issuing FA Certificates to learners on the basis of achievement to date and full achievement of all associated units within the overall group award
- SVQ Units: Recognising feedback from skills bodies that estimation cannot be applied for the competency based SVQ units

FA Certification:

It is a breach of existing Awarding Body policy to issue accredited certification for units that have not been achieved. In order to offer FA Certification, SQA would be required to consider the exceptional case for FA and develop an adapted FA Certificate Group Award.

It is recognised that where possible SQA are seeking to avoid the development/issue of Covid-19 Certificates, however FA is an exceptional case as it is the only L6 senior phase qualification delivered in school with admissions currency to HE and FE, where a contingency solution for certification / resulting has not been agreed, impacting learner achievement, progression and causing reputational damage to the FA programme.

SVQ Units:

Due to the timing of the Covid-19 and associate disruption to the system, the supply of FA learning was significantly impacted, particularly affecting the work-based learning elements. In addition, the

typical holistic assessment strategies employed by providers for SVQ units, subsequently mean there is not tangible evidence of SVQ assessment on SQA systems.

SDS recently circulated a template to their FA providers, requesting them to indicate the extent to which learners have completed the SVQ elements of the programme. Based on approximately 1760 learners, the response captured updates for approximately 1350 (70%).

The information provided identifies that significant progress has been made across most frameworks where students have been accessing work-based learning until restrictions were enforced. Several providers reporting 80/90%+ achievement. To support the proposal / solution for FA certification within this paper, SDS and SQA would gather comprehensive evidence of assessment captured to date from all FA Learning Providers / Centres, in line with current assessment strategy guidance and standards.

The three primary pathways for FA Learners are University, College or MA. Considering the position of the sector skills bodies, the requirement for practical competency only applies to the MA pathway. SDS through its programme governance and management processes, would therefore ensure that where a candidate from this cohort progresses onto a MA in the same framework, that through associated RPL processes, the candidate's assessment and learning would continue from the stage identified by the receiving employer. University and College progression is less affected by the SVQ component of the FA; however, this requires FA certification to meet existing recognition statements.

Recommendation for Approval:

Based on the information provided above, and conversations with SQA to date, the only solution available to meet unique requirements of the FA programme, is to develop an exceptional FA Group Award Certificate, adapted to reflect NPA/NC group awards and any of the SVQ units already achieved.

This adapted certificate would be issued to all learners that were on track to achieve had it not been for the disruption caused by Covid-19, as guided by evidence from the learning providers/centres and in alignment to the criteria / principles agreed for other national qualifications.

MINISTERIAL UPDATE ON FA CERTIFICATION FOR COVID-19 AFFECTED LEARNERS

15 May 2020 Update

Progress in last week:

- Feedback from SQA on the SDS proposal for Option B solution was provided on 10th May.
- Meeting with SDS and SQA senior staff held on 15th May to discuss feedback and SQA response that highlighted the key reasons why this proposal was not considered the best solution. The meeting explored the SDS comments and questions to this response.
- A variant of the proposal for Option C solution was discussed and is updated in the Table 1 below.
- The actions and next steps agreed to progress with urgency are summarised in Table 2 below.
- Meeting between SDS / SQA next week to progress action plan and agree timescales for finalising solution and communication plan for key stakeholders.

Current RAG Status:

AMBER – solution

RED - timelines

Contingency solution sought:

All FA learners on track to achieve and complete their FA to receive certification, in line with all other Senior Phase L6 qualifications, where contingency solutions have been agreed and communicated in response to the significant disruption due to COVID-19.

Summary:

- Circa 1760 Learners remain on the FA programme due to complete in June 2020.
- Covid-19 restrictions to work-placement have impacted the providers/learner's capacity to complete elements of the SVQ units within each FA Framework.
- SQA guidance has been issued to apply 'estimation/professional judgement' for National Progression Awards or National Certificate element of each FA, in accordance with guidance being applied for National and Highers.
- Sector Skills Bodies asked for their view on options for the remaining SVQ elements of FAs. This has confirmed that 'estimation' cannot be applied due to the competency-based assessment requirements for SVQs.
- Feedback from providers suggesting significant degree of SVQ learning undertaken. However due to holistic assessment with all units finalised at the end of delivery, this progress is not captured on SQA systems.

SDS Proposal(s):

In discussions with SQA, SDS has identified and proposed the following options for consideration outlined in Table 1.

Table 1 – Solution Options Proposed by SDS and discussed with SQA

Option	SDS Proposal	SQA Response
A	<ul style="list-style-type: none"> • FA Certification using existing FA Group Award Certificate for learners on track to achieve. • SVQ elements would require to be fully completed if FA to MA progression route chosen. 	<p><u>Declined. SQA decision that this option cannot be progressed.</u></p> <ul style="list-style-type: none"> • SVQ units cannot be estimated due to competency-based nature of assessment. • Issuing existing FA Certificate to learners when elements of the group award are not achieved is a breach of SQA policy.
B	<ul style="list-style-type: none"> • 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. 	<p><u>Declined. SQA decision that this option cannot be progressed.</u></p> <ul style="list-style-type: none"> • SQA do not wish to issue an interim / revised certification approach required due Covid-19 disruption. • Challenges integrity of FA certification process • Requirement for fairness and equitable approach for all learners
C +	<ul style="list-style-type: none"> • No FA Group Award Certification • Learners will be recognised for the elements that they have achieved. • This will be supplemented by a letter of achievement from SQA/SDS verifying that each candidate in possession of this letter was ‘on track to achieve’ the full FA Group Award • 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. 	<p><u>Agreed. SQA / SDS agreement to progress this solution with urgency. decision that this option cannot be progressed.</u></p> <p>SQA and SDS to operationalise based on the activities outlined in Table 2 below.</p>
D	<ul style="list-style-type: none"> • No FA Certification. Learners certified for all units of learning completed to date. • HE and FE to recognise this as acceptable for admissions and learner progression for FA Learners in 2020. 	

Table 2: Option C+ Action Plan

	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 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
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.	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. 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.	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

PROPOSAL FOR FOUNDATION APPRENTICESHIP CERTIFICATION

Summary Overview:

- Circa 1760 Learners remain on the FA programme due to complete in June 2020
- Covid-19 restrictions to work-placement have impacted the providers/learner's capacity to complete elements of the SVQ units within each FA Framework
- Solution required to ensure learners on track for achievement are not disadvantaged
- Solution required to retain confidence in FA for Year 2 returners and new starts in August 2020
- Weekly ministerial updates to Scottish Government on progress toward a solution

Covid-19 FA Impact:

The disruption caused by Covid-19 to learning and the completion of senior phase qualifications, has required significant innovation and adaption in order support certification for learners. For Highers and Nationals, providers are applying 'professional judgement', backed by evidence, to estimate the learners most likely outcome. This approach has provided the solution for most senior phase qualifications, enabling certification.

Due to the unique composition of Foundation Apprenticeships however, this estimation guidance can only be applied to the NPA/NC element. It cannot be applied for vocational units, where practical competency is required to support validation. This concludes that existing FA certification cannot be applied to students that were on track to achieve. Failure to identify an appropriate solution will significantly disadvantage FA learner achievement and respective progression pathways to FE, HE and work.

SDS/SQA Engagement:

Following the Scottish Government commitment, that no learner achievement and progression should be disadvantaged due to the impact of Covid-19, SDS and SQA have committed to delivering a solution for FA learners due to complete this academic year. The following three objectives were identified:

- Learners are certified for all completed components of the programme
- Learners are recognised that they were on track to achieve the full FA prior to the disruption
- Learner progression to FE, HE and work is not disadvantaged

SDS/SQA Proposal:

Recognising the unique difficulties for certification faced by the Foundation Apprenticeship programme, SDS and SQA propose the following solution.

FA Certification & Progression Proposal:

This proposal is aligned to FA learners that were due to complete their respective qualification this academic year 19/20.

The following categories of learners are recognised:

1. FA Learners that have achieved the full FA Award
 2. FA Learners that were on track to achieve the full FA Award
 3. FA Learners that were not on track to achieve the full FA Award
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1. FA Learners that have achieved the full FA Award:
 - Learners who have achieved all units of their Foundation Apprenticeship will receive the existing FA full award
 - FA Qualification is recognised within eligibility for college HN provision as per existing published specifications.
 2. FA Learners that were on track to achieve the full FA Award:
 - Learners that were on track to achieve are identified as follows:
 - Learners who have passed the NPA/Nc element of the programme
 - Learner that had no fails recorded with SQA against any of the respective vocational units
 - Learners will receive certification for the units/NPA/NC Group Award already achieved
 - In addition, learners will receive a 'Letter of Recognition' from SQA attesting that had it not been for the disruption and interruption of Covid-19, the learner was on track to achieve the Full FA award.
 - The 'Letter of Recognition' is recognised as evidence of FA achievement and meets the requirements for eligibility for college HN provision as per existing published specifications.
 3. FA Learners that were not on track to achieve the full FA Award
 - All remaining Learners who have achieved individual units of their Foundation Apprenticeship will be certified via existing SQA processes but will not receive the Letter of Recognition.

Recommendation for Approval:

To deliver on the proposal outlined above, SDS and SQA requires college sector endorsement and approval of the 'Letter of Recognition', both in terms of the validity of the approach and in terms of aligning it to existing FA eligibility for college HN provision.

SDS and SQA have been greatly encouraged following the initial consultation with sector representatives on 20 May 2020, and now seek formal approval from the sector.

Next Steps:

Subject to receiving sector approval

Action	By When
Joint SQA/SDS Communication Plan to be Implemented	w/c 25 May 2020
Providers submit respective evidence and assessment to SQA	15 July 2020
Letters of Achievement developed and confirmed	29 July 2020
FA Certification/Letters of Achievement circulated	4 August 2020