

## SQA National Qualifications Change Management Process

The remit of the Working Group will be to initiate and lead the discussion on wider changes to the History qualifications. Output from the Working Group will be discussed by the SQA National Qualifications Support Team (NQST) for History before a formal consultation with teachers, lecturers and pupils takes place. From this, the Qualifications Manager will draft the changes with the Principal Assessor for the qualifications for final discussion by the NQST and the Working Group.

Thereafter, SQA's change process for published documents (below) will take place.

- SQA has a well-established change management process for National Qualifications (NQs). Changes to published SQA course documentation are progressed through an internal change management process which involves:
  - Identifying the need to make a change to published documents that is agreed by the subject Qualifications Manager or Qualifications Officer. Details of the change are submitted to the SQA Head of Service for review and this is either approved or rejected.
  - If the Head of Service approves the change request, the Qualifications Portfolio Management team tracks the relevant changes on the document(s) and this is submitted for action.
  - There are not defined timescales attached to the process, it will depend on the nature and amount of change. Any changes to be applied immediately (next academic session) would need to be published no later than the end of May 2025, and should have been communicated prior to that. Significant changes to content need to be published a year in advance to allow teachers/lecturers time to prepare (June year prior).
  - Time must be allowed for editors to check wording and ensure plain English, etc.

The remit of the Anti-Racism in Education Programme Qualifications Working Group on History falls into the category of 'critical impact' change which would most likely involve introduction with a year of preparation and reflection time in addition to consultation periods.

Type of change
Critical impact For example: <ul style="list-style-type: none"><li>◆ correcting a content error</li><li>◆ making updates because of changes to legislation</li><li>◆ making updates because of changes to industry practice</li></ul>
Minimal impact For example: <ul style="list-style-type: none"><li>◆ correcting a spelling error</li><li>◆ correcting a grammatical error</li></ul>
Post-diet changes