

# Partnership Delivery of a Foundation Apprenticeship

The lead bidder (the partner that holds the SDS contract or is allocated funding by Scottish Funding Council for the delivery of the Foundation Apprenticeship) is responsible to SDS or the Scottish Funding Council for delivery of the contract or allocation.

If the lead centre is contracting the delivery of the FA and/or its component qualifications or units to other organisations, it is also responsible for ensuring that the delivering partners have a documented partnership or sub-contracting agreement in place.

Where different SQA approved centres are delivering different FA component qualifications or units under the one SDS contract or SFC allocation, an SQA approved centre must be identified as the lead centre responsible to SQA for the quality assurance of the FA framework. It is the responsibility of the lead centre to ensure they have the appropriate centre and qualification approval in place to meet SQA requirements. The lead centre accepts responsibility to SQA for the quality assurance and entering and resulting of the associated FA component.

If the lead centre is entering into a partnership for the delivery and assessment of any of the component parts of the FA, they must have a partnership agreement in place outlining the responsibilities of each partner. The partnership agreement ensures that all partners, and others involved with SQA provision, are aware of their role and responsibilities.

It must be clearly defined which partners are responsible for submitting the:

- ◆ FA group award entries and results (Customised Award code for FA L4/5)
- ◆ entries and results for the certification unit code (FA L6 only)
- ◆ entries and results for the NC/NPA or Skill for Work (SfW) group award and units
- ◆ entries and results for the SVQ, diploma or customised units
- ◆ entries and results for the Work-based Challenge units
- ◆ entries and results for other awarding body awards using the SQA-allocated code

Please refer to SQA's [Systems and Qualification Approval Guide](#) for details on partnership agreements, and to the SQA document [Partnership Agreement Template](#).

Only an SQA approved centre can submit entries, and results and they must be approved both as a centre and for the specific SQA qualifications being delivered.

If a lead partner and lead centre decide to end the agreement, it is the responsibility of the lead centre to notify SQA of this change. This may impact on the lead centre's approval status, unless a suitable replacement partner is contracted.

SQA Qualification Verifiers will use information about partnerships to inform their sampling strategy, and in their consideration of the staff qualifications and the effectiveness of internal verification procedures.