



## **SQA Accreditation Revision and Corrections Policy for SQA Accreditation Statistics**

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<b>Policy owner</b>	Head of Accreditation
<b>Business Area</b>	Accreditation
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## **Why do we need the policy?**

This policy will ensure that all published statistics are amended and corrected in a way which inspires public confidence in SQA Accreditation data.

## **Who is it for?**

This policy is applicable to all statistical reports published by SQA Accreditation. If any reports require amendment or correction, the policy outlines how the changes will be applied, to what documents, and when they will be or have been applied.

## **What support is available?**

Accreditation – Information and Research

[https://accreditation.sqa.org.uk/accreditation/Research\\_and\\_Statistics](https://accreditation.sqa.org.uk/accreditation/Research_and_Statistics)

[Code of Practice for Statistics \(statisticsauthority.gov.uk\)](https://statisticsauthority.gov.uk)

## **1 Policy statement**

This policy will cover all SQA Accreditation's published statistical reports.

This policy sets out the principles and procedures that will be used by SQA Accreditation when revisions or corrections are required for our statistical publications on our website.

This policy has been approved by SQA Accreditation's Accreditation Committee (AC).

The Accreditation Committee is authorised by the Scottish Government to delegate authority to the Accreditation Coordination Group (ACG).

The ACG is an internal group made up of members of SQA Accreditation and provides regular updates to the AC.

## **2 Responsibilities**

Official statistics are produced in adherence with the Code of Practice for Official Statistics.

## **3 Process**

### **3.1 Revisions**

SQA Accreditation publishes registration and certification data supplied by approved awarding bodies. The data provided are final figures and there are no scheduled revisions to any of our publications.

However, there can be revisions due to changes in methodology or systems that improve the accuracy of statistics. These types of revisions are usually planned and carried out at regular intervals and will be communicated to our users through our website.

On occasion, revisions can be the result of an immediate need to address identified issues. These will be clearly communicated to users through our website as soon as practicable.

If necessary, in dealing with revisions, SQA Accreditation will:

- ◆ clearly mark publications and data as being based on revised data. Our publication schedule clearly sets out when publications will be available as far as possible in advance.
- ◆ provide clear notice of any additional revisions to publications, and detail the reasons for, and impacts of, any revisions made where applicable.

- ◆ consult users before making any changes that would affect statistics or publications (for example, methodology changes) where possible.
- ◆ in cases of revisions to methodology, coverage or data, produce consistent historical data (where this is feasible), to ensure robustness and avoid breaking any published time series.

## 3.2 Corrections

Corrections are a result of errors and should not be confused with revisions. While our statistical publications go through rigorous quality control procedures, errors can occur.

In practice, corrections are likely to fall into one of two categories:

- I. corrections that do not alter a user's interpretation of the statistics
- II. corrections that alter a user's interpretation of the statistics in dealing with corrections, SQA Accreditation will
  - ◆ make minor corrections to statistical publications as soon as practicable, where the potential user benefits justify the resources required'.
  - ◆ deal with all other corrections on a case-by-case basis. The appropriate action will be based on the scale of the error and its potential impact on a user's statistical interpretation. Such actions could range from a guidance note for users, to the removal, archiving and re-publishing of a corrected version of the publication.
  - ◆ alert users to any corrections, both on our website and within the publication concerned. This will detail the nature of the corrections made, the reasons for them, and their impacts.
  - ◆ review and, where appropriate, amend policies and procedures to minimise any risk of such errors reoccurring.

## 4 Definitions

**Official Statistics:** Official statistics are statistics that are produced by crown bodies, those acting on behalf of crown bodies, or those specified in statutory orders, as defined in the Statistics and Registration Service Act 2007. The Office for Statistics Regulation (OSR), the regulatory arm of the UK statistics Authority, assesses compliance of those statistics against the Code of Practice for Statistics