

General Approval Requirements

For organisations seeking awarding body approval status from SQA Accreditation

SQA Accreditation defines an awarding body as *an organisation which issues certificates for qualifications to formally recognise the achievements of an individual and which quality assures the delivery and assessment of those qualifications.*

In this context, it is specifically an organisation recognised by SQA Accreditation for the purpose of awarding SQA accredited qualifications.

The granting of awarding body approval status is subject to an organisation meeting standard established and periodically reviewed by SQA Accreditation.

An organisation is eligible to pursue awarding body status from SQA Accreditation provided that the following requirements are fully met. The organisation should be able to provide evidence for all of the requirements when requested to do so by SQA Accreditation at any stage of the approval process.

- ◆ **The organisation has a demonstrable track record effectively awarding qualifications.**

As the qualification regulator within the United Kingdom with a specific remit to ensure qualifications are also fit for purpose for Scotland, SQA Accreditation will seek evidence that both existing or potential qualifications have the support of relevant stakeholders and can benefit the Scottish economy.

- ◆ **The organisation is currently based and operates from within the European Union (EU) and/or the European Free trade Association (EFTA)**

Should awarding body approval status be granted, SQA Accreditation will require access to all strategic and operational areas of the business that support the awarding function for the purposes of ensuring satisfactory and ongoing compliance with the published regulatory requirements. This will include all Directors and Senior Managers responsible for all strategic and operational decision making.

- ◆ **The organisation is able to provide evidence of financial stability**

SQA Accreditation will undertake a financial health check on any organisation wishing to seek awarding body approval status to deliver SQA accredited qualifications.

- ◆ **There are no grounds for believing that the organisation's owners, Directors or Senior Managers are unfit to be in charge of the organisation**

SQA Accreditation reserves the right to conduct an assessment/background check on any identified individual in respect of both their current and previous positions, including those held at other organisations.

Prior to submitting a completed Enquiry Form, the organisation **must** contact SQA Accreditation to discuss its intention to seek awarding body approval status.

You can contact SQA Accreditation by:

- e-mail: regulation@sqa.org.uk
- Telephone: 0345 213 5249

Failure to do so is likely to result in any approval request being rejected at the submission stage.