

## **Awarding Body Approval - Timeframes**

SQA Accreditation aims to support all organisations seeking awarding body approval status in the most appropriate and effective way, to ensure that any application remains viable.

To this end, working in partnership is vital and submitting organisations must ensure that SQA Accreditation is kept fully informed of any strategic or operational changes that may affect the progress of the approval submission. This must include ensuring that all information and documentation submitted in support of an application is as current as possible.

The quality of approval submissions can impact upon the time taken to complete a review undertaken by SQA Accreditation. Consequently, there are no definitive timescales for completing the process as each case will be reviewed on its own merits.

It should be noted therefore that SQA Accreditation will assume that after the following timeframes are exceeded, the information is no longer valid/current, unless communication otherwise received and therefore submissions will be closed:

- ◆ Enquiry form will be closed where no progress has been identified within 3 months of last communication.
- ◆ AC1 Application will be closed where no progress has been identified within 3 months of last communication.
- ◆ A completed AC1 should be ready for submission to ACG within 12 months of the original enquiry date.

SQA Accreditation reserves the right to close any approval application that it believes is not making sufficient progress in respect of the above timescales. This however will not preclude the potential awarding body from re-submitting a new enquiry form or AC1 application with appropriate supporting evidence.

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