

SQA Accreditation

Awarding Body Approval Policy

Policy	<p>SQA Accreditation will only approve an organisation as an awarding body where it can demonstrate compliance with the regulatory requirements.</p> <p>SQA Accreditation reserves the right to refuse awarding body status to organisations which are unable to evidence compliance and will provide comprehensive reason(s) for its decision.</p>
Why do we need this policy?	<p>The purpose of this policy is to ensure that SQA Accreditation is consistent in only granting awarding body approval status to organisations which can fully meet the specified regulatory requirements.</p>
How does the policy apply and to whom/what does it apply?	<p>SQA Accreditation will apply this policy to all organisations seeking to gain approved awarding body status.</p>

Awarding Body Approval Policy

1 Status

This policy has been approved by SQA'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 Process

SQA Accreditation defines an awarding body as:

An organisation which issues certificates for qualifications to formally recognise the achievements of individuals and which also quality assures the delivery and assessment of those qualifications.

An awarding body, as recognised by SQA Accreditation, is an organisation which functions with the purpose of awarding qualifications accredited by SQA Accreditation.

The granting of awarding body approval status is subject to an organisation meeting SQA Accreditation's [regulatory requirements](#).

SQA Accreditation strongly recommends that any organisation considering applying for awarding body approval and qualification accreditation, undertakes a process of self-appraisal to establish if it is currently in a position to make a viable application.

In undertaking a self-appraisal, potential awarding bodies should consider whether or not they are capable of meeting the [general approval requirements](#) below. These are considered key to progressing towards application for approval:

- The organisation has a demonstrable track record effectively delivering qualifications
- The organisation is currently based and operates from within the European Union (EU) and/or the European Free Trade Association (EFTA)
- The organisation is able to provide evidence of financial stability
- There are no grounds for believing that the organisation's owners, Directors or Senior Managers are unfit to be in charge of the organisation

Full instructions are provided to assist prospective awarding bodies through the self-appraisal and approval process on the SQA Accreditation website. Please see [Guidance for Prospective Awarding Bodies](#)

3 Details

Any organisation seeking approved awarding body status must undertake, in full, the steps outlined in '[Becoming an Awarding Body](#)' detailed on the SQA Accreditation website.

4 Appeals

All awarding bodies will have the right to appeal decisions made by the Accreditation Coordination Group. Grounds for appeal will vary depending on a case by case basis, therefore all appeals made will be considered in their own right.

Full details of the [process for Appeals and Complaints](#) can be found on the SQA Accreditation website.

Policy Owner	Head of Accreditation
Policy Author	Senior Regulation Manager
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Details of changes	Minor grammatical errors amended