

Regulatory Principles Guidance Note – Principle 15

Requesting Certification for Expired Qualifications

All accredited qualifications have a certification end date. This is the last date when a qualification certificate can be issued to learners who have completed a qualification. Awarding bodies cannot issue certificates to candidates once a qualification has reached its certification end date as it is then classified as expired.

Regulatory Principle 15 states that '*The awarding body and its providers shall have effective, reliable and secure systems for the registration and certification of learners*'. The Supplementary Information also states that '*The awarding body must seek approval from SQA Accreditation prior to processing certificate claims for expired qualifications*'.

We recognise that there will be occasions where there is a valid reason to issue certificates for expired qualifications so SQA Accreditation has produced guidance for when these situations arise.

Making a Request to SQA Accreditation

Awarding bodies should engage with their assigned Regulation Manager at the earliest opportunity to discuss their request. Each request will be reviewed on an individual basis and recorded on the awarding body's Quality Enhancement Rating (QER).

Requests must contain a robust rationale why certification is required. We advise awarding bodies to retain records of any certification requests as these will be subject to review at audit.

We expect awarding bodies to thoroughly investigate the circumstances surrounding the need for the certification of expired qualifications, in particular where the request is as a result of malpractice or maladministration by a provider or the awarding body's own systems and processes.

If malpractice or maladministration is the reason for the request, either at provider or awarding body level, then this must be disclosed to SQA Accreditation. Please refer to *Regulatory Principles Guidance Note – Principle 14 Reporting and Managing Cases of Malpractice and Maladministration* for additional information.

SQA Accreditation is committed to safeguarding the interests of learners, however, there may be occasions where requests cannot be upheld and certification will not be permitted.

Further information

If you require further information or clarification on making a request for the certification of an expired qualification or the stages involved, please contact your appointed Regulation Manager.

This document is published by SQA Accreditation
For further information, please contact:
SQA Accreditation: regulation@sqa.org.uk
Accreditation: <http://accreditation.sqa.org.uk>
Tel: 0345 213 5249

June 2017

The Optima Building
58 Robertson Street SQA
Glasgow, G2 8DQ