

Revisions and corrections policy for SQA Accreditation statistics

Publication date: 22/11/2021

Updated: 19/01/2024

Lead Official is the Information and Research Manager (IRM)

Contact details found below:

https://accreditation.sqa.org.uk/accreditation/About_Us/Our_Structure

Published by the SQA Accreditation

SQA Accreditation

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

Lowden, 24 Wester Shawfair, Dalkeith, Midlothian EH22 1FD

<https://accreditation.sqa.org.uk>

The information in this publication may be reproduced in support of SQA qualifications. If it is reproduced, SQA should be clearly acknowledged as the source. If it is to be used for any other purpose, then written permission must be obtained from SQA. It must not be reproduced for trade or commercial purposes.

© Scottish Qualifications Authority

Revisions and corrections policy for SQA Accreditation statistics

Policy	<p>This policy will cover all SQA Accreditation's published statistical reports.</p> <p>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.</p>
Why do we need this policy?	<p>This policy will ensure that all published statistics are amended and corrected in a way which inspires public confidence in SQA Accreditation data.</p>
How does the policy apply and to whom and what does it apply?	<p>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.</p>

Introduction

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

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

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.

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.

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.

Policy owner	Head of Accreditation
Policy author	Information and Research Manager
Category (if known)	Accreditation
Document version number (e.g., 1.1)	2
Revisions approved by	Accreditation Committee
Date revisions approved	26 October 2021
Review date	30 September 2024
Is this (or should this be?) on SQA’s website?	Yes — SQA Accreditation webpage