

Guidance on Submitting Data to SQA Accreditation

Data submissions

SQA Accreditation is the national accrediting body for Scotland. We set and specify the requirements for accrediting qualifications in order to support the needs of learners and employers in Scotland. We do this by promoting and maintaining public confidence in accredited qualifications and approved awarding bodies. Furthermore, we are responsible for regulating qualifications that have been accredited by us and, as part of that role, we require approved awarding bodies to submit data returns to SQA Accreditation on a quarterly basis. This document provides guidance on this process.

Required data

Awarding bodies are required to submit data for all their accredited qualifications which are still considered to be 'live'. Live qualifications are those for which candidates can still be certificated and as such have not yet passed their accreditation end-date. This includes qualifications in their lapsing period. SQA Accreditation expects all awarding bodies to be able to provide this data independently, without further e-mail notification. Each awarding body is responsible for tracking which of their provision is accredited and submitting data for those qualifications. In addition, those awarding bodies, accredited to award Workplace Core Skills, are requested to submit data pertaining to Workplace Core Skills Units.

Awarding bodies are expected to submit data which indicates the number of qualification registrations and certifications during the specified time period. **If the awarding body has received approval to process certificates for expired qualifications by their Regulation Manager, this information must be included with the data submission.** We only require the overall group award details. We do not need information on individual unit achievements. Neither do we require individual candidate information (although the Regulation team is at liberty to request candidate data for audit purposes and awarding bodies should continue to track this information). As such, data should be aggregated at qualification level. For more specific information about what data is required, please see 'The submission process' below.

Quarterly submissions

Data should be submitted quarterly for all accredited qualifications. This is due for the following calendar periods:

- ◆ Quarter 1 = 1 April – 30 June
- ◆ Quarter 2 = 1 July – 30 September
- ◆ Quarter 3 = 1 October – 31 December
- ◆ Quarter 4 = 1 January – 31 March

The submission dates are indicated in the 'Data Returns Template', which can be found at: [SQA Accreditation - Data Collection Requirements And Guidance](#).

Awarding bodies are expected to monitor these dates and submit the data by the required deadline.

The submission process

Awarding bodies must submit their data returns on the 'Data Returns Template' provided. This can be retrieved on request from the SQA Accreditation Information Assistant, or can be downloaded from the following web page: [SQA Accreditation - Data Collection Requirements And Guidance](#).

All data submissions should be saved with a standard file naming convention and then e-mailed to the Information Assistant. The convention is:

<Yourawardingbodyname><Quarter><Year>

Example: awardingbodyQ22011.xml

The completed template should be e-mailed to Elizabeth Straine, Information Assistant at Elizabeth.Straine@sqa.org.uk, by the documented deadlines.

The following notes should be adhered to in relation to the fields on the Excel template:

Awarding body	This should be the full name of the awarding body as it will appear on publications.
Registrations	If no registrations appear against any particular qualification, this field should read '0'. The qualification should not be omitted from the spreadsheet if it has zero uptake.
Certifications	If no certifications appear against any particular qualification, this field should read '0'. The qualification should not be omitted from the spreadsheet if it has zero uptake.
Qualification title	This should be the full accredited title as it will appear on candidate certificates. No abbreviations or alterations from the title agreed at the point of accreditation will be accepted. If the qualification has been credit-rated for the Scottish Credit and Qualifications Framework (SCQF), this should be reflected in the title. For Workplace Core Skills, the SCQF level must be included in the title.
Code	Please enter the four-digit accreditation code which was assigned to the qualification after accreditation.
Level	Please enter the two-digit level code which was assigned to the qualification after accreditation.
Qualification type	This field should read 'SVQ', 'Regulatory', 'Other' or 'Workplace Core Skills' only. No other qualification type will be accepted.
General notes	Awarding bodies are expected to present the data in the format provided in the template and as such additional

rows, columns or other information are unacceptable. In addition, the fields should be completed accurately with no leading or trailing blanks.

Quarterly statistics reports

All data submitted to SQA Accreditation will be made publicly available as part of the *Quarterly Statistics Report* (found at [SQA Accreditation - Quarterly and Annual Statistics Reports](#)). Awarding bodies must therefore submit their data by the documented deadlines in order to facilitate the production of this report.

File format

When completing the template, the following formatting must be adhered to:

Field	Format	Example	Restrictions
Awarding body	Text	Scottish Qualifications Authority (SQA)	Must not be left blank
Registrations	Numerical	500	Must not be left blank
Certifications	Numerical	500	Must not be left blank
Qualification title	Text	SVQ 1 in Hairdressing at SCQF level 4	Must not be left blank
Code	Text	G123	4 digits only
Level	Numerical	21	2 digits only
Qualification type	Text	Other	Must exactly match the types designated by SQA Accreditation

Only the following file types will be accepted for submission:

- ◆ Microsoft Office Excel 2003 and later
- ◆ Comma Separated (CSV)

Contact information

If you have any difficulty fulfilling any of the requirements in this document please do not hesitate to contact Elizabeth Straine, Information Assistant

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