SQA Qualificaton Verification Stage 1 Lead: SQA Coordinator

SQA contacts SQA Coordinator to initiate event and inform the coordinator of programme to be QV (Qualification Verification)

SQA Coordinator responds to acknowledge the email

Within 10 days of the above, the SQA Qualification Verifier will emal th SQA Coordinator to establish student numbers for specific units & unit status

SQA Coordinator responds to the SQA QV with the requested information within 1 week

SQA QV emails SQA Coordinator to request additional information in relation to the selected units e.g names of assessors, internal verifiers, candidates SCN numbers

SQA Coordinator collates the requested information and sends this directly to the SQA QV

The SQA QV arranges the QV visit with the SQA coordinator and who will be involved with the event e.g internal verifiers and assessors on the specific units

SQA QV will send the SQA Coordinator athe visit plan (2 weeks prior to meeting on Teams or 4 weeks prior to meeting in person)

The Quailfication Verification event takes place either online via MS Teams or at the college

Following the QV event. The SQA QV will email the SQA Coordinator their report which includes a review and evaulation of the QV as well as their recommendations for improvement.

End of Stage 1