

Accredited Qualification's - Zero Uptake Policy

Policy	<p>This policy will cover all SQA accredited qualifications and will target qualifications with no uptake.</p> <p>SQA's Accreditation Coordination Group (ACG) will remove the accreditation of any qualifications that have no up take where there is no clear, justifiable evidence from the awarding body of candidate demand for the qualification for a period of two consecutive years.</p> <p>As noted in SQA Accreditation's <i>Regulatory Principles</i> guidance, the awarding body should carry out a regular and systematic review of their processes, procedures and systems associated with their accredited provision, to reduce unnecessary bureaucracy, to identify best practice, and to ensure that their approved centres adopt a system for continuous improvement. The systematic review should result in a self-assessment of the awarding body's operations in relation to their accredited provision.</p>
Why do we need this policy?	This policy will allow SQA Accreditation to ensure that accredited qualifications are relevant to the qualification needs of Scotland.
How does the policy apply and to whom/what does it apply?	This policy applies to accredited qualifications.

Guidelines on implementing SQA Accreditation's Accredited Qualifications - Zero Uptake Policy

1 Policy

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).

SQA Accreditation provides regular updates to the ACG Members.

2 Process

Every quarter, SQA Accreditation will review registrations and certifications identifying those accredited qualifications that have no uptake.

Qualifications that have been accredited but have had no candidate uptake for a period of two consecutive years will be reviewed and consideration will be given to whether withdrawal from the framework should be recommended to the Accreditation Co-ordination Group (ACG).

3 Details

Once a qualification has been identified for review, SQA Accreditation will make contact with the awarding body to notify them of the intention to review accreditation of the qualification. The awarding body will be given an opportunity to supply SQA Accreditation with a comprehensive rationale to support the continuation of the qualification. SQA Accreditation will investigate whether there are justifiable reasons for no uptake. Research will take into consideration:

- ◆ Information supplied at the point of accreditation.
- ◆ Evidence of sufficient Unit uptake rather than demand for or activity on the full qualification.
- ◆ The rationale provided by the awarding body to support the continuation of the accreditation of the qualification.

The results of the research will be the subject of a report to the ACG who will make a decision on whether the information provided justifies the continued accreditation of the qualification or whether it should be subject to withdrawal.

The ACG will inform the relevant awarding body (in writing) of the decision to either:

- ◆ Continue the accreditation of the qualification;
- ◆ Continue the accreditation of the qualification with a stipulation for further review at another specified point during the period of accreditation; or
- ◆ Remove accreditation.

The Awarding body will be given three months' notice of intention to withdraw. Where the ACG decides to allow the accreditation of the qualification to remain, it may be subject to conditions which must be met within the timescales provided. Failure to meet the conditions within the timescales provided may result in the automatic withdrawal of the qualification.

For details of the range of sanctions which may be applied to awarding bodies in cases where regulatory compliance has not been maintained, please refer to both:

[SQA Accreditation's Sanctions Policy](#)

[SQA Accreditation's Removal of Approved Awarding Body Status Policy](#)

4 Appeals

All awarding bodies will have the right to appeal **any** decision made by the ACG. Grounds for appeal will vary depending on individual situations, 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.

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Policy Author	Senior Regulation Manager
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