

Qualification Development Visit Request and Report Form (International Centre)



Introduction

This form is for use by approved SQA international centres to request a Qualifications Development Visit. It will subsequently be used to plan the visit and then to record the discussions which took place and any advice given during the visit.

Important Notes – To complete this form electronically please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the [Adobe website](#).

Development visits are solely intended to provide advice and support to centres on the delivery of internally assessed units/courses. The visiting External Verifier is not able to discuss estimates, set examinations, appeals or other matters more appropriately handled by other SQA departments.

The International Awarding Team will confirm receipt of your Development Visit request and then forward the form onto the Qualification Verification Team at SQA who will organise the visit.

Section 1 – Development Visit Request

The centre should complete Section 1 electronically, and then email the whole form to International Awarding Team at SQA: sgainternational@sqa.org.uk

Centre Details

Name

Number

Address

Post/Zip code

Country

Tel. No.

SQA Coordinator

Name

Email address

Background to Development Visit Request

To allow SQA to deploy the appropriate resource, please indicate the qualification type that you want to discuss and specify the subject area (e.g. Accounting) and Verification Group.

HN VQ Other (Please specify)

Subject area

Verification Group

Code	Level	Title

Are you looking at delivering new qualifications? Yes No

Is the visit required following verification activity for these qualifications? Yes No

Have there been any recent staff changes Yes No

How many staff will be present for the visit?

Please provide details of the members of staff who will be in attendance during the visit.

Name	Role (in relation to the qualifications)	Name	Role (in relation to the qualifications)

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Please detail what specific area(s) of delivering the qualifications you require support for.

Please detail what outcomes you expect to be achieved by the development visit.

Declaration (Centre Coordinator)

I declare that I have read this request and agree that it should be submitted to SQA. I also agree that the centre will be liable for the cost of the visit which will be confirmed by SQA in advance.

Name of Centre Coordinator

Date

Use dd/mm/yyyy format

Thank you for completing this section of the Development Visit Request and Report Form.

Please email the whole form to sqainternational@sqa.org.uk

Section 2 – Development Visit Action Plan

This section should be completed by the QV Team within SQA.

Visit setup

Date request received by QV

Date acknowledgement sent to Centre

Date allocated to External Verifier(s)

Allocated by (QV admin)

External Verifier's Name

Verification Group Name

Verification Group Number

Section 3 – Development Visit Report

This section should be completed by the External Verifier who undertakes the visit.

Centre Name

Centre Number

External Verifier Name

Verification Group

Qualification Type

Date of Visit

Use dd/mm/yyyy format

Please give details of the qualifications which were the subject of the visit and summarise your discussions, noting where they relate to the expected outcomes listed in the visit request. Also highlight any development issues which were raised.

Continued on next page

Please detail any further support that SQA could provide for this centre.

Declaration (External Verifier)

I declare that this report is an accurate account of the Development Visit

Name of External Verifier

Date

Use dd/mm/yyyy format

Once this report has been completed please email it to qav@sqa.org.uk

Report Confirmation (to be completed by SQA QV staff)

Date report received

Use dd/mm/yyyy format

Authorised by (QV officer)

Date report sent to centre

Use dd/mm/yyyy format

Date report sent to International Awarding Team

Use dd/mm/yyyy format