



SQA Guide to Information available through the Publication Scheme 2015

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Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by SQA. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

SQA is under a legal obligation to:

- ◆ publish the classes of information that we routinely make available, and
- ◆ tell the public how to access the information and what it might cost

SQA has adopted the *Model Publication Scheme 2015* produced by the Scottish Information Commissioner. You can view our scheme on our website at (link to SQA Model Publication Scheme web page) or by contacting us at the postal and e-mail address below:

Freedom of Information Officer
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

E-mail: foi@sqa.org.uk

SQA's publication scheme

The purpose of this guide is to:

- ◆ allow the public to see what information is available (and what is not available) in relation to each class of information
- ◆ state what charges may be applied
- ◆ explain how to find information easily
- ◆ provide contact details for enquiries and to get help with accessing the information
- ◆ explain how to request the information we hold

Availability

The information referred to in this publication scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or arrange to inspect it at our premises. For example, we can usually arrange to send information to you on paper (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information indicated in the tables on pages 6 to 19. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

Copyright

Where SQA holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- ◆ it is copied or reproduced accurately
- ◆ it is not used in a misleading context, and
- ◆ the source of the material is identified

Where SQA does not hold the copyright in information we publish, we will make this clear.

Some material we include in our publication scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holder(s) concerned if you wish to copy or reproduce such material.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises. We may charge for providing information to you, eg photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the tables below:

Black and white photocopying

Size of paper	Pence per sheet of paper
A4	10p
A3	10p

Colour photocopying

Size of paper	Pence per sheet of paper
A4	30p
A3	30p

Information provided on CD-ROM will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Freedom of Information Officer
Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

E-mail: foi@sqa.org.uk

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

Classes of information

We publish information that we hold within the classes indicated in the tables on the following pages. Once information is published under a class we will continue to make it available for the current year and the next two financial years (where possible).

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About SQA		
Information about SQA : who we are, where to find us, how to contact us, how we are managed and our external relations		
Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
General information		
SQA name, addresses and contact details, including business opening hours	Contact us page includes: SQA name, addresses and contact details. SQA Accreditation	http://www.sqa.org.uk/sqa/39083.html http://accreditation.sqa.org.uk/accreditation/About_Us/Contact
Contact details for customer care and complaints functions	Customer complaint and feedback web page — contact details for customer care and complaints functions	http://www.sqa.org.uk/sqa/25071.2363.html
Publication scheme and guide to information — charging schedule for published information	Publication scheme and guide to information — charging schedule for published information	http://www.sqa.org.uk/sqa/57734.html
Contact details and advice about how to request information from the authority	Access to Information Candidate enquiry form General feedback form Guidance to request statistical data or offer feedback SQA Accreditation	http://www.sqa.org.uk/sqa/57680.2339.html http://www.sqa.org.uk/sqa/38676.2584.html http://www.sqa.org.uk/sqa/1711.2581.html http://www.sqa.org.uk/sqa/48509.html http://accreditation.sqa.org.uk/accreditation/About_Us/Contact
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004	Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004	http://www.sqa.org.uk/sqa/files_ccc/ChargesEnvironmentalInformation.pdf

How SQA operates		
Organisation structure, roles and responsibilities of senior officers	How we operate web page About SQA Accreditation	http://www.sqa.org.uk/sqa/5664.html http://accreditation.sqa.org.uk/accreditation/About_Us/About_SQA_Accreditation
Legal framework for the authority including constitution, articles of association or charter	Management Statement and Financial Memorandum	http://www.sqa.org.uk/files_ccc/SQA-MSFM-2003.pdf
Description of governance structure, BoM, committees and other decision making structures	Management Team structure Board of Management Executive Management Team Advisory Council	http://www.sqa.org.uk/sqa/files_ccc/Organisation_Structure.pdf http://www.sqa.org.uk/sqa/138.html http://www.sqa.org.uk/sqa/1667.html http://www.sqa.org.uk/sqa/1666.html
Names or responsibilities and work-related biographical details of the people who make strategic and operational decisions about the performance of function delivery of services by the organisation eg BoM members, CEO	SQA Accreditation Committee	http://accreditation.sqa.org.uk/accreditation/About_Us/Accreditation_Committee/Accreditation_Committee
Governance policies including standing orders, code of conduct and register of interests	Current Scheme of Delegation Register of Members' Interests Board of Management Code of Conduct Appointee Code of Conduct	http://www.sqa.org.uk/sqa/35865.html http://www.sqa.org.uk/files_ccc/RegistersofMembersInterests.pdf http://www.sqa.org.uk/files_ccc/Code_of_Conduct_for_SQA_Board_members.pdf http://www.sqa.org.uk/sqa//36146.html
Corporate planning		
Mission Statement Corporate plan	Mission Statement SQA Corporate Plan	http://www.sqa.org.uk/sqa/5661.2842.html http://www.sqa.org.uk/sqa/5662.html
Corporate strategies, eg for economic development	Corporate policies web page, includes:	http://www.sqa.org.uk/sqa/462.1593.html
Corporate policies, eg H&S,	Child protection policy	

equality, sustainability	SQA Customer Charter Plain English policy Sponsorship policy Terms and conditions Anti-Bribery Policy Freedom of Information Policy Data Protection Policy Environmental Policy Sustainability Report	https://www.sqa.org.uk/sqa/files_ccc/SQA-freedom-of-information-policy.pdf https://www.sqa.org.uk/sqa/files_ccc/SQA-data-protection-policy.pdf http://www.sqa.org.uk/sqa/files_ccc/SQA_Environmental_Management_Policy_2012.pdf http://www.sqa.org.uk/sqa/63049.html
Strategic planning processes	SQA Corporate Plan	http://www.sqa.org.uk/sqa/5662.html
External relations		
Accountability relationships including reports to regulators	Annual Report and Accounts	http://www.sqa.org.uk/sqa/5663.html
Internal and external audit arrangements	SQA Accreditation Regulation Policies How we regulate awarding bodies Ofqual verification	http://accreditation.sqa.org.uk/accreditation/Regulation/Policies http://accreditation.sqa.org.uk/accreditation/Regulation/How_we_regulate http://www.sqa.org.uk/sqa/controller?p_service=Content.show&p_applic=CCC&pContentID=2424
Subsidiary companies (wholly and partly owned) and other significant financial interests	Annual Report and Accounts	http://www.sqa.org.uk/sqa/5663.html
Strategic agreements with other bodies	SQA Corporate Plan	http://www.sqa.org.uk/sqa/5662.html

Class 2: How SQA delivers our functions and services		
Information about our work, our strategy and policies for delivering functions and services and information for our service users		
Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Functions		
Description of functions including statutory basis for them where applicable	SQA homepage SQA Accreditation home page What we do web page SQA Accreditation About us Our qualifications	http://www.sqa.org.uk/sqa/70972.html http://accreditation.sqa.org.uk/accreditation/home http://www.sqa.org.uk/sqa/5659.1590.html http://accreditation.sqa.org.uk/accreditation/About_Us/About_SQA_Accreditation http://www.sqa.org.uk/sqa/14329.html
Strategic policies and internal staff procedures for performing statutory functions	SQA Accreditation Exam papers — the process Assessment arrangements	http://accreditation.sqa.org.uk/accreditation/Regulation/Policies http://www.sqa.org.uk/sqa/5888.2337.html http://www.sqa.org.uk/sqa/14976.html
List of services including statutory basis for them where applicable	Service statement — SQA Customer Charter Replacement certificate service Appointee web pages SQA Accreditation Customer Charter	http://www.sqa.org.uk/sqa/25069.html http://www.sqa.org.uk/sqa/212.html http://www.sqa.org.uk/sqa/23566.html http://accreditation.sqa.org.uk/accreditation/accreditationfiles/About_Us/Customer_Charter_2015.pdf
How to apply for a licence, warrant, grant etc where it is a function of the authority to approve	N/A	
How to report a concern to the	General feedback	http://www.sqa.org.uk/sqa/1711.2581.html

authority	Complaints Contact us SQA Accreditation Contact us	http://www.sqa.org.uk/sqa/25071.html http://www.sqa.org.uk/sqa/39083.html http://accreditation.sqa.org.uk/accreditation/About_Us/Contact
Reports of the authority's exercise of its statutory functions	Annual Report and Accounts	http://www.sqa.org.uk/sqa/5663.html
Statutory registers (NB not if inspection only)	Register of Directors' Interests	http://www.sqa.org.uk/files_ccc/SQA_EMT_Rol.pdf
Fees and charges for performance of the authority's functions		Please contact us
Information for service users, including how to access our services		
Service policies and internal staff procedures, including allocation, quality and standards	Corporate policies SQA Accreditation SQA Accreditation Newsletter Our qualifications Assessment arrangements Curriculum for Excellence: — Quality assurance and validation — Developing Scotland's new National Qualifications — Quality assurance — Appointee role information — News	http://www.sqa.org.uk/sqa/462.1593.html http://accreditation.sqa.org.uk/accreditation/Regulation/Policies http://accreditation.sqa.org.uk/accreditation/Newsletter/Newsletter http://www.sqa.org.uk/sqa/14329.html http://www.sqa.org.uk/sqa/14976.html http://www.sqa.org.uk/sqa/58062.3806.html http://www.sqa.org.uk/sqa/58446.html http://www.sqa.org.uk/sqa/58085.3588.html http://www.sqa.org.uk/sqa/74557.html http://www.sqa.org.uk/sqa/35695.2299.html http://www.sqa.org.uk/sqa/58113.3591.html
Service schedules and delivery plans	SQA Customer Charter SQA Accreditation Customer Charter	http://www.sqa.org.uk/sqa/25072.html http://accreditation.sqa.org.uk/accreditation/accreditationfiles/About_Us/Customer_Charter_2015.pdf

<p>Information for service users including how to access the services</p>	<p>Services for centres — approval</p> <p>Support for teachers</p> <p>Support for lecturers</p> <p>School candidates</p> <p>College learner</p> <p>Workplace learner</p> <p>Parents</p> <p>Employers</p> <p>Information for Awarding Bodies</p> <p>Information for Standard Setting Organisations</p> <p>Your Exams</p> <p>Examination timetable</p> <p>MySQA</p> <p>Replacement certificate service</p> <p>Results Services</p> <p>SQA past papers</p> <p>Personal information — data protection subject access request</p>	<p>http://www.sqa.org.uk/sqa/63277.html</p> <p>http://www.sqa.org.uk/sqa/41293.html</p> <p>http://www.sqa.org.uk/sqa/41294.2516.html</p> <p>http://www.sqa.org.uk/sqa/41288.html</p> <p>http://www.sqa.org.uk/sqa/41289.html</p> <p>http://www.sqa.org.uk/sqa/41291.html</p> <p>http://www.sqa.org.uk/sqa/41292.html</p> <p>http://www.sqa.org.uk/sqa/59032.html</p> <p>http://accreditation.sqa.org.uk/accreditation/Awarding_Body_Approval/Information_for_ABs</p> <p>http://accreditation.sqa.org.uk/accreditation/About_Us/External_Stakeholders/Info_Standards_Setting_Organisations</p> <p>http://www.sqa.org.uk/sqa/files_ccc/SQA_Your_Exams_2015.pdf</p> <p>http://www.sqa.org.uk/sqa/1439.html</p> <p>http://www.sqa.org.uk/sqa/41321.html</p> <p>http://www.sqa.org.uk/sqa/212.html</p> <p>http://www.sqa.org.uk/sqa/65427.html</p> <p>http://www.sqa.org.uk/pastpapers/findpastpaper.html</p> <p>http://www.sqa.org.uk/sqa/files_ccc/DataProtectionSubjectAccessForm.pdf</p>
<p>Service fees and charges, including bursaries</p>		<p>Please contact us</p>

Class 3: How SQA takes decisions and what it has decided		
Information about the decisions we take, how we make decisions and how we involve others		
Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of board or equivalent meetings	Board of Management Minutes Decision lists for Accreditation Co-ordination Group Scheme of delegation Accreditation Committee Minutes	http://www.sqa.org.uk/sqa/138.html http://accreditation.sqa.org.uk/accreditation/About_Us/Accreditation_Coordination_Group/AC_G_Decision_Lists http://www.sqa.org.uk/sqa/35865.html http://accreditation.sqa.org.uk/accreditation/About_Us/Accreditation_Committee/AC_Minutes
Public consultation and engagement strategies	Service statement — SQA Customer Charter SQA Accreditation Customer Service Statement	http://www.sqa.org.uk/sqa/25069.html http://accreditation.sqa.org.uk/accreditation/accreditationfiles/About_Us/Customer_Charter_2015.pdf
Reports of regulatory inspections, audits and investigations carried out by the authority	Verification Auditing Endorsement Auditor Internal Assessment Reports SQA's Quality Framework: a guide for centres Quality Assurance — Principles, Elements and Criteria Guide to Assessment and Quality Assurance for Employers and Training Providers Reporting on standards to learners, centres and the public SQA Accreditation Public Reporting	http://www.sqa.org.uk/sqa/25919.html http://www.sqa.org.uk/sqa/65021.html http://www.sqa.org.uk/sqa/39898.html http://www.sqa.org.uk/sqa/25920.html http://www.sqa.org.uk/sqa/2423.html http://www.sqa.org.uk/files_ccc/SQAQualityFramework-cropped.pdf http://www.sqa.org.uk/files/nq/A0798.pdf http://www.sqa.org.uk/files/nq/AQAforETPS_old.pdf http://www.sqa.org.uk/sqa/33541.html http://accreditation.sqa.org.uk/accreditation/Regulation/Public_Reporting

Class 4: What SQA spends and how it spends it		
Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.		
Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Financial statements including annual accounts and quarterly budget statements	Annual Report and Accounts (Available online for three years)	http://www.sqa.org.uk/sqa//39108.html
Investments, summary information about endowments, investments and authority pension fund		
Senior staff/board member expenses at category level, eg travel, subsistence and accommodation		
Board member remuneration other than expenses		
Pay and grading structure (levels of pay rather than individual salaries)	Equal pay policy Equal pay statement	Please contact us http://www.sqa.org.uk/sqa/28245.1409.html
Financial statements required by statute eg PSRA	Public Services Reform (Scotland) Act 2010 (PSRA) reporting	http://www.sqa.org.uk/sqa/63326.html
Financial policies and procedures for budget allocation	SQA Management Statement and Financial Memorandum	http://www.sqa.org.uk/files_ccc/SQA-MSFM-2003.pdf
Budget allocation to key policy/function/service areas	Budget section of Corporate Plan (very high level)	http://www.sqa.org.uk/sqa/5662.html
Purchasing plans and capital funding plans	SQA budget includes capital spend plans	Please contact us
Financial administration manual/internal financial regulations	Travel and expenses policy	http://www.sqa.org.uk/sqa/35865.html

Expenses policies and procedures	Scheme of delegation Procurement web pages	www.sqa.org.uk/files_ccc/Scheme_of_Delegation_June2012.xls http://www.sqa.org.uk/sqa/35871.1909.html
Funding awards available from SQA, how to apply for them and funding awards made by SQA	Not applicable. SQA does not award funding to other bodies.	

Class 5: How SQA manages its human, physical and information resources		
Information about how we manage the human, physical and information resources of SQA		
Information indicated by the Scottish Information Commissioner	Information we publish under this class	How to access information
Strategy and management of human resources	None	
Staffing structure	Management Team structure	http://www.sqa.org.uk/sqa/files_ccc/Organisation_Structure.pdf
Human resource policies, procedures and guidelines including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Corporate policies (details provided previously) Chief Executive's salary	http://www.sqa.org.uk/sqa/462.1593.html http://www.sqa.org.uk/sqa/44840.html Please contact us
Employee relations structures and agreements reached with recognised trade unions and professional organisations	None	
Management of the authority's land and property assets, including environmental/ sustainability reports	Information available on SQA's corporate social responsibility environmental web pages	http://www.sqa.org.uk/sqa/36032.html
Description of the authority's land and property holdings		
Estate development plans		
Maintenance arrangements		
Records management policy including records retention schedule	SQA retention schedules, records	
Information governance/asset		

management policies and procedures	management and information governance	Please contact us
Knowledge management policies and procedures		
List of statistical information published by the authority	Statistical reports, information and reference data SQA past papers	http://www.sqa.org.uk/sqa/48172.html http://www.sqa.org.uk/pastpapers/findpastpaper.html
Access to information	Freedom of Information policies and procedures Data Protection policy Accessing information	https://www.sqa.org.uk/sqa/files_ccc/SQA-freedom-of-information-policy.pdf https://www.sqa.org.uk/sqa/files_ccc/SQA-data-protection-policy.pdf http://www.sqa.org.uk/sqa/57680.2339.html

Class 6: How SQA procures goods and services from external providers		
Information about how we procure goods and services, and our contracts with external providers		
Information indicated by the Scottish Information Commissioner	The information we publish under this class	How to access information
Procurement policies and procedures	<p>SQA procurement web pages</p> <p>How to do business guide</p> <p>Procurement Policy incorporating sustainability</p> <p>Procurement Strategy</p> <p>Procurement Policy and Procedure</p>	<p>http://www.sqa.org.uk/sqa//35865.html</p> <p>http://www.sqa.org.uk/sqa/files_ccc/4.11_How-to-do-business_with_SQA.pdf</p> <p>http://www.sqa.org.uk/sqa/files_ccc/Procurement_Policy_Incorporating_Sustainability.doc</p> <p>http://www.sqa.org.uk/sqa/files_ccc/Procurement_Strategy.doc</p> <p>http://www.sqa.org.uk/sqa/files_ccc/Procurement_Procedures.doc</p>
Invitations to tender	Tender opportunities	http://www.sqa.org.uk/sqa//35877.1910.html
List of contracts which have gone through formal tendering, including name of supplier, period of contract and value		

Class 7: How SQA is performing		
Information about how SQA performs as an organisation, and how well it delivers its functions and services		
Information indicated by the Scottish Information Commissioner	The information we publish under this class	How to access information
External reports eg annual report, performance statements required by statute eg PSRA	Annual Report and Accounts SQA Accreditation Annual Report	http://www.sqa.org.uk/sqa/5663.html http://accreditation.sqa.org.uk/accreditation/Research_and_Statistics/Quarterly_and_Annual_Statistics_Reports
Performance indicators and performance against them	Annual Review Equality Mainstreaming Report Corporate Social Responsibility Annual Review including environmental update Annual quarterly statistical report for SQA Accreditation PSRA reporting Sustainability Report (2011/12) Customer surveys — SQA Customer Charter SQA Accreditation Stakeholder Survey	http://www.sqa.org.uk/sqa/39108.html http://www.sqa.org.uk/files_ccc/EqualityMainstreamingReport2013-15.pdf http://www.sqa.org.uk/files_ccc/CSR_2013_for_web.pdf http://accreditation.sqa.org.uk/accreditation/Research_and_Statistics/Quarterly_and_Annual_Statistics_Reports http://www.sqa.org.uk/sqa/72116.html http://www.sqa.org.uk/sqa/63049.html http://www.sqa.org.uk/sqa/25064.html http://accreditation.sqa.org.uk/accreditation/accreditationfiles/Stakeholder_Survey_Report_2012_13.pdf

Class 8: Our commercial publications		
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, eg bookshop, museum or research journal		
Information indicated by the Scottish Information Commissioner	The information we publish under this class	How to access information
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet	<ul style="list-style-type: none"> Publications sales and downloads Publications Register SQA e-shop Information for centres Assessment and quality assurance Learning and teaching packs National Qualifications Examination booklets National Units Past papers Scottish Group Awards Skillstart 	<ul style="list-style-type: none"> http://www.sqa.org.uk/sqa/1409.html http://www.sqa.org.uk/files_ccc/PublicationsRegisterMay2011.pdf http://www.sqa.org.uk/eshop http://www.sqa.org.uk/sqa//1418.1632.html http://www.sqa.org.uk/sqa//2424.1647.html http://www.sqa.org.uk/sqa//2426.1648.html http://www.sqa.org.uk/sqa//1420.1633.html