

Qualification Review Policy

V2.0

Introduction

This is version two of the Governance Policy and replaces all previous versions. This document is subject to regular revision and maintained electronically by its owner. Electronic copies are version controlled. Printed copies are not subject to this control.

Change history to V2.0

Date	Section	Change	Reviewed by	Signed off By
January 2023	All	Multiple changes due to annual review	N Preston	R Lowbridge

Review of Qualifications

SFEDI Awards regularly reviews qualifications and, as such, at the time of regulation sets a planned review date. Reviews can take place at any time during the life time of a qualification to ensure that organisations who wish to deliver or individuals who wish to undertake a qualification do so using the most up to date version and with the most recent information.

As part of the review process, SFEDI Awards aims to protect the interests of learners and so the review of a qualification and subsequent update or withdrawal is completed in a managed way.

SFEDI Awards will review a qualification where there has been an identified:

- Change within the industry requirements or subject matter that means the qualification is no longer fit for purpose in meeting those needs
- Highlighting of issues during delivery with regards to:
 - Equal opportunities
 - Validity
 - Legal/regulatory
- Whether complaints or appeals have been received that would impact on the content of the qualification

When a decision is made to review a qualification, SFEDI Awards will update Centres with sufficient notice to allow for appropriate planning to take place. This will also include providing the opportunity for qualification users to have their opinions heard.

Review Process

Qualification Review

SFEDI Awards will complete any reviews in line with the identified review date at the point of regulation or sooner where required due to the potential changes identified earlier.

There are occasions where a review may take longer due to the nature of any research or changes required and, in these circumstances, it may be necessary to extend the existing qualification to allow for the review to take place and to allow for a transition period as appropriate.

The Head of Quality Assurance will lead on the process through monitoring the internal systems monthly to profile those qualifications requiring a review in 6-months' time on a rolling basis. This will ensure that qualifications have sufficient time to complete the review process with sufficient rigour.

At the point of review, SFEDI Awards will distribute the Qualification Review Questionnaire to all Centres relevant for the qualification being reviewed. Centres will be provided a two-week timeframe for the completion and return of the review questionnaire.

On receipt of the returns, a data analysis will be completed pulling together the results of the questionnaires into graphical form for ease of interpretation.

Information Analysis

As part of the review, SFEDI Awards will review additional information that has been gathered through the life time of the qualification from quality assurance activities and any other relevant information received, for example from a Regulator. This will include:

- Any equal opportunities issues that have been identified from the review questionnaire and through the rolling quality monitoring activities
- Any validity issues that have been identified from the review questionnaire and through the rolling quality monitoring activities
- Any legal and/or regulatory issues that have been identified from the review questionnaire and through the rolling quality monitoring activities
- Any complaints that have been received
- Any appeals that have been received
- Changes in industry/society impacting the content of the qualification
- Uptake of the qualification

Information will be brought together from the following sources to inform the information gathering process:

- Review questionnaire
- Quality monitoring reports

- Feedback from learner questionnaires
- Outcomes of appeals and/or complaints
- Feedback from industry
- Regulatory feedback
- Unsolicited information gathered throughout the life of the qualification

On completion of the review process, the Head of Quality Assurance will make a decision as to whether to:

- Extend the qualification
- Redesign the qualification
- Withdraw the qualification

Qualification Extension

Where the decision is made to extend a qualification, the Operations Manager will oversee the submission to the relevant Regulator(s) to authorise the extension and complete the steps as set out in the relevant Regulator(s) guides.

Qualification Redesign

Where the decision is made that the qualification requires a redesign due to either changes in the marketplace or due to issues identified as part of the review process, the Head of Quality Assurance will complete the activities as set out in the Qualification Development policy.

This will review the current content of the qualification and the assessment methodology and identify changes that may be required to ensure the qualification remains fit for purpose.

The Operations Manager will notify the Regulator(s) of the intention to redesign the qualification following the review and will oversee the submission of the new qualification and the managed withdrawal of the current qualification in line with the Qualification Withdrawal policy.

Qualification Withdrawal

Where the decision is made to withdraw a qualification, the Operations Manager will oversee the withdrawal of the qualification in line with the Qualification Withdrawal policy.

Contact Us

If you have any queries about the content of this policy, please contact our customer service department.

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