

Al-Maktoum College of Higher Education

Roles and Responsibilities of the SQA Coordinator

Department/Team	Policy
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Approved by:

Board/Committee	Date
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The SQA Coordinator is required to be responsible to various aspects of SCQF credit-rated Programmes by the Scottish Qualifications Authority, including the effective quality, design, delivery and assessment of the Programmes.

The current Programmes are:

- 1- Professional Diploma in Islamic Banking & Finance
- 2- Advanced Diploma in Islamic Studies
- 3- Advance Diploma in Arabic Language
- 4- Diploma in Arabic Language
- 5- Certificate in Arabic Language
- 6- Introductory Certificate in Arabic Language
- 7- Academic Training Programme in Multiculturalism and Leadership
- 8- HNC in Business
- 9- HND in Business
- 10- HNC in Management & Leadership
- 11- Diploma in Management & Leadership
- 12- HNC Human Resource Management
- 13- HND Human Resource Management
- 14- Diploma in Moral Economy & Sustainable Development
- 15- Executive Diploma in Islamic Finance & Entrepreneurship
- 16- Diploma in Contemporary Islamic Studies
- 17- Diploma in Muslim Family Law
- 18- Diploma in Pastoral Care and Muslim Chaplaincy

The SQA coordinator is required to contribute to the promotion of the College's programmes and activities of the College as assigned by the Principal/Head of the College. They are expected to be at all times an excellent ambassador for the College.

Duties & Responsibilities:

1. To be the first point of contact between the centre, SQA, and candidates,
2. To be the first point of contact within the College, as the SQA Approved Centre, between staff (admin, academic, and senior management), the candidates and students of the SCQF-Accredited Programmes,
3. To ensure policies and procedures are in place to support the quality assurance process and the QAA Code of Practice,
4. To ensure that policies and procedures are reviewed regularly and updated in line with current SQA guidelines and with Centre decisions,
5. To ensure that the most current version of all documentation is used in practice,
6. To enable internal verifiers and assessors to meet on a regular basis,
7. To support the sharing of best practice amongst assessors and internal verifiers,
8. To liaise between SQA quality assurance staff and assessors/internal verifiers when SQA quality assurance staff wish to visit,

9. To circulate the subsequent quality assurance report to appropriate personnel,
10. To ensure that any required actions and development points identified in a quality assurance report are discussed and acted upon,
11. To ensure all data passed on by internal verifiers and assessors is processed and submitted to SQA according to the Centre's data management policy,
12. To ensure relevant Centre staff check for Scottish Candidate Number (SCN) of new candidates,
13. To notify SQA of any changes which may affect the Centre's ability to meet the quality assurance criteria,
14. To ensure the College have a documented system for using the services of part-time staff who is not a permanent employee of the Centre, to meet the quality assurance requirements of the SQA and the College,
15. To ensure that the lecturers and/or tutors recruited to contribute to the SCQF- Accredited programme are well-qualified,
16. To ensure there are signed contracts, partnership agreement or memorandum of understanding that clearly identifies the responsibilities of all parties,
17. To be responsible to communicate with the relevant staff about their roles and responsibilities in relation to the SQA qualifications,
18. To ensure that all staff are aware that any breach in security of material from SQA's secure site must be reported to SQA immediately,
19. The SQA Coordinator is also responsible to communicate with the SQA of:
 - a. Change of Premises,
 - b. Change of head of Centre, owner or SQA Coordinator,
 - c. Change of name of Centre or business,
 - d. Change of contact details,
 - e. Outcome of internal/external investigations,
 - f. Removal of Centre and/or qualification approval by another Awarding body,
 - g. Lack of appropriate assessors or internal verifiers
 - h. Liaise with the SQA regarding course development