

**SQA Qualification  
Verification Stage 2  
Lead: SQA Coordinator**

Following the QV event, the SQA QV will email the SQA Coordinator their report which will include a review and evaluation of the QV as well as their recommendations for improvement.

The SQA Coordinator will disseminate the QV report to the Head of College, Director of Academic Programmes, relative Programme Lead and relative Unit Coordinators.

The SQA Coordinator will review the report to ascertain whether there are any urgent issues to be addressed

Yes

The SQA Coordinator will contact the Programme Lead to discuss as a matter of urgency

Can the issues be addressed straight away?

Yes

No

Implement the changes, then discuss at the Academic Boards & Committees, detailing all changes

Arrange a meeting with the DoP, AR to discuss, and if complex, also present at the Academic Boards and Committees

Implement changes and ensure these are detailed through the minutes of the Academic Boards

No

The SQA Coordinator will disseminate to the Academic Boards for discussion

Ensure any changes to the delivery of a programme are recorded within minutes of Academic Boards and Committees