Timetable and Procedure for Approval of Courses leading to an Assessment Practising Certificate

These notes are to be read in conjunction with the following document:

SpLD Assessment Training for Teachers/Tutors Guidelines for SASC Approval of Courses Qualifying for an Assessment Practising Certificate.[1]

Application

Please note: New approvals should take no more than three SASC meetings to conclude after the documentation has been received (including initial meeting where team is appointed).

1. Course provider makes contact with SASC office. SASC advises them of guidelines, deadlines for the next meetings and fees.
2. Course provider contact sends in completed documentation and payment / invoice details. If no payment or invoice details are received SASC administrator will follow-up.
3. SASC acknowledges receipt of documentation and send invoice, if appropriate, within two weeks.

At SASC Board meeting

Liaison team members are confirmed and documents are given to liaison team (or immediately sent afterwards), together with an Approval Closure Form.

Approval Process

- Within two weeks of the SASC Board meeting date, the SASC office will advise the course provider of the liaison team members and for the course provider to contact the liaison team directly. The liaison team is given a copy of this communication.

- After four weeks SASC checks with the liaison team that contact has been made.

- If contact has been made, SASC sends a courtesy letter to the course leader confirming progress (copied to team). If contact has not been established, SASC sends reminder letter to course leader (copied to team).

Please note: No action is taken until payment has been received.

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[1] Available from SASC website: sasc.org.uk

Course Approval

At the next available SASC Board meeting, the liaison team reports back and either awards course approval if all relevant information has been received or defers approval to a future meeting (or approves Chair's action once any conditions have been met).

The review team provides a completed Approval Closure Form to SASC in all cases.

- If approval is **granted**, the SASC administrator will contact the course leader within one week. A Certificate of Approval is produced and sent within a maximum of two months.

- If the application is **rejected**, the team provides clear reasons for the rejection. The SASC administrator will contact the course provider within one week with details.

- If the Chair's action route is followed, the SASC administrator contacts the provider after two weeks from the SASC meeting date for an update on any conditions required to be met.

Please note: Chair's Action will only be followed if there are only a few minor conditions to be met.

Liaison Team Expenses

- Expenses are covered in the fee paid by the course. All invoicing should go through the SASC office.

- SASC liaison team members are required to complete the Approval Closure Form and submit receipts as appropriate.