



LAST EQA VISIT POLICY

Skin Aesthetics & Academy – Last EQA Visit Policy

Review Date: 13/6/27

Policy Statement

At Skin Aesthetics & Academy, we are committed to upholding the highest standards of quality assurance in the delivery and assessment of our training programmes. This Last EQA Visit Policy outlines our procedures and responsibilities when preparing for and responding to the final External Quality Assurance (EQA) visit, especially in the context of withdrawal from an awarding organisation or course closure.

1. Purpose of the Policy

This policy aims to:

- Define procedures to be followed during the last EQA visit.
- Ensure that all learner outcomes are quality assured and certified.
- Maintain compliance with awarding organisation requirements.
- Provide transparency and clarity for staff, learners, and stakeholders.

2. Scope

This policy applies to:

- All regulated qualifications and courses subject to EQA oversight.
- All staff, including tutors, assessors, and internal quality assurers (IQAs).
- All learners enrolled on qualifications that are nearing completion or being withdrawn.
- Awarding organisations and their EQA representatives.

3. Key Definitions

- EQA (External Quality Assurer): An external representative from the awarding body responsible for quality assuring the centre's assessment decisions.
- Last EQA Visit: The final external quality assurance visit prior to course closure or withdrawal of centre approval for a qualification.

4. When a Last EQA Visit is Required

A last EQA visit will be required in the following situations:

- The academy is voluntarily withdrawing from delivering a qualification.
- The academy is closing or merging.
- The awarding organisation is terminating approval.
- The qualification is being withdrawn by the awarding organisation.
- Final certification for learners is needed before approval ends.

5. Preparation for the Last EQA Visit

The academy will:

- Notify the awarding body of closure or withdrawal plans with a minimum of 3 months' notice (or as required).
- Ensure all learner portfolios are internally quality assured and ready for review.
- Provide full access to learner records, assessments, IQA reports, and tracking logs.
- Ensure all assessors and IQAs are available for discussion during the visit.
- Ensure all outstanding claims, assessments, and appeals are resolved.



6. Responsibilities

Centre Director:

- Acts as the main point of contact for the awarding organisation.
- Oversees communication, documentation, and scheduling of the final EQA visit.

Lead IQA:

- Ensures all sampling has been completed and documented.
- Reviews and confirms standardisation and assessment decisions.

Assessors:

- Finalise and submit learner assessments.
- Provide clarification or additional evidence if requested by the EQA.

7. Outcomes of the Last EQA Visit

Following the visit, the EQA will:

- Confirm final learner certification outcomes.
- Provide a report outlining the centre's compliance and any outstanding actions.
- Close off the qualification or centre approval for the relevant provision.

The academy will:

- Act on any recommendations or actions promptly.
- Retain learner and assessment records for the duration required by the awarding organisation and regulatory guidelines (usually 3–5 years).
- Communicate results and closure status clearly to learners and staff.

8. Communication with Learners

Learners will be informed:

- Of any relevant changes affecting their course or certification.
- Of deadlines for completing any outstanding work.
- That their work will be reviewed during the final EQA visit.
- That they will receive certification if all requirements are met.

9. Contingency Planning

In the event of unexpected disruption (e.g. illness, staff absence, data loss), the academy will:

- Nominate alternate contacts and IQAs for the visit.
- Ensure all evidence is digitally backed up and accessible.
- Work closely with the awarding organisation to prevent delays in certification.

10. Policy Review

This policy will be reviewed annually or following any last EQA visit, course withdrawal, or change in awarding body procedures.