



Timetable and Procedure for Course Approvals

These notes are to be read in conjunction with the SpLD Assessment Training for Teachers/Tutors Guidelines for SASC Approval of Courses, available from SASC, PO Box 10, Evesham, Worcs WR11 1ZW.

New approvals should take no more than 3 SASC meetings to conclude after the documentation has been received (including initial meeting where team is appointed).

Initial Contact

Course makes contact with SASC office. SASC advises them of guidelines, deadlines for the next meetings and costs.

Course leader sends in documentation and payment/invoice details. If no payment or invoice details are received SASC office will follow-up.

SASC acknowledges receipt of documentation and send invoice, if appropriate, within 2 weeks.

At SASC meeting

Liaison team members are confirmed and documents are given to liaison team (or immediately sent afterwards), together with closure form.

After SASC meeting

Within two weeks of the SASC meeting date, the SASC office advises the course leader of liaison team members and advises to contact team directly. The team is given a copy of this letter.

After 1 month SASC checks with liaison team that contact has been made.

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

No action is taken until payment has been received.

Next SASC meeting

The team reports back and either awards approval or defers approval to next meeting (or possibly asks for Chair's action). **Completed Approval Closure Form to be handed to SASC in all cases.**

If approval is **awarded**, the SASC office contacts the course leader within one week. A Certificate of Approval is produced and sent within a maximum of two months after receipt of final payment.

If approval is **rejected**, the team provides the SASC office with clear reasons for the rejection. The SASC office contacts the course leader within one week.

If the Chair's Action route is followed, the SASC office contacts the team after two weeks from the SASC meeting date for an update. A decision must be made within one month of the SASC meeting.

Chair's Action must only be followed if there are only a few minor issues outstanding.

Expenses

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

SASC members are required to complete Approval Closure Form and submit receipts as appropriate.