



Forms & Templates

Access official forms and templates for applications and related processes.

Instructions for Use:

- Always download the latest version of a form directly from this registry before submission. SafeQual AB will not accept outdated forms.
- Forms marked as **[Fillable PDF]** must be completed digitally. Handwritten submissions for these documents will be returned.
- Ensure all mandatory fields (marked with an asterisk) are completed to prevent processing delays.

1 Centre Application & Approval

Forms required for establishing or expanding an Approved Training Centre.

FORM REF	FORM TITLE & PURPOSE	FORMAT
SQ-APP-01	Initial Centre Approval Application Comprehensive application for new organizations seeking SafeQual AB approval status.	Word Doc
SQ-APP-02	Qualification Extension Request Used by existing approved centers to add new qualifications to their offering portfolio.	Word Doc
SQ-ADM-04	Key Staff Update & Declaration Mandatory notification form when changing Head of Centre, Lead IQA, or Primary Assessors.	Fillable PDF

2 Assessment & Quality Assurance

Standardized templates for delivering, assessing, and internally verifying SafeQual qualifications.

FORM REF	FORM TITLE & PURPOSE	FORMAT
SQ-TPL-1 0	Standard Lesson Plan Template Recommended structural template for mapping session delivery to qualification learning outcomes.	Word Doc
SQ-TPL-1 5	Assessor Observation Record Standardized evaluation sheet for assessors documenting practical learner demonstrations.	Fillable PDF
SQ-TPL-1 8	IQA Sampling Plan & Matrix Spreadsheet tool for planning and tracking Internal Quality Assurance sampling across multiple cohorts.	Excel File

3 Learner Management & Compliance

Forms relating to learner registration, welfare, adjustments, and incident reporting.

FORM REF	FORM TITLE & PURPOSE	FORMAT
SQ-FRM-01	Malpractice & Incident Notification Urgent reporting form for suspected academic misconduct or administrative breaches.	Fillable PDF
SQ-FRM-05	Reasonable Adjustment Request Application to modify assessment conditions for learners with specific needs or disabilities.	Word Doc
SQ-FRM-09	Learner Withdrawal/Transfer Form Used to officially remove a learner from a cohort or transfer their registration to a new center.	Fillable PDF