

Download Centre

Brochures, guides, handbooks and key SafeQual AB documents

SafeQual AB develops, awards and quality assures vocational and professional qualifications that support competence and lifelong learning worldwide.

This document is an index of the publications in the SafeQual AB Download Centre. It explains what each document is, who it is for, and how to use controlled documents correctly.

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About the Download Centre

The Download Centre is the single, controlled source for SafeQual AB published documents. Every document listed here is the current approved version. Centres, learners and partners should always download documents from the SafeQual AB website rather than relying on printed or forwarded copies, which may be out of date.

- **Current versions only:** superseded documents are withdrawn from the website on the date a new version is published.
- **Version control:** each document shows its version number, issue date and review date in the footer.
- **Free to access:** public documents can be downloaded without logging in. Some centre-only documents are issued through the centre portal.
- **Accessible formats:** large-print or alternative formats are available on request.

Brochures and Guides

Document	Description	Format	For
SafeQual AB Corporate Brochure	Who we are, our sectors, qualification portfolio, membership and centre approval.	PDF	All
Qualifications Catalogue	Full list of qualifications by sector and level with size, assessment method and entry requirements.	PDF	All
Learner Guide	What to expect from registration to certification, including assessment, results, appeals and verification.	PDF	Learners
Employer Guide	How employers can use SafeQual AB qualifications for workforce competence, verification and CPD.	PDF	Employers
Membership Guide	Associate, Professional and Fellow membership grades, eligibility, benefits and how to apply.	PDF	Professionals
Centre Approval Guide	Steps, criteria and documents needed to become a SafeQual AB approved centre.	PDF	Centres

Handbooks

Document	Description	Format	For
Centre Agreement	The formal agreement between SafeQual AB and each approved centre, setting out the obligations of both parties.	PDF	Centres
Centre Handbook	The core requirements for approved centres: staffing, resources, learner registration, assessment, IQA, EQA and certification.	PDF	Centres
Assessment Handbook	Assessment principles, methods, evidence requirements, marking, grading and standardisation.	PDF	Centres
Internal Quality Assurance Handbook	IQA roles, sampling strategy, standardisation meetings and record keeping.	PDF	Centres
Invigilation Handbook	Rules for conducting written and online examinations, including remote invigilation.	PDF	Centres
Learner Handbook	Learner rights and responsibilities, conduct, support and how to raise concerns.	PDF	Learners

Qualification Documents

Document	Description	Format	For
Qualification Specifications	Full specification for each qualification: purpose, structure, units, learning outcomes and assessment.	PDF	Centres, learners
Level Descriptors	The SafeQual AB level framework (Entry to Level 7).	PDF	All
Qualification Mapping Matrix	Mapping of qualifications to sectors, levels, job roles and progression routes.	XLSX	Centres, employers
Sample Assessment Materials	Example question papers, assignment briefs and marking guidance.	PDF	Centres

Policies, Forms and Other Resources

Policies and procedures, forms and templates, centre resources, marketing resources, webinar materials and FAQs each have their own section on the Resources page. Their summary documents are:

Resource pack	What it contains
Policies & Procedures	Enquiries about results and appeals, complaints, access arrangements and reasonable adjustments, malpractice and maladministration, equality, data protection, safeguarding and other governance policies.
Forms & Templates	Centre approval application, learner registration, enquiry about results / appeal, complaint, access arrangement and certificate request forms.
Qualification Standards	Level descriptors, qualification types and sizes, specification standards and assessment standards.
Centre Resources	Guidance and checklists for approved centres across the full learner journey.
Marketing Resources	Logo use, brand guidelines and approved wording for approved centres.
Webinars & Videos	Webinar programme, tutorial library and CPD guidance.
FAQs	Answers to common questions from learners, centres, employers and members.

Using SafeQual AB Documents

- Documents may be printed and shared in full for their intended purpose. Do not edit, rebrand or extract parts of a SafeQual AB document and present them as a new document.
- Before using a printed copy, check that its version matches the version on the website.
- Centres must make the current Learner Guide, Enquiries about Results and Appeals Policy, and Complaints Policy available to every learner.
- Assessment materials marked *Confidential* must not be published, shared with learners in advance or stored where learners can access them.

Can't find a document? Email info@safequalab.org with the document name and how you intend to use it. We aim to reply within 3 working days.