



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 05 April 2023

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided (Failure to include a description of your intended methodology AND details of the evidence that you will provide could result in your Action Plan not being approved by ACG.)	Target date for completion by awarding body ¹	Date Issue closed out by SQA Accreditation ²
1. Principle 9	SQA Accreditation Auditors noted that there was missing documentation and out of date documentation held on SQA Accreditation SharePoint site. The awarding body must ensure that SharePoint is always kept up to date with current documentation and obsolete documentation is archived.	Low	<p>A new administrator has now commenced with ASQ. One of her objectives is the maintenance of this SharePoint site going forward, with the task of having this updated by end of June 2023. By the end of March 2023 she will be upskilled and developed knowledge to complete this task although access to SharePoint has already been authorised.</p> <p>ASQ & ADC Policy and Procedure Audit document for recording dates of previous versions and renewal dates of all procedures already exists but again requires updates to ensure currency and to enable signposting to the whereabouts of each policy/procedure for future maintenance.</p>	30 June 2023 Extension to 18 August 2023.	17/1/2023

¹ If the awarding body believes it has completed the action prior to approval of the Action Plan by ACG, insert the considered date of completion. The date will be subject to review depending on the quality of the evidence supplied.

² Issues can only be closed out once the evidence to complete the action has been quality reviewed and the Action Plan has been approved by ACG. The period of time between ACG approval and the date the Issue is closed out is not necessarily reflective of any quality issues.

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			<p>Evidence to be provided to SQA Accreditation: ASQ & ADC Policy and Procedure Audit document.</p>		

Action Plan approved by ACG on 19/04/2023