



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by **06 December 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. Principles 6 and 9	SQA Accreditation Auditors noted that there were policies and processes missing from FAA's Document Control Register and out-of-date documentation held within SharePoint.	Low	<p>Action: FAA will conduct a full review of every document on the SharePoint site to update and also ensure evidence is provided to cover all of SQA Accreditation's Regulatory Principles.</p> <p>Evidence to be submitted to SQA Accreditation: FAA will email regulation@sqa.org.uk to confirm completion and all evidence will be uploaded to the SharePoint site.</p>	31 st January 2024	12/1/2024
2. Principle 15	Certification validation content must replicate	Low	<p>Action: FAA will update its internal system to ensure that the certification validation tool states the full regulated</p>	31 st January 2024	10/1/2024

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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	that of the qualification certificate.		qualification title rather than the current abbreviated version. Evidence to be submitted to SQA Accreditation: FAA will email regulation@sqa.org.uk with sample certificates for checking.		

Action Plan approved by ACG on Wednesday 06 December 2023