



## Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 6 February 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 <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principles 3, 5, 6,	Awarding body policies and processes have not been reviewed and are therefore not current or accurate.	Medium	1.1 – All FQ policies to be transferred to new policy document template which includes new version control. 31/03/2023  1.2 - All FQ policies to be reviewed and amended where required by document owners. 30/04/2023  1.3 - All FQ policies to be approved by SLT, shared with FQ staff and published on the FutureQuals website. 31/05/2023	05/06/2023  Extension to 31 July 2023.  <b>Extension to 31 August 2023.</b>	28/8/2023

<sup>1</sup> 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.

<sup>2</sup> 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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			1.4 - All FQ policies to be uploaded to the SQA Accreditation and old versions removed. 05/06/2023		
2. Principle 7	The awarding body's website does not make appropriate reference to SQA Accreditation and accredited qualifications.	Low	<p>2.1 - SQA Accreditation accredited qualifications to be included in the main section of the qualifications area of the FQ Website: Evidence provided below. <a href="https://www.futurequals.com/futurequals-qualifications/first-aid-qualifications/">https://www.futurequals.com/futurequals-qualifications/first-aid-qualifications/</a>  <a href="https://www.futurequals.com/futurequals-qualifications/ambulance-service-clinical/">https://www.futurequals.com/futurequals-qualifications/ambulance-service-clinical/</a>  <a href="https://www.futurequals.com/futurequals-qualifications/ambulance-service-driving/">https://www.futurequals.com/futurequals-qualifications/ambulance-service-driving/</a> 16/02/2023</p> <p>2.2 FQ website to be updated so that wherever SQA is mentioned it refers to SQA Accreditation Evidence provided below. 16/02/2023</p>	16/02/2023	15/2/2023

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			<a href="https://www.futurequals.com/futurequals-qualifications/accreditation-and-recognition/">https://www.futurequals.com/futurequals-qualifications/accreditation-and-recognition/</a>		

Action Plan approved by ACG on Wednesday 15 February 2023