



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 21 June 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 10 and 15	SFEDI Awards must resolve the inconsistencies across policies in respect of the centre risk rating deemed acceptable for granting direct claim status.	Low	Updated Registration and Certification policy provided which matches the wording of other policies.	14-04-2023 Extension to 30/6/2023	14/6/2023
2. Principles 12 and 13	SFEDI Awards must review hyperlinks/references used in policies, procedures, and associated guidance	Low	Updated Appeals Process Letters and Complaints Process Letters to show the correct details for SQA Accreditation.	14-04-2023	24/5/2023

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 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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	documentation in respect of SQA Accreditation, where appropriate, to ensure that they are accurate and fit for purpose.				

Action Plan approved by ACG on Wednesday 24 May 2023