

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 28 February 2024.



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 5 and 17	Smart Awards must review its approach to appeals linked to centre recognition to ensure that there are no unnecessary formal complaints to the awarding body or the qualification regulator because of the current approach.	Low	Action: We will revise all relevant guidance and documentation to ensure that it clearly notes a right of appeal for organisations seeking centre recognition. Evidence to be submitted to SQA Accreditation: <ul style="list-style-type: none"> • Centre handbook • Appeals Policy • Centre Audit Form 	1/03/2024	14/2/2024

Action Plan approved by ACG on Wednesday 14 February 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 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.