

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 16 January 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 9 & 12	BHSQ must ensure that its provider delivering SQA accredited qualifications is using and completing the most up to date version of BHSQ Approved venue application form which has to be forwarded to BHSQ along with supporting documentation.	Low	<p>Action: Subsequent to the email from BHSQ to the approved centre on 5 October 2023 (one day prior to the provider monitoring visit) the correct forms are now completed and filed.</p> <p>However, BHSQ will:</p> <ul style="list-style-type: none"> • Remind centres that the most up to date forms in all areas are to be used. • Check that this is the case when these are received by BHSQ. • Ask centres to complete the correct documents, where they don't. 	01/03/2024	14/02/2023

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 submitted to SQA Accreditation:</p> <ul style="list-style-type: none"> • A copy of the email circulated to the approved centre reminding them to use the most up to date forms. • A copy of the completed and most up to date forms from the approved centre. 		

Action Plan approved by ACG on Wednesday 17 January 2024