



## 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 22 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 <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 8	The Providers did not provide the Accreditation Auditor with all of the documents that were requested	Low	Direct communication with all centres to highlight their requirement to provide information (when requested) to CMI and its regulators. This will include examples of staff Continuing Professional Development (CPD), Internal Quality Assurance (IQA) sampling etc. A copy of this communication will be provided to SQA Accreditation as evidence.	30 <sup>th</sup> September 2023	26/10/2023

<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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2. Principle 15	One of the Providers was unable to access the report function on the Awarding Body's "HUB".	Low	Direct communication with all centres to highlight the support available from CMI to access any information on the HUB system. Provision of the mail to use to raise any queries with CMI regarding accessing data. A copy of this communication will be provided to SQA Accreditation as evidence.	30th September 2023	26/10/2023

**Action Plan approved by ACG on Wednesday 09 August 2023**