

## 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 15 August 2019.



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 4, 10	The written guidance and processes regarding providers' external quality assurance activities differ from practice, and the retention periods noted for providers to adhere to, does not fit appropriately with the quality assurance activity.	Low	<p>After giving this issue further consideration, we have agreed to amend the minimum frequency of our monitoring visits from three years to two years which then aligns with the minimum time that providers are expected to keep records (as per AAT's Code of Practice).</p> <p>AATs Guidance for Training Providers has been updated (Section 6 - AAT monitoring activities section) to reflect this and a new version has been uploaded to the SQA Info Centre.</p>	10 July 2019	24/7/2019

<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. Regulatory Principles Directive 2 – Data Submissions; Principle 15	Incorrect recording of registration data.	Medium	<p>We will update the data report functions to align the reporting of registrations (previously based on the location of the training provider), with the reporting of certifications (based on the location of the student), so that reporting for both is completed based on the student's postcode.</p> <p>The Apr-Jun 2019 (Q1 2019) data submission (due 12 July) will be based on the updated functions.</p>	12 July 2019	24/7/2019

APPROVED BY ACG ON 03 JULY 2019