

## 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 28 February 2018.



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 14	ACCA is required to update its policy and procedure to define malpractice and maladministration and to describe procedures for handling both.	Medium	<p>ACCA's Education Recognition Department will work with business leads involved in the design, development and delivery of ACCA qualifications, accredited by SQA Accreditation, to ensure that policies and procedures are updated to define malpractice and maladministration and to describe procedures for handling both. Those policies and procedures outlined will be fully implemented operationally.</p> <p>On conclusion of this work, updated policies and procedures will be submitted to ACCA's SQA Accreditation Regulation Manager as evidence of action undertaken to address this issue.</p>	31 May 2018	31/5/2018

<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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			<p>At the point ACCA receives confirmation that the evidence provided to SQA Accreditation is sufficient for the issue to be closed, relevant documentation will be added to SharePoint as evidence of ACCA's compliance with Principle 14. This documentation will be reviewed at least every 6 months, as part of ACCA's business as usual review of all documentation held on SharePoint, to ensure continued compliance and best practice.</p>		

Action Plan approved by ACG on 14 March 2018