



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 19 April 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. Principle 13	The audit team considers that it is now a matter of urgency that Alcohol Focus Scotland effectively plans, resources, and implements a programme of external quality assurance.	Medium	Action: A second EV has been recruited. AFS now has two EVs in place to support a robust programme of external quality assurance. An induction and training programme for the new EV is underway to ensure they meet the criteria for EV, to familiarise them with the two qualifications provided by AFS, the training programme, and relevant systems and processes. EVs will work collaboratively to ensure a consistent approach. The induction and training programme includes:	30 June 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.

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			<ol style="list-style-type: none"> 1. Initial visit to meet AFS & ServeWise staff and discuss internal quality assurance - 16th April 2024. 2. Introductory meeting on MS Teams with Dave Denholm (current EV) 17th April 2024. 3. Complete Licensing Standards Officer training 26th – 28th April 2024. 4. Complete Licensing Board Member training w/c 29th April 2024. 5. Attend Standardisation Meeting in AFS along with Dave Denholm Thursday 16th May 2024. 6. One to one meeting with Dave Denholm to discuss consistency of approach, June 2024. <p>Evidence to be submitted to SQA Accreditation:</p>		

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			<p>There is now a calendar of activity in place for EV's to continuously monitor quality assurance throughout the year, roughly on a quarterly basis, with interim reports provided to AFS (calendar included as evidence). This activity will culminate in a final annual EQA report.</p> <p>This activity will generate a range of evidence that will be available to SQA Accreditation including:</p> <ul style="list-style-type: none"> • Forms completed on EV observation of training delivery and exam invigilation. • Standardisation meeting minutes. • Forms completed following EV monitoring visits. • The annual EV report. 		

Action Plan approved by ACG on Tuesday 30 April 2024