



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 27 April 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 ¹	Date Issue closed out by SQA Accreditation ²
1. Principle 6	No centralised version control system is in place to monitor current versions of documents and review timescales.	Medium	ASQ will complete centralised version control system using Excel spreadsheet. An example of information retained on this spreadsheet will be supplied as evidence upon completion	23 May 2018	13/6/2018
2. Principle 9	Qualification design development policies as they currently stand are high level only and provide no details as to the process or procedures followed by the awarding body.	High	Policies and Procedures in general are again being revised and reformatted following training from SQA Accreditation Manager in March. Revised design and development policy and procedures will be submitted.	30 September 2018 Extension to 31 December 2018	9/8/2019

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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3. Principle 15	The awarding body utilises a third-party registration system for candidate records and certificates, but no service-level agreement exists between these two parties.	Medium	SLA agreement will be devised and submitted to ADC, Gleneagles centre manager and ADC Manager. Once agreed and signed by both managers ASQ will submit this as evidence to SQA	31 July 2018 Extension to 31 August 2018 Extension to 30 September 2019	25/10/2018

Action Plan approved by ACG on 23 May 2018