



## 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 18 August 2022.

| Issue number              | Detail of Issue recorded                                                                                                                                                                                                                                          | Risk rating | Proposed action and evidence to be provided<br>(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 3, 4, 10, 11 | The Qualification Review process omitted timeframes for engaging with SQA Accreditation, instead depending on long-standing staff members' knowledge. This highlighted a gap in contingency planning, as these aspects are not formalised in a process or policy. | High        | <p>BHSQ will split the Qualification Development and Review policy into two separate and distinct policy documents.</p> <p>In the Qualification Review policy make reference to the review and accreditation timeframes for SVQs and qualifications accredited by SQA Accreditation.</p> <p>In the BHSQ Operational Activities and Annual Plan, make specific reference to the review and accreditation periods for SVQs.</p> | <p>28 February 2023</p> <p><b>Extension to 5 May 2023.</b></p> <p><b>Extension to 31 July 2023.</b></p> | 5/7/2023                                                |

<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.

| Issue number       | Detail of Issue recorded                                                                                                                                                                                                                              | Risk rating | Proposed action and evidence to be provided<br>(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> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------|
|                    |                                                                                                                                                                                                                                                       |             | <p>The evidence for this will be:</p> <ul style="list-style-type: none"> <li>• Revised Qualification Development policy, process and standard procedures</li> <li>• revised Qualification review policy, process and standard procedures</li> <li>• The BHSQ Operational Activities and Annual Plan for 2023</li> </ul> <p>These will be submitted to SQA Accreditation by 28 February 2023.</p>                                        |                                                                                          |                                                         |
| 2. Principle 4, 13 | Certain awarding body's policies and processes were identified to not fully reflect current practice. Specifically, the awarding body risk policy and risk register and the external quality assurance processes and provider guidance documentation. | Medium      | <p>The Risk Management Policy will be reviewed to ensure it reflects current practice. The revised policy document will be submitted to SQA Accreditation by 28 February 2023, if not earlier.</p> <p>The quality assurance processes (SVQ Operational Handbook and guidance documents) will be reviewed to ensure they reflect current practice. The revised documents will be submitted to SQA Accreditation by 28 February 2023.</p> | 28 February 2023<br><b>Extension to 5 May 2023.</b><br><b>Extension to 31 July 2023.</b> | 5/6/2023                                                |

Action Plan Approved by ACG on Wednesday 24 August 2022