



## 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 29 June 2016.

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 1	BIFM must ensure that documentation clearly states that it will comply with SQA Accreditation's regulatory requirements at all times.	Medium	BIFM will review the relevant document and amend the wording to ensure it is clear we will ensure compliance with all our regulatory bodies. This review will take place in the current round of policy review. The revised policy will be sent as evidence.	30/07/2016 Extension to 7/9/2016	<b>7/9/2016</b>
2. Principle 10	BIFM must ensure that it maintains accurate records of continuing professional development and appropriate sector competence for its external quality assurers. The awarding body must also	Medium	As part of BIFM's annual survey to our EQA's we will ask the EQA's to provide evidence of the relevant qualifications they have achieved and the CPD activity they have undertaken for the previous 12 months. This will be to ensure BIFM that they maintain occupational competence and current industry knowledge.	31/10/2016	<b>2/12/2016</b>

<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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	ensure that it records and verifies that assessors and internal quality assurers have the appropriate occupational competence and qualification requirements.		<p>To capture this information BIFM has developed a CPD record sheet, attached to the action plan, which will be issued to all EQA's. The form is mandatory to complete and will need to be returned to BIFM within the timescales notified.</p> <p>BIFM will review the forms returned by the EQA's and where there are any gaps in the knowledge of the EQA's, BIFM will produce a personal development plan for the EQA's and identifying development opportunities for them.</p>		

Action Plan approved by ACG on 20 July 2016