

## 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 5 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 11.	A review of the <i>Centre Manual for the Administration of BIIAB Qualifications within the Security Portfolio, July 2015</i> , highlighted an incorrect statement regarding the need for candidates to provide their ethnic origin as it 'is required for statistical purposes by SQA Accreditation.	Low	The Centre Manual for the Administration of BIIAB Qualifications has been amended. See attached (Appendix 1) However we have received additional amendments from the Security Industry Authority to incorporate into the Centre Manual. The Centre Manual will be amended and distributed to all license linked security centres by 1 <sup>st</sup> March 2018 an updated version will be uploaded to Sharepoint	1 <sup>st</sup> March 2018 <b>Extension to 31 May 2018</b>	16/5/2018
2. Principle 14.	A review of the awarding body's Malpractice and Maladministration Policy detailed in the <i>BIIAB Centre Handbook, March 2016</i> , and the	Low	Both Policy (Appendix 2) and Procedure (Appendix 3) have been amended see attached. They will be issued to BIIAB centres as soon as	1 <sup>st</sup> March 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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	<i>Investigating Malpractice and Maladministration, 17 October 2015</i> , indicates insufficient guidance in respect of the reporting of cases of suspected malpractice and/or maladministration to the qualification regulator.		SQA Accreditation confirms that the action is complete.  Going forward BIIAB will remove all Policies from the Centre Manual, reference will be made and Policies uploaded to the password protected areas of the BIIAB Website and the BIIAB public website and SharePoint.	<b>Extension to 31 May 2018</b>	
3. Principle 15 and Regulatory Principles Directive 3.	A review of the current qualification certificate template held on SharePoint identifies the awarding body as BIIAB Scotland and uses a different logo from that employed elsewhere by the organisation.  BIIAB Scotland does not exist as an independent business and is not the legal entity identified in the current Accreditation Licence.	Low	Amended (Appendix 4) and implemented on 1 <sup>st</sup> February 2018. Uploaded to Sharepoint	1 <sup>st</sup> February 2018	14/2/2018

Action Plan approved by ACG on 14 February 2018