# Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 27 June 2023.

| 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[1] | Date Issue closed out by SQA Accreditation[2] |
|---|---|---|---|---|---|
| 1. Principle 2 | There were no specifics in BIIAB's business plan relating to Scotland or SQA accredited qualifications.<br><br>Key committee meetings do not appear to address regulatory commitments to SQA Accreditation as a standing agenda item, where other UK | Medium | Initial discussion took place at BIIAB Board Meeting April 2023.<br><br>Scotland Strategy is on the agenda as a discussion item for BIIAB Board, 4th July 2023.<br><br>A draft strategy for Scotland will be presented by the Chief Executive to BIIAB Board for approval in October 2023 and a final strategy will be presented for approval in January 2024.<br><br>***Evidence to be sent to SQA:***<br>• BIIAB Strategy for Scotland | 31 January 2024<br>**Extension to 31 March 2024** | |

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[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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|---|---|---|---|---|---|
| | Regulators are addressed. | | | | |
| 2. Principles 6, 16, 18 | The awarding body was unable to filter their complaints and malpractice/maladministration tracker to show only those records relating to SQA accredited qualifications. | Very Low | 'Regulator' field added to 'Compliance and Regulation log'.<br><br>(The 'Compliance and Regulation log' is the log currently used to record all malpractice, maladministration, enquiries, appeals and complaints)<br><br>***Evidence to be sent to SQA:***<br>• Screenshot of C&R Tracker | 1 July 2023 | 11/8/2023 |
| 3. Principles 8, 9 | The awarding body is not maintaining SharePoint sufficiently and general version control of documentation is not robust. | Medium | Accountable Officer to update SharePoint following summer 2023 review of documentation to ensure most recent versions are uploaded.<br><br>Version numbers and dates to be included on all BIIAB policies (already completed)<br><br>***Evidence to be sent to SQA:***<br>• Email to SQA confirming SharePoint updated, including policies and documents with version numbers and dates. | 29 September 2023 | 5/10/2023 |

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| 4. Principles 10,11 | The awarding body qualification development and review documentation was not appropriate nor relevant to SQA accredited qualifications. | Medium | Product Development Procedure currently under review, for completion by end of August 2023. ***Evidence to be sent to SQA:*** • Updated Product Development Procedure document | 31 August 2023 **Extension to 30 September 2023** | 5/10/2023 |

**Action Plan approved by ACG on Wednesday 09 August 2023**