

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 21 May 2015.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence (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	Date Issue closed out (SQA use)
1. Principle 6	The audit team conducted a review of CIPD documentation, policies and procedures, records and data prior to the audit. It was noted that there were a number of issues regarding the currency and appropriateness of references.	Low	<p>All CIPD policy documentation will be reviewed and amended to ensure consistent and appropriate references to SQA accreditation and Regulatory Principles 2014. Updated copies will then be submitted to SQA and Quickr.</p> <p>Additional documentation, particularly the CIPD Centre Handbook will be reviewed and updated as part of our annual review and submitted to SQA and Quickr. Extension to 31 October 2015.</p> <p>Action no longer required as the awarding body has surrendered approval status.</p>	<p>30 September 2015</p> <p>30 September 2015</p>	
2. Principle 10	No handbook for the <i>CIPD SCQF Level 9 Diploma in Applied Human Resource Management, R375 04</i> , was available on Quickr or at the weblink provided in the	Low	<p>Qualification handbook to be developed for <i>SCQF Level 9 Diploma in Applied Human Resource Management</i> and submitted to SQA and Quickr.</p> <p>Extension to 31 October 2015.</p> <p>Action no longer required as the awarding body</p>	30 September 2015	

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence (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	Date Issue closed out (SQA use)
	document <i>Guidance on Assessment, Version 2.0</i> (August 2013). On the day of the audit, the Audit team was advised that no handbook was currently available for the SQA accredited qualification.		has surrendered approval status.		
3. Principle 10	The audit team raised concerns that information contained within the <i>Guidance on Assessment, Version 2.0</i> (August 2013) implied that for at least half of the learning outcomes for the <i>CIPD SCQF Level 9 Diploma in Applied Human Resource Management, R375 04</i> competence could be determined through formative assessment only. The audit team considered the above practice to be contradictory to information given elsewhere in the	Medium	Guidance on Assessment handbook to be reviewed as part of annual review cycle to make it explicit that the SCQF qualification is 100% summatively assessed and submitted to SQA, Quicr.	31 July 2015	31/7/2015

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence (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	Date Issue closed out (SQA use)
	guidance document.				
4. Principle 12 and RPDIR - 5	<p>The <i>CIPD Complaints Policy (Qualifications) v2.0 2014</i> notes states that complainants 'who are still dissatisfied with the outcome may contact Ofqual (www.ofqual.gov.uk)'. This reference is not appropriate to candidates undertaking SQA accredited qualifications.</p> <p>The policy outlines the circumstances under which a complainant can and cannot refer a complaint to the SPSO. The Lead Auditor is of the opinion that the wording requires further editing to ensure clarity of understanding.</p>	Low	<p>CIPD complaints policy to be reviewed and amended for clarification in line with SQA comments and submitted to SQA and Quickr.</p> <p>Extension to 31 July 2015.</p>	30 June 2015	31/7/2015