

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 15 August 2024.

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 ¹	Date Issue closed out by SQA Accreditation ²
1. Principle 7	CMI's website must reference SQA Accreditation appropriately.	Very Low	Action: Review and update website Evidence to be submitted to SQA Accreditation: Links to pages will be sent to show changes made	31 Jan 25	30/1/2025
2. Principle 16	CMI must update its Complaints Policy and Procedure, May 2024, V12.0, to quote SQA Accreditation Regulatory Principles (2021) wording.	Low	Action: Policy document will be updated Evidence to be submitted to SQA Accreditation: Copy of the updated policy will be provided on SharePoint	31 Jan 25	30/1/2025

Action Plan approved by ACG on Wednesday 28 August 2024

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 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.