



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 2 May 2023.

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 6	The awarding body's SharePoint site was not fully up to date.	Low	Current information on the system to be reviewed in full for accuracy. All information no longer applicable (out of date, not the most current version) to be archived. Current evidence to demonstrate how EAL are meeting the principles to be uploaded and mapped to the relevant principle(s) An index to be provided of documents cross mapped to the principles will be provided to SQA Accreditation to demonstrate evidence that has been uploaded is our current information.	31/07/2023 Extension to 31/08/2023	7/9/2023

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.

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2. Regulatory Principles Directive (RPDIR) – 3: Logos and certificate requirements for SQA accredited qualifications. And Principle 15	The statement detailing the credit rating body of the qualification was missing from the awarding body's certificate template.	Low	Updating EAL's current certification system is not feasible as it is due to be replaced in summer 2023 and all development on the old system has been terminated. The following activities are required: <ol style="list-style-type: none"> 1. Understand process for adding CRB information to certificates. 2. Update all relevant qualification records. 3. Test and bug fix all relevant qualification certificates. 4. Release live system including relevant affected certificates 5. Certificate template to be provided to SQA Accreditation 	31/07/23 Extension to 31/08/2023	7/9/2023

Action Plan approved by ACG on Wednesday 31 May 2023