



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 20 May 2019.

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 15, RPDIR 3	The awarding body's certificate and unit transcript templates does not included a statement regarding the credit rating body.	Low	<p>The unit transcript which accompanies the qualification certificate has been updated to reference that SQA Accreditation provided the credit rating for the qualification.</p> <p>The stand-alone unit certificate template has been updated to reference that SQA Accreditation provided the credit rating for the unit(s) achieved (template for unit stand-alone recognition where the qualification hasn't been achieved).</p>	20 th May 2019	5/6/2019

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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			Specimens of both the qualification certificate with unit transcript and stand-alone unit credit achievement certificate are attached to evidence the new templates in use.		

Action Plan approved by ACG on 05 June 2019