

## Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 9 November 2018.

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 <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 3	The awarding body could not demonstrate that it had a robust business planning process in place and have documented objectives and timescales.	High	EQL will produce a business plan with objectives and timescales that will be endorsed at the Board meeting on 11 March. EQL will send this to SQA Accreditation by 1 April 2019.	1 April 2019	1/4/2019

<sup>1</sup> 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.

<sup>2</sup> 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.

<p>2. Principle 10</p>	<p>The awarding body is only permitted to use suitably qualified external verifiers to make equine-based decisions for portfolio evidence. It must satisfy SQA Accreditation that the Accountable Officer and educational specialists will not be involved in SVQ assessment decisions or any other function which could be construed as an external verifier's responsibility.</p>	<p>High</p>	<p>EQL is in the process of appointing a suitably qualified and experienced lead external verifier as the external verifier for all Scottish centres offering SVQs. This external verifier will again be known to SQA Accreditation.</p> <p>EQL records all external quality assurance activities and will provide a summary report to SQA Accreditation on a quarterly basis with the first report by 1 March 2019.</p> <p>The SVQ handbook is accurate. The External Verifier Guide (SharePoint banked document under RP10) will be updated by 30 April 2019 in order to clarify the role and responsibilities of the external verifier. This will include information stating that EQL are only using suitably qualified external verifiers to make equine-based decisions for portfolio evidence. This will be timely for the 2019 centre visits and following EQA training.</p>	<p>Quarterly reports from 1 March until 31 December 2019</p> <p>30 April 2019</p>	<p>18/7/2019</p>
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Approved at ACG on 13 February 2019