

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 4 September 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 6	EduQual must review and maintain the currency of policies, procedures and other documentation held on SQA Info Centre.	Low	<p>Initial Review (8 August 19, Accountable Officer/QAM) of documents to be submitted and held for updating by SQA Accreditation. Agreement of list by Accountable Officer/CEO end August 19. All listed docs to be reviewed and amended as current prior to submission by QAM.</p> <p>Evidence to be provided:</p> <ul style="list-style-type: none"> • Updated, revised Log of all documents lodged with SQA Accreditation and to show update details • All documents (most recent versions) lodged with SQA Accreditation by target date • Documents, log as updated will be replaced on SQA Accreditation site whenever appropriate 	30 November 2019	29/11/2019

Action Plan approved by ACG on 04 September 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.