

Action Plan

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



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, 5	The printing specification that Providers use does not include specific robust quality assurance criteria regarding printing e-certificates.	Low	FAA have created an electronic certificate policy to highlight the criteria for when a Centre wishes to print an electronic certificate. The policy also includes information about verifying the certificate and confirmation that no certificate can be amended or tampered with. A copy of the electronic certificate policy is included with this report as evidence.	08/03/2021	28/4/2021
2. Regulatory Principles Directive 3	Update FAA certificate templates to clarify the credit rating body as SQA Accreditation.	Low	FAA have updated all certificate templates to clarify that the credit rating body is SQA Accreditation. This has already been implemented and is live for all qualifications. I have included a sample certificate as evidence of this.	12/02/21	28/4/2021

Action Plan approved by ACG on 28 April 2021

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.