

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 2 November 2017.



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 1	A declaration of interest had been recorded on the awarding body <i>Conflict of Interest Register</i> against an individual. However, it was later identified that the same individual's conflict of interest declaration form had been signed with no interests declared.	Low	<p>A revised Conflict of Interest Form has been completed and signed.</p> <p>On receipt of a Conflict of Interest Declaration Form, FAA will evaluate the response to ensure that all conflicts are identified and declared.</p> <p>FAA have updated its conflict of interest policy to include the line – 'FAA will evaluate all conflict of interest declaration forms received to ensure that all actual or perceived conflicts of interest have been declared.'</p> <p>Evidence: A copy of the policy can be viewed by clicking here.</p>	05/10/2017	5/10/2017

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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			Evidence attached to the email is a copy of the new Conflict of Interest Declaration for the EQA.		
2. Principle 10	There are no documented criteria to use internally in order to assign an appropriate risk rating to a provider, depending on their compliance activities.	Low	FAA have created a 'Centre Risk Rating Rationale' and a copy of this document has been attached to the email. On approval of this action plan FAA will risk rate all Centres in line with this document and make Centres aware of the process. Evidence: Centre Risk Rating Rationale attached to the email.	01/11/2017	5/10/2017
3. Principle 10	Standardisation activities could not be verified as no formal scheduling or recording currently takes place.	Low	FAA will undertake standardisation activities with both registered EQAs. Due to location, the majority of activities will occur via phone, skype and email and evidence of this will be generated. It is expected that both EQAs will be at FAA offices in March 2018 and a face to face meeting between FAA and both EQAs will be undertaken in addition to the remote communications. FAA will submit to SQA Accreditation evidence in the form of minutes, email correspondence and any other relevant evidence of all standardisation activities	01/03/2018	

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			<p>completed between the Head EQA, Second EQA & FAA.</p> <p>Action date set to 01/03/2018 as it is anticipated that the second EQA will not be active until March 2018 at the earliest but FAA will ensure that standardisation activities are completed before any activity commences.</p>		

Action Plan Approved by ACG on 01 November 2017