

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 10 August 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	GQA does not have a robust system for recording and updating conflicts of interest. The current process relies on staff or associates disclosing information and is not led by the awarding body, leaving it exposed to risk.	Medium	GQA 16 and GQA 435 to be updated with timescales for GQA driven Conflict of Interest checks. Currently checked 6 monthly but not previously formalised within policies and procedures. Amended GQA 16 and 435 to be provided to SQA Accreditation by Target Date	30/08/17	29/8/2017

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.

2. Principles 4 and 6	The information on SharePoint is not accurate or up to date. It refers to job roles in GQA that no longer exist and documents refer to SQA instead of SQA Accreditation. In addition, many procedures and processes for key functions date as far back as 2012 and there is no evidence of these having been reviewed.	Medium	<p>Full GQA review of Sharepoint and updating by Target date as discussed with SQA Accreditation Auditors during the audit.</p> <p>GQA to introduce a 'Review Date' onto all policies and Procedures to show that any documentation not requiring amendment has been reviewed and recorded.</p> <p>Operations Manual to be provided to SQA Accreditation to show 'Review Date'.</p>	30/09/17	29/9/2017
3. Principle 6 and RPDIR – 2	The quarterly returns submitted by the awarding body continually omit qualifications from the listings and in addition there are inaccuracies with several of the accredited titles and their SCQF levels.	Low	<p>GQA online system coding checked and error resolved. All qualifications are now included within the quarterly return provided to SQA Accreditation on the 14th July 2017.</p> <p>All titles checked to ensure correlation with GQA's Accreditation Licence from SQA Accreditation. Report attached to this Action Plan from GQA Online.</p>	14/07/17	14/7/2017

<p>4. Principle 10</p>	<p>GQA must monitor the progress of actions recorded during EQA visits and must work with providers to ensure that these are closed out by the date identified.</p>	<p>Medium</p>	<p>EQA follow-up to set actions to be discussed as an agenda item at the July Technical Meeting. (Minutes provided to SQA Accreditation with this Action Plan.)</p> <p>GQA Online monitoring system to be amended for follow-up notification to EQAs on any action dates that are approaching. Development work and testing to be carried out with objective of functionality to be available by Target Date.</p>	<p>30/09/17</p>	<p>29/9/2017</p>
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