



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 23 April 2021.

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. Principles 3, 5, 7, and 10	The awarding body has not yet delivered training on GQA Online to a number of providers.	Medium	All Active Centres provided with guidance notes and if required, a remote training session. Evidence to provide to SQA Accreditation: 1/ Email to all active centres containing guidance 2/ Completed training schedule	30/4/2021	4/5/2021
2. Principles 5 and 7	The awarding body has not received signed centre agreements from legacy PAA providers.	Medium	All agreements to be returned to GQA. Any centres not returning will be placed on stop until such time as they return the signed document. Evidence to provide to SQA Accreditation: Signed Approved Centre Agreements (ACA) GQA Online screenshot showing evidence of any centres placed on stop due to non-return of ACA.	30/4/2021	4/5/2021

Action Plan approved by ACG on Wednesday 14 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.

