

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 12 October 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. Principles 10 and 11	Highfield Qualifications' <i>Recognition of Prior Learning Policy, 3 May 2017, Version 2</i> , requires a clearer and more positive approach to supporting RPL and RPA. There must be more detailed information on the awarding body's position on RPA, and it must be referenced appropriately within the	Low	Highfield RPL Policy updated accordingly (evidenced with this action plan). Qualification specifications for SCQF provision will also be updated.	31 October 2017	14/11/2017

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.

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
	relevant qualification specifications.				
2. Principle 13 and RPDIR - 5	Highfield Qualifications must revise its current appeals procedure to ensure that the roles of both SQA Accreditation and the Scottish Public Sector Ombudsman (SPSO) are fully and clearly outlined.	Low	Highfield amended both complaints and appeal procedures on the day of the audit to reflect the roles of SQA Accreditation and Scottish Sector Ombudsman. Both have been uploaded to SQA SharePoint.	16 October 2017	14/11/2017

Action Plan approved by ACG on 08/11/2017