

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 27 September 2018.

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	Conflict of interest declarations have not been refreshed or revisited since initial employment.	Low	Action: Implement a process to capture EQA conflicts of interest on an annual basis. <i>Evidence:</i> <ul style="list-style-type: none"> ▪ Declaration form ▪ Process 	31 March 2019	29/1/2019
2. Principle 15	The data captured by the awarding body for both registration and certification did not include contact details for candidates, such as e-mail or home address.	Medium	Actions: <ul style="list-style-type: none"> a) Review IMI system functionality and ability to capture learner data b) Review compliance with external requirements (i.e. GDPR and Regulatory) 	31 January 2019 (Interim) Extension to 30 August 2019	

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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	Instead, it is the provider where the candidate undertakes their qualification who captures this detail.		<p>c) Review impact of potential changes on internal and external stakeholders</p> <p><i>Evidence: Outcome of review and agreed next steps.</i></p>		

Action Plan approved by ACG on 10/10/2018