

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 8 January 2019.

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	The appendix to the awarding body document <i>CG1 Corporate Governance, April 2017</i> , does not appear to address SQA Accreditation's regulatory requirements as referenced in the supplementary information for Regulatory Principle 1 and SQA Accreditation's guidance on reporting incidents given in	Low	<p>Proposal</p> <p>(i) ITC to conduct a review of document, CG1 Corporate Governance in line with current <i>Regulatory Principles Guidance Note – principles 1 and 7, Reporting incidents to SQA Accreditation, 1 June 2017</i></p> <p>Evidence</p> <p>Updated CG1 Corporate Governance document to be uploaded to SQA Sharepoint system</p>	31 March 2019	29/3/2019

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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	<i>Regulatory Principles Guidance Note – principles 1 and 7, Reporting Incidents to SQA Accreditation, 1 June 2017.</i>				
2. Principles 5 and 9.	As SQA accredited qualifications are placed within the SCQF, the way in which the 'size' and potential time necessary to complete a qualification is noted should reference the appropriate terminology as specified in current SCQF guidance.	Low	<p>Proposal</p> <p>(i) ITC qualifications are developed and reviewed using an internal control document, QD1 Qualification Development Template. ITC will review QD1, Qualification Development Template and Guidance Document to include reference to and guidance for notional learning hours for qualifications regulated by SQA Accreditation.</p> <p>Evidence</p> <p>QD1 Qualification Development Template</p> <p>(ii) Update to Qualification Specifications to include specific reference to notional learning hours for credit rated and leveled qualifications</p> <p>Evidence</p> <p>Qualifications Specifications for:</p>	<p>31 Mar 19</p> <p>Extension to 30 April 2019</p> <p>Extension to 31 May 2019</p>	30/5/2019

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			ITC Certificate in Emergency First Aid at Work at SCQF Level 6 ITC Certificate in First Aid at Work at SCQF Level 6 ITC Certificate in Outdoor First Aid at SCQF Level 6 ITC Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 6 ITC Award in Health and Safety in the Workplace at SCQF Level 5		
3. Principle 9	ITC First must retain a degree of responsibility for the management of knowledge and understanding of the literacy and numeracy requirements for its accredited provision, as well as ensuring that the function of determining appropriate levels of literacy and numeracy of learners is effectively quality assured by centres	Medium	Proposal ITC will: (i) Update qualification specifications for SQA Accredited qualifications to include sample assessment materials indicating minimum literacy and numeracy requirements. Evidence Qualification Specifications for: ITC Certificate in Emergency First Aid at Work at SCQF Level 6 ITC Certificate in First Aid at Work at SCQF Level 6 ITC Certificate in Outdoor First Aid at SCQF Level 6 ITC Certificate in First Aid for Sport, Exercise and Fitness at SCQF Level 6	31 Mar 19 Extension to 31 May 2019	29/5/2019

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	to ensure that learners are appropriately supported.		<p>ITC Award in Health and Safety in the Workplace at SCQF Level 5</p> <p>(ii) Provide exemplar text and guidance to ITC Centres for inclusion in pre-course information regarding the minimum literacy and numeracy requirements for ITC First qualifications and points of referral for learners, with implementation monitored during routine ITC EQA Activity.</p> <p>Evidence Template Pre-course information document Guidance for Centres</p>		
4. Principle 10	A review of EQA activity for ITC First centres delivering SQA accredited qualifications highlighted that a centre deemed low risk was not visited within the stated 18 month timescale.	Low	<p>Proposal ITCs Policy Committee are the central internal control group for all ITC operations, including quality assurance. All action plan points raised by the PC are recorded, reviewed and monitored using the PC Action Plan (PCAP). ITC will therefore introduce a regular quarterly agenda item to the PC meeting, identifying the number of outstanding Centres requiring EQA activity and action being taken or</p>	31 March 2019	31/3/2019

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			needing to be taken to arrange a visit/report, resulting in an action plan point. Evidence Policy Committee Agenda Policy Committee Meeting Minutes		

Action Plan approved by ACG 16 January 2019