

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 8 June 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 1, 5 and 15	<p>A review of awarding body documentation, indicated the use of a range of different names/titles for the organisation, including MPQC, MPQC Awarding Organisation, MPQC Qualifications and most recently MP Awards.</p> <p>This inconsistency of approach can be seen to carry through to the qualification certificates, with candidates</p>	Medium	<p>SQA were advised in 2008 of the intention of MPQC to operate from 1st January 2009 with then 2 divisions and these were shown as proposed operating names of:</p> <ul style="list-style-type: none"> • Mineral Products Awarding Body (MPAB) • Mineral Products Skills Centre (MPSC) <p>In the absence of any branding at that time the AO used MPQC and MPQC AO to distinguish itself from the MPQC Skills Centre albeit all VQ certificates have always been issued as MPQC. The AO has never used MPQC Qualifications; however, there is reference to MPQC Qualifications in the Centre legal agreement pertaining to all qualifications awarded by MPQC; and this is clearly defined in the agreement as meaning:</p>		28/7/2017

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
	<p>registering to undertake qualification via MP Awards but being certificated by MPQC.</p> <p>There appeared to be no evidence of a formal notification to SQA Accreditation of the awarding body's intention to trade under a different name, including relevant timescales for implementation and any transition plan for the review and rebranding of documentation and certification.</p>		<p><i>“MPQC Qualification” means a qualification that is made available by MPQC and which the Centre is approved by MPQC to deliver in accordance with this Agreement;...</i></p> <p>However, when MPQC took back the remit from Proskills, at the sector's request, for the Sector Skills Council it was decided to adopt the current branding of:</p> <ul style="list-style-type: none"> • MP Awards • MP Skills • MP Futures for the SSO <p>and we believed this was entirely in line and in keeping with the proposals as submitted to SQA in 2008 for implementation from 1st January 2009. The schematic as submitted in 2008 clearly displays Mineral Products Awarding Body (MPAB); in the event this was shortened further to MP Awards.</p> <p>MP Skills; MP Futures and MP Awards branding styles and guidelines have been created over the last 2+ years with MP Awards being the last to adopt its current branding.</p> <p>The sector have welcomed the clarity that the branding for the 3 divisions has provided.</p> <p>Certificates have always been issued as MPQC as this is the legal entity and we were not given to understand that issuing certificates in any other name – Mineral Products Awarding Body (MPAB) or indeed MP Awards would have met with the Regulatory Principles. Certificates are also signed by the</p>		

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
			<p>CEO and this position is for CEO of MPQC. There is no such position as CEO for MP Awards.</p> <p>All staff members are contracted to, and work for MPQC.</p> <p>Indeed the legal agreement drawn up by our external legal advisers refers to MPQC and the Approved Centre. The initial application guide issued to potential new Centres also advises them that MP Awards is a division of MPQC. The Centre Manual which is issued to all Approved Centres upon approval makes it clear in the opening introduction that MP Awards is a division of MPQC. Similarly the Candidate Pack made available to all Approved Centres also clearly states that MP Awards is a division of MPQC. The website provides clarity and information stating that MP Awards is part of MPQC.</p> <p>Proposed Action:</p> <ol style="list-style-type: none"> 1. The MPQC Legal Agreement with Centres to explicitly detail that MP Awards is the awarding organisation and is a division of MPQC. 2. MPQC Certificate Template to be modified as follows: <ul style="list-style-type: none"> • Remove reference to SCQF from template • Amend certificates templates to MPQC as the legal entity but also include sub-title Certificate issued by MP Awards, a division of MPQC 	<p><i>Considered Date of Completion</i></p> <p>12 May 2017</p> <p>12 May 2017</p> <p>12 May 2017</p>	

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
			Evidence: <ol style="list-style-type: none"> 1. Revised Legal Agreement for future Centre Approval agreements 2. A revised Certificate Template 	Considered Date of Completion 12 May 2017 12 May 2017 Extension to 31/7/2017	
2. Principles 5 and 15	A review of awarding body documentation has highlighted the fact that there is a misrepresentation of the role of the Scottish Credit and Qualification Framework (SCQF) through the identification of SCQF as a qualification type. The erroneous identification has carried through to certification, where it is recorded within the current	Low	Proposed Action: <ol style="list-style-type: none"> 1. Review and amend documentation; in particular: <ol style="list-style-type: none"> 1.1 Centre Manual 1.2 Generic Learner Pack 1.3 Qualification Datasheet for SVQs 2. MPQC Certificate Template to be modified as follows: <ul style="list-style-type: none"> • Remove reference to SCQF from template Evidence: <ol style="list-style-type: none"> 1. Revised Centre Manual 2. Generic Learner Pack 3. Qualification Datasheets for SVQs 	Considered Date of Completion 12 May 2017 12 May 2017 12 May 2017 12 May 2017	Closed out 22/6/2017

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
	awarding body certificate template.			Extension to 31/7/2017	
3. Principle 10	MPQC's current guidance on the application of timescales around the removal of approved centre status and Assessor de-approval, as outlined in the <i>Centre Manual, v18, October 2016</i> , does not formally provide a means to flexibly support business need.	Low	<p>Proposed Action:</p> <ol style="list-style-type: none"> 1. Review and amend Centre Manual to clarify the process of de-approval for Assessment staff and actions to be taken. <p>Evidence:</p> <ol style="list-style-type: none"> 1. Updated Centre Manual 2. Re-issue to all Approved Centres 	<p>Considered Date of Completion</p> <p>12 May 2017</p> <p>12 May 2017</p> <p>12 May 2017</p>	1/6/2017

Action Plan approved by ACG on 10/05/2017