

## Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 10 April 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 <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principles 4 and 5	The NEBOSH policy for Enquiries About Results must be reviewed to avoid learners paying for unnecessary clerical checks.	Low	<p>The NEBOSH Enquiries About Results policy will be reviewed to clarify that scripts within the mark range of 40-48 are subject to a clerical check as part of quality review activities.</p> <p>Evidence to be provided:</p> <p>Revised Enquiries About Results policy</p>	30 <sup>th</sup> June 2019 <b>Extension to 31 August 2019</b>	<b>6/8/2019</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

2. Principle 5	The return of question papers is not being enforced in accordance with published NEBOSH instructions.	Medium	<p>The Instructions for Conducting Examinations (ICE) document will be amended to remove the stipulated requirement for the return of question papers.</p> <p>Evidence to be provided:</p> <p>Revised Instructions for Conducting Examinations (ICE) document</p>	30 <sup>th</sup> June 2019	30/6/2019
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**Acton Plan approved by ACG on 01 May 2019**