



## 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 7 October 2021.

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 3 and 5	In order that re-occurring Issues are not raised at every audit, PIABC must ensure that it produces a marketing plan which takes appropriate cognisance of Scottish qualifications and learners.	High	Create marketing plan and submit to SQA Accreditation.	31/12/2021	15/12/2021
2. Principles 2 and 4	PIABC's <i>Incident Management Policy and Procedure</i> did not contain any reference to the recent pandemic as a risk or potential incident which could affect the awarding body's activities.	Low	Update " <i>Incident Management Policy and Procedure</i> " and submit to SQA Accreditation.	31/10/2021	20/11/2021

**Action Plan approved by ACG on Wednesday 13 October 2021**

<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.