

## 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 4 February 2020.



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 10	The awarding body currently has no process for assigning time-bound actions to more serious issues and does not risk rate actions it raises.	Low	<ol style="list-style-type: none"> <li>1. Prince's Trust Qualifications has changed the wording at the end of the External Moderation report template to be more specific about our expectation that Centres act immediately upon feedback and that an action plan may be required for more serious issues.</li> <li>2. Prince's Trust Qualifications has added a column to the Review Group form requiring a risk rating to be assigned to the issue (either red or amber). If the Review Group states 'red', our process will now be to send our pre-existing Centre Action Plan template to the</li> </ol>	<p>Jan 2020</p> <p>Jan 2020</p>	12/2/2020

<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.

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			Centre for immediate completion. This is already sent to Centres about whom we have serious concerns during external moderation. Centres will have to outline time-bound actions they will take for more serious issues and we will check they are appropriate and follow up to ensure they are implemented.		

Action Plan approved by ACG on 12 February 2020