



## 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 2 March 2022.

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 11	QFI must ensure that the management of SQA accredited provision is adequately resourced, is timely and is fully carried out in the line with the relevant guidance contained in SQA Accreditation's <i>Developing Qualifications for Accreditation, A Guide for Awarding Bodies, February 2018</i> .	Medium	Due to limitations in the Quartz database the monitoring of lapse dates and end certification dates takes place manually outside of the system. The Accountable Officer has previously had responsibility for this task. It is now the responsibility of the Quality Officer to check this on a monthly basis – a reminder has been calendared for this purpose. The Quality Officer flags to the Accountable Officer any qualifications that are due to lapse within the next 3 months. This is a short term solution while the new database is completed. This is now built and is being tested prior to being populated with QFI's qualification portfolio.	30 <sup>th</sup> June 2022  Extension to 30 September 2022	30/9/2022

<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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			Action – QFI will ensure that the new database is able to flag where qualifications are due to lapse Evidence – calendared reminder, flags generated e.g. emails from the Quality Officer flagging lapsing qualifications to the Accountable Officer;. QFI is happy to demo that new database to SQA Accreditation. We can also provide screenshots from the new database, and also evidence of any report generated by the database that demonstrates qualifications due to lapse. We anticipate that we will be in a position to do this by 30 <sup>th</sup> June 2022.		

Action Plan approved by ACG on Wednesday 06 April 2022