

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 24 April 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 ¹	Date Issue closed out by SQA Accreditation ²
1. Principle 6	The audit team noted a lack of policies, procedures and other organisational documentation uploaded to a number of regulatory principles on SQA Info Centre. It was also noted that the range of documentation that had been uploaded, although fit for purpose, was on some occasions logged	Low	Once the policies and procedures have been agreed by SQA Accreditation as appropriate then these will be uploaded to the system. Changes as outlined within the audit are being drafted and agreed at SMT and Board level prior to submission to SQA Accreditation for checks and uploading to the system	30/04/2020 Extension to 30/9/2020 Extension to 30/10/2020 Extension to 31 March 2021	31/03/2021

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.

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	<p>against the wrong regulatory principle.</p> <p>The audit team also noted that the majority of available documentation on SQA Info Centre and available via the awarding body's website lacked version control, therefore making it difficult to determine the currency of a number of policies, procedures and associated documents.</p>				
2. Principle 13	On reviewing the <i>Assessment Appeal Procedure</i> , available on the awarding body website, it was noted that it does not adequately reflect the role of SQA Accreditation in respect of appeals.	Low	This is being addressed as part of the redraft of policies and procedures where SQA Accreditation will be added as a separate entity within the procedure to ensure that it has separate standing to other regulators that we work with as the holistic approach has been deemed as not appropriate for use as a result of the audit.	30/04/2020	8/4/2020

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			<p>This will also ensure explicit mention of particular arrangements appropriate for SQA Accreditation that do not apply within other regulatory frameworks.</p> <p>Once the redraft has been agreed by SMT, Board and SQA Accreditation it will be uploaded as per action 1 within this plan</p>		
3. Principle 14	<p>The <i>Malpractice Procedure</i>, available on the awarding body website, does not accurately reflect SQA Accreditation's regulatory requirements as outlined in Regulatory Principle 14, the associated supplementary information, and the <i>Regulatory Principles Guidance Note — 14, Reporting and Managing Cases of Malpractice and Maladministration, 1 June 2017</i>.</p>	Low	<p>This is being addressed as part of the redraft of policies and procedures where SQA Accreditation will be added as a separate entity within the procedure to ensure that it has separate standing to other regulators that we work with as the holistic approach has been deemed as not appropriate for use as a result of the audit.</p> <p>This will also ensure explicit mention of particular arrangements appropriate for SQA Accreditation that do not apply within other regulatory frameworks.</p> <p>Once the redraft has been agreed by SMT, Board and SQA Accreditation it will be uploaded as per action 1 within this plan</p>	30/04/2020 Extension to 30/9/2020	8/10/2020

Action Plan approved by ACG on 08 April 2020