

## 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 6 April 2017.



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. Principle 15	A comparison between the figures provided as part of SFEDI Awards' quarterly data returns and the equivalent information submitted as part of the approved provider list for the 12 month period from January 2016 highlighted a number of inconsistencies in respect of the total number of candidate registrations and certifications.	Low	<p>Updated data has been submitted in support of the audit work and SQA Accreditation informed of the issue and correct data at the same time</p> <p>Work has been completed on the IT system to rectify the issue and confirmed as now working correctly so that all learners registered within a date range are now displayed rather than those registered and certificated within the date range.</p> <p>A greater date range than is necessary is now taken and the data is then filtered once exported to Excel to ensure all records are identified</p> <p>A two person validation of the data is now in place prior to submission to SQA Accreditation of the reg/cert data. This will be first utilised within the next data submission for 14/04/2017</p>	14/04/2017	17/7/2017

<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.

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>
	A further review of the figures reported within the quarterly data returns extending back to the period shortly after the previous awarding body audit, which took place in October 2013, also highlighted a concern in respect of the consistently low number of certifications relative to candidate registrations over the stated period.		<p><u>Evidence:</u></p> <p>SFEDI Awards will provide SQA Accreditation with a work instruction detailing the two person validation process for data submission.</p>		

Approved at ACG 14 June 2017