

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 31 May 2018.

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. Principles 1, 7 and 15	The significant period of time it has taken for the awarding body to resolve the situation which has arisen for this Partnership Agreement and failure to keep SQA Accreditation notified demonstrates a weakness in SQA's processes for reviewing its partnership agreements. This has been recorded as Issue 1.	Medium	<p>Action: Update QPA Annual Meeting Checklist to require confirmation of the status of the Partner company. Review QPA guidance to clarify the impact of any status change to the company and ensure that any required due diligence is carried out and queries resolved.</p> <p>Evidence: Updated checklist and guidance as required.</p> <p>Action: Communication to relevant teams to ensure that Accreditation Manager is informed where an issue with partner engagement arises which may impact on the QPA.</p>	31 July 2018	30/7/2018

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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			Evidence: Copy of communication Action: Issue MoV to Partner listing all the qualifications in the SQA & NSAFD QPA Evidence: Copy MoV		
2. Principles 1, 7 and 14	SQA failed to notify SQA Accreditation that it had uncovered the existence of construction SVQs which were not authentic.	Medium	Action: Update current process to ensure SQA Accreditation are notified when SQA Awarding Body becomes aware of the existence of certificates which are not authentic. Evidence: Updated process	30 June 2018	29/6/2018
3. Principles 4 and 15	The awarding body must develop procedures which ensure that certification matters which require corrective action are dealt with consistently and in line with a risk based approach.	Medium	Action: Establish risk-based criteria which will be used to ensure a consistent approach to certification matters which require corrective action. Update process to ensure reasonable efforts are made to recall incorrect certificates before reissuing corrected certificates. Evidence: Risk – based criteria and updated process	30 September 2018	9/10/2018

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4. Principles 7 and 10	The awarding body has made changes to the assessment methodology which it submitted at the time of accreditation for its Construction SVQs.	High	<p>Action: Add information for clarification re video evidence from the workplace to the document “Requirements to Assessment for Construction SVQs” and submit amended document to SQA Accreditation for approval Evidence: Updated documentation as stated</p> <p>Action: Publish document on SQA Construction Craft webpages Evidence: link to relevant web pages</p> <p>Action: Alert all SQA Craft centres to the revised document via SQA Newsletter Evidence: Link to newsletter</p>	30 September 2018 Extension to 31 October 2018 Extension to 31 January 2019	31/1/2019