

## 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 27 November 2019.

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 10	The awarding body has a substantial number of outstanding approved training centre (ATC) actions which are beyond the target dates shown on Synergy.	Low	All EQA's have received a notification from the Head of Compliance and Assurance detailing all outstanding and overdue actions that have been set for the ATC's they have been allocated. This was sent on 18 <sup>th</sup> September 2019, along with a detailed report to each individual EQA. The Compliance and Assurance Team are chasing the EQA's weekly to ensure the deadline is met. The EQA's have been given a deadline of 29 <sup>th</sup> November 2019 to complete the requirements which will allow sufficient time for the Compliance and Assurance Team to review and address any outstanding actions that have not been completed by 31 <sup>st</sup> December 2019.	31 <sup>st</sup> December 2019	20/1/2020

**Action Plan approved by ACG on 06 November 2019**

<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.