

Action Plan



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

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 & 3	The awarding body risk register appears not to have taken an in-depth account of the short-term or long-term potential risks and impact posed by the COVID-19 pandemic to the business. Additionally, the <i>Risk Management Strategy</i> document makes no reference to taking account of external	Medium	We will review the risk register and add further short-term and long-term potential risks posed by the COVID-19 pandemic. We will also note in the Risk Management Strategy document that we will add external concerns when deciding risk plus give examples of these,	Monday 30 th August 2021	6/8/2021

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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	concerns when deciding risks.				
2. Principle 6	It appears that a newly introduced document in the document control register, <i>EQA Observation of Assessment Monitoring Report Version 1.0</i> has not been logged.	Low	We will log the EQA Observation of Assessment Monitoring Report Version 1.0 on Sharepoint as well as ensure this has been updated in the document control register.	Monday 30 th August 2021	6/8/2021

Action Plan approved by ACG on Wednesday 14 July 2021