

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 4 March 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 11	A review of the <i>Equality and Diversity Policy, QUA024-4.0, 01/03/2016</i> , identified that further clarity is required in outlining the protected characteristics as defined by the Equality Act 2010.	Low	<p>Action: A full review of the equality and diversity policy will be undertaken by Smart Awards.</p> <p>We will ensure there is legislative context or explanation of what constitutes a protected characteristic in respect of education.</p> <p>Evidence: SQA Accreditation will be provided with a copy of the revised Equality and Diversity Policy. The revised policy will also be uploaded to SQA Accreditation SharePoint and added to Smart Awards website</p>	31/03/2020 Extension to 30 April 2020	24/3/2020

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.

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
2. Principle 13	A review of the <i>Appeals Policy, QUA161- 4.0, 01/03/2016</i> , indicated a need to revise some of the wording around the role of SQA Accreditation in the appeals process.	Low	<p>Action: A full review of the appeals policy will be undertaken by Smart Awards.</p> <p>We will revise the wording around the role of SQA Accreditation in the appeals process to ensure the policy is clear.</p> <p>Evidence: SQA Accreditation will be provided with a copy of the revised Appeals Policy. The revised policy will also be uploaded to SQA Accreditation SharePoint and added to Smart Awards website</p>	31/03/2020	19/3/2020
3. Principle 14	A review of the <i>Malpractice and Maladministration Policy, QUA098 – 4.0, 01/03/2016</i> , noted no appropriate references to informing SQA Accreditation of both actual and suspected malpractice and	Low	<p>Action: A full review of the malpractice and maladministration policy will be undertaken by Smart Awards.</p> <p>We will revise the wording to clarify the process around informing SQA Accreditation of both actual and suspected malpractice and maladministration upon discovery.</p> <p>Evidence:</p>	31/03/2020 Extension to 30 April 2020	24/3/2020

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
	maladministration upon discovery.		SQA Accreditation will be provided with a copy of the revised Malpractice and Maladministration Policy. The revised policy will also be uploaded to SQA Accreditation SharePoint and added to Smart Awards website		

Action Plan approved by ACG on 26 February 2020