

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 24 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. Principle 10	The awarding body does not centrally record external quality assurance action points placed upon a provider. This is left to the individual External Quality Assurer (EQA) to monitor and manage, without overall awarding body oversight. Therefore, there is potential for the risk that action points may not be managed adequately and	Low	Following feedback regarding action monitoring, VTCT's Quality Assurance Department created a risk register in March 2017 to record all Scottish Centres where medium risk/high risk is identified as part of an EQA visit. A summary of the report actions are now recorded onto the log and the Quality Lead is now responsible for reviewing action progress and ensuring the EQA's are following these up with centres. VTCT will upload a copy of the new risk monitoring log to the SQA sharepoint.	31 st May 2018	23/5/2018

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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	closed out by dates set by EQA.				
2. Principle 15 and Regulatory Principles Directive 3	The certificate for SQA accredited qualifications did not make a statement regarding the credit rating body and also noted the term 'grade' on the SVQ certificate.	Low	In response to this feedback, VTCT has amended the SVQ certificate template to include a statement regarding the credit rating body and also the grade has been removed. The new certificate template has been uploaded to the SQA Sharepoint.	30 April 2018	23/5/2018

Action Plan approved by ACG on 23 May 2018