

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 30 January 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 6	The Qualification Handbooks for both the Certificate in Optical Care at SCQF Level 5 and the Certificate in Optical Care at SCQF level 7 show incorrect resit timescales for the Level 5 award, as well as an incorrect qualification code for the Level 7 award.	Low	Both handbooks were corrected in November and the WCSM website updated	Nov 2017	25/1/2018
2. Principle 10	Relevant WCSM guidance and regulations does not reflect the need for an appropriate level of quality assurance of examinations at e-assessment venues, as well as	Low	The policy for spot checks on assessment venues at the time of assessment will be amended to include e-assessment venues	28 Feb 2018	13/3/2018

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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	an implementation of such activity at the earliest opportunity.				
3. Principle 11	In the Association of British Dispensing Opticians' (ABDO) <i>Examination Application Entry Form</i> the statement that there is a requirement set by the regulatory authorities that 'statistical information' regarding equal opportunities be provided is erroneous in respect of SQA Accreditation.	Low	The Examination Application Entry Form was amended to exclude this statement in December 17 and will be uploaded to the ABDO website by 28 Feb 18	28 Feb 2018 Extension to 31 October 2018	20/09/2018
4. Principle 15 and Regulatory Principles Directive 2	A review of WCSM's quarterly data returns for the period following the 2016 audit to date highlighted anomalies with registration data.	Low	The recently appointed WCSM Administrator is now clear on the process and for the Jan 18 SQA Accreditation return, very aware to not record resits. The working form with notes that we use to complete the return has a large bold note to not include resits.	Jan 12 2018	25/1/2018

Action Plan approved by ACG on 24 January 2018