



Action Plan

This Action Plan must be electronically completed and submitted in Microsoft Word format to regulation@sqa.org.uk by 3rd September 2014.

Issue number	Detail of Issue recorded	Risk rating	Proposed action (Please include a description of your intended methodology and details of the evidence that will be provided.)	Target date for completion	Date Issue closed out (SQA use)
1. Principle 9	Focused standardisation discussions of SQA accredited qualifications could not be evidenced.	Medium	<p>1A: Place relevant centres under action plan requesting that standardisation discussions are integrated into monthly team meetings. These are required to be evidenced through meeting minutes uploaded into <i>Athena</i> the 1st4sport quality assurance system.</p> <p>1B: Conduct checks via <i>Athena</i> to ensure that the centre actions have been completed.</p> <p>Closed out 31 October 2014.</p>	31.10.14	
2. Principle 10	A small number of assessor occupational competence qualifications, assessor trainer qualifications and up to date continual professional development records could not be evidenced.	Medium	<p>2A: Place relevant centres under action plan requesting that assessor occupational competence qualifications, assessor trainer qualifications and continual professional development records are uploaded into <i>Athena</i> the 1st4sport quality assurance system. Evidence records which are deemed to be appropriate include valid copies of certificates, CVs, testimonies, references and event delegate lists.</p> <p>2B: Conduct checks via <i>Athena</i> to ensure that centre actions have been completed</p> <p>2C: Send e-bulletin to all recognised centres to request that the workforce competency and CPD evidence is being uploaded into <i>Athena</i>. Send e-bulletin to all EVs to enforce checks.</p> <p>Closed out 31 October 2014.</p>	31.10.14	

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3. Principle 14	No provider-devised or awarding body policy regarding maladministration could be evidenced.	Low	<p>3A: Conduct a review of the current <i>Maladministration/Malpractice Policy</i> template provided to centres ensuring all references to maladministration are updated with an accurate definition and related handling and investigation processes.</p> <p>3B: Place the relevant centres under action plan requesting that that the revised template is branded appropriately and implemented via effective communication to 1st4sport, centre staffs and candidates. Evidence of completion will include the policy upload to <i>Athena</i> and details of the method of communication to centre staffs and candidates.</p> <p>3C: Conduct checks via <i>Athena</i> and via electronic means to ensure that centre actions have been completed.</p> <p>Closed out 31 October 2014.</p>	31.10.14	