

## Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@sqa.org.uk](mailto:regulation@sqa.org.uk) by 17 May 2017.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided <small>(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.)</small>	Target date for completion by awarding body <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 10	AFS had not complied with its own procedures for external quality assurance as stated within its <i>AFS Awarding Body Regulations</i> (December 2014).	High	<p><b>Action 1:</b> AFS has appointed an External Verifier to undertake external verification on Licensing Board Members Training courses being delivered on 5<sup>th</sup> and 6<sup>th</sup> of June 2017.</p> <p><b>Evidence to be provided to SQA Accreditation:</b> Copies of external verification reports dated 5<sup>th</sup> and 6<sup>th</sup> of June 2017.</p> <p><b>Action 2:</b> AFS will review its Procedures for external quality assurance as a matter of priority after the Licensing Board Members Training courses being delivered.</p>	30 June 2017	

<sup>1</sup> 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.

<sup>2</sup> 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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			<p><b><u>Evidence to be provided to SQA Accreditation:</u></b> AFS to provide a copy of its reviewed external verification procedure.</p> <p><b><u>Action 3:</u></b> AFS will implement new external verification schedule and procedure.</p> <p><b><u>Evidence to be provided to SQA Accreditation:</u></b> AFS to provide its schedule of external verification from 1 April 2018 – March 2019</p>	<p>31 November 2017</p> <p>1 April 2018</p>	

Action Plan approved by ACG on 7 June 2017