

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 05 July 2017.

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. Principles 6, 10	Declaration forms relating to plagiarism had not been signed by some candidates. The provider was unable to provide signed versions of these forms for two of the candidates whose evidence was sampled.	Low	<p>The Centre has developed a new process to collect signed Plagiarism Statements electronically within their Learner Academy – from 1st July 2017 learning materials will not be released to learners until signed copies of the plagiarism statements have been obtained.</p> <p>As part of the annual External Quality Assurance visit the BIFM EQA will check this process is taking place and record on the EQA report.</p> <p>Evidence – welcome email including plagiarism statement. Flowchart process/chart showing if plagiarism statement is completed</p>	31/07/2017	11/8/2017

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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2. Principles 6, 8	The provider doesn't hold copies of staff certificates relating to competence and was therefore unable to produce these upon request by the Accreditation Auditor.	Low	<p>The Centre will obtain all relevant certificates from staff by 30th June 2017 – scanned copies will be stored in individual staff files.</p> <p>As part of the annual External Quality Assurance visit the BIFM EQA will check staff certificates are being scanned and kept in individual staff files. This will be recorded on the EQA report.</p> <p>Evidence – revised CPD record template, Staff appraisal policy, list of staff certificates.</p>	31/07/2017	11/8/2017

Approved at ACG 26/07/2017