

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 27 March 2019.

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 ¹	Date Issue closed out by SQA Accreditation ²
1. Principle 6	The provider's data protection policy has not been updated to take account of recent changes in legislation.	Low	<ul style="list-style-type: none"> • Circulated copy of issues recorded to EQA's • Held a meeting with both EQA's (see minutes attached Appendix 1) • Holding an EQA Standardisation Meeting on 22nd May 2019 (annual event, see Agenda attached Appendix 2) • BIIAB has in place mechanism for the recruitment, induction, training and ongoing advice, support and guidance for EQAs, this includes a 	31 December 2019	

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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			<p>process for auditing all EQA reports on a monthly basis.</p> <ul style="list-style-type: none"> • The monthly audit sampling plan covers all aspects of the EQA visit report over the period of a calendar year. The audit checks make sure that there is consistency across the EQA team in terms of approach, practice, decision making and judgments. • On a monthly basis, specific areas and EQAs will be chosen to be audited. The audit sample comes from completed EQA reports from the specific EQAs (e.g. July audit results come from EQA visit reports in June) • During 2019 all EQA Reports covering qualifications accredited by SQA have been and will continue to be audited on a monthly basis. Findings are documented and reviewed by the BIIAB Director, Mentors will address any identified 		

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			issues directly with the EQA. The BIIAB Director will accompany EQA's on visits during 2019 (see Overview Appendix 3)		
2. Principles 6, 10	Actions from External Quality Assurance (EQA) activity were not recorded in the awarding body's report.	High	<ul style="list-style-type: none"> • Circulated copy of issues recorded to EQA's • Held a meeting with both EQA's (see minutes attached Appendix 1) • Holding an EQA Standardisation Meeting on 22nd May 2019 (annual event, see Agenda attached Appendix 2) • BIIAB has in place mechanism for the recruitment, induction, training and ongoing advice, support and guidance for EQAs, this includes a process for auditing all EQA reports on a monthly basis. • The monthly audit sampling plan covers all aspects of the EQA visit report over the period of a calendar year. The audit checks to make sure that there is consistency 	31 December 2019	

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			<p>across the EQA team in terms of approach, practice, decision making and judgments.</p> <ul style="list-style-type: none"> On a monthly basis, specific areas and EQAs will be chosen to be audited. The audit sample comes from completed EQA reports from the specific EQAs (e.g. July audit results come from EQA visit reports in June). During 2019 all EQA Reports covering qualifications accredited by SQA Accreditation have been and will continue to be audited on a monthly basis. Findings are documented and reviewed by the BIIAB Director, Mentors will address any identified issues directly with the EQA. The BIIAB Director will accompany EQA's on visits during 2019 (See Appendix 3) 		

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3. Principle 10	The provider's CPD records had not been updated in line with the awarding body's requirements.	Low	<ul style="list-style-type: none"> • Circulated copy of issues recorded to EQA's • Held a meeting with both EQA's (see minutes attached Appendix 1) • Holding an EQA Standardisation Meeting on 22nd May 2019 (annual event, see Agenda attached Appendix 2) • BIIAB has in place mechanism for the recruitment, induction, training and ongoing advice, support and guidance for EQAs, this includes a process for auditing all EQA reports on a monthly basis. • The monthly audit sampling plan covers all aspects of the EQA visit report over the period of a calendar year. The audit checks to make sure that there is consistency across the EQA team in terms of approach, practice, decision making and judgments. • On a monthly basis, specific areas and EQAs will be chosen to be 	31 December 2019	

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			audited. The audit sample comes from completed EQA reports from the specific EQAs (e.g. July audit results come from EQA visit reports in June) <ul style="list-style-type: none"> • During 2019 all EQA Reports covering qualifications accredited by SQA Accreditation have been and will continue to be audited on a monthly basis. Findings are documented and reviewed by the BIIAB Director, Mentors will address any identified issues directly with the EQA. The BIIAB Director will accompany EQA's on visits during 2019 (see Overview Appendix 3) 		

Action Plan approved by ACG on 19 June 2019