

## 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 19 June 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 <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principle 6	Most of the qualification materials produced and used by the provider referenced the SQA accredited qualification, incorrectly, as the 'Level 2 Certificate in Housing Practice' rather than the 'CIH Certificate in Housing Practice at SCQF level 5'. The last external quality assurance report at the provider also referenced the qualification title incorrectly.	Medium	<p>In terms of correct referencing of SQA accredited qualifications within provider qualification materials and in external quality assurance reports, the following actions and evidence will be completed:</p> <ol style="list-style-type: none"> <li>Centre Newsletter – goes out to all centres on a bi-monthly basis.</li> </ol> <p>Evidence: Copy of newsletter.</p>	31 July 2019	26/7/2019

<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>2. Direct communication with all centres offering SQA accredited qualifications i.e.by letter.                      Evidence:                      Copy of letter.</p> <p>3. Direct communication with EQAs and Moderators allocated to the centres mentioned in point 2 above i.e. by email.                      Evidence:                      Copy of email.</p> <p>4. EQA/Moderator Training event planned for July 3<sup>rd</sup> 2019                      Evidence:                      Copy of Agenda</p>		

Approved by ACG on 19 June 2019