

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 20 June 2018.

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. Principle 6	The provider does not keep any record of the risk assessments that are carried out at assessment locations, or how any of the risks have been dealt with.	Low	<p>The EQAM will send out an email to all EAL Scottish providers and inform them of the requirements of undertaking risk assessments at all assessment sites. EAL will also highlight this requirement to all Providers through our Scottish Spotlight communications.</p> <p>EAL will continue to ensure that during External Quality Assurance (EQA) monitoring visits that Providers records of risk assessments are validated. Where identified that risk assessments do not</p>	30 October 2018	29/10/2018

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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			exist or are not sufficient then EAL will ensure appropriate actions are placed on to the centre. EAL will provide SQA Accreditation with a summary of EQA monitoring reports when quality assurance visits have been undertaken to Scottish Providers, end of July Email and Spotlight comms		
2. Principle 10	The provider does not undertake and record CPD for all of its assessment and verification staff.	Low	<p>The EQAM will send out an email to all EAL Scottish providers and inform them of the requirements of correctly recording assessment and quality assurance staff CPD activities. EAL will also highlight to Providers through our Scottish Spotlight communications.</p> <p>EAL will continue to ensure that during External Quality Assurance (EQA) monitoring visits that we validate the providers CPD records of all assessment and internal quality assurance staff. EAL will ensure that these meet the</p>	30 October 2018	29/10/2018

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			<p>requirements of CPD contained within the qualification manuals. EAL will provide SQA Accreditation with a summary of EQA monitoring reports when quality assurance visits have been undertaken to Scottish Providers.</p> <p>end of July Email and Spotlight comms</p>		
3. Principle 15	Candidate certificates and portfolios are not held securely.	Low	<p>The EQAM will send out an email to all EAL Scottish providers and reiterate the importance of the security of certificate and learners portfolios. EAL will also highlight to Providers through our Scottish Spotlight communications.</p> <p>EAL will continue to ensure that during External Quality Assurance (EQA) monitoring visits that we validate the security of learner’s portfolios and certificates and will advise providers on the correct protocol for their storage. EAL</p>	30 October 2018	29/10/2018

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			will provide SQA Accreditation with a summary of EQA monitoring reports when quality assurance visits have been undertaken to Scottish Providers, end of July Email and Spotlight comms		

Approved at ACG 4 July 2018