

## 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 10 October 2019

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 <sup>1</sup>	Date Issue closed out by SQA Accreditation <sup>2</sup>
1. Principles 6, 12,13	Policies at multiple providers failed to adequately reference SQA Accreditation as the regulator and in some cases EAL as the relevant awarding body	Low	(1) EAL to issue a notification to all centres to request that they review their policies to ensure that they adequately reference: <ul style="list-style-type: none"> <li>• SQA Accreditation as the regulator to ensure that candidates are not confused between SQA Accreditation and SQA the awarding body; and</li> <li>• EAL as the awarding body.</li> </ul> Notification to also include that providers policies must advise candidates of when they can appeal to EAL and the process for complaints to relevant bodies involved in the process.	15/11/2019	15/11/2019

<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><b>Evidence:</b>                      Copy of notification to centres.                      Sample of EQA reports documenting the monitoring / review of policies to check references to regulator, awarding body and the process for candidates to complain to relevant bodies (including at what stage).</p>		