



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 2 November 2023.

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 9	First Aid Awards Ltd must ensure that its provider's Data Protection policy reflects the update to the Data Protection Act in 2018, moving from compliance with eight to seven principles.	Low	<p>Action:</p> <p>FAA to email all centres asking them to review their data protection policy to ensure it is compliant with the Data Protection Act 2018 and allow them 8 weeks to complete this review.</p> <p>8 weeks after the newsletter has been sent, FAA will call in the centre's data protection policy to ensure it is compliant.</p> <p>Evidence to be submitted to SQA Accreditation:</p>	31/01/24	08/01/2024

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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			<ul style="list-style-type: none"> • Copy of newsletter sent to centres • Email confirmation of compliance once all policies have been reviewed by FAA 		
2. Principles 9 & 17	First Aid Awards Ltd must ensure that its appeals policy makes it clear that SQA Accreditation is unable to overturn assessment decisions or academic judgements.	Low	<p>Action:</p> <p>FAA to update its appeals policy.</p> <p>Evidence to be submitted to SQA Accreditation:</p> <p>Updated FAA Appeals Policy</p>	04/10/23	04/10/2023

Action Plan approved by ACG on Wednesday 04 October 2023