



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 3 February 2025.

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	FAA must ensure where specific data protection legislation is mentioned in its policies that it complies with current data protection legislation.	Low	<p>Action: FAA will review and update the affected documents and will continue to be aware of this issue moving forward when reviewing documents and creating new ones to ensure they meet this requirement.</p> <p>Evidence to be submitted to SQA Accreditation: The following updated documents will be sent to SQA Accreditation: Centre Manual Data Protection Policy Centre Application Pack</p>	28/02/2025	

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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			Maladministration and Malpractice Policy		
2. Principle 13	FAA must ensure that its providers' trainers and assessors meet the requirements as stipulated in its FAA Trainer/Assessor Requirements: First Aid for Mental Health.	Medium	<p>Action: FAA will contact all providers and remind them of their responsibility to hold all relevant documents and evidence on file. We will also ensure that providers are able to access all trainer/assessor evidence from our administration portal, FAAPlus should they ever need them such in this instance.</p> <p>Evidence to be submitted to SQA Accreditation: FAA will forward a copy of the email sent along with confirmation that this has been sent to all providers.</p>	28/02/2025	

Action Plan approved by ACG on Wednesday 12 February 2025