

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 11 February 2020.



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 Principle 6	A malpractice policy included in a current candidate portfolio was out of date.	Low	Issues raised with approved centres to revise and forward copy of the Malpractice policy to GQA Operations Manager for approval. Amended copy to be held at GQA office electronically. EQA to follow up on EQA centre visits. Evidence: Revised Malpractice Policy.	31/03/2020	7/4/2020
2. Principle 14	The Provider's Malpractice Policy does not meet GQA's requirements.	Low	Discussions with approved centres to highlight areas that need to be amended. Centre to provide amended version of the malpractice policy to GQA Operations Manager for review and approval. Electronic copy to be held at GQA office. Evidence: Revised Malpractice Policy. Copy of centre communications (monitoring reports / emails)	31/03/2020	7/4/2020

Action Plan approved by ACG on 19 February 2020

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.