

## 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 22 July 2022.

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 9 and 14	Provider had not complied with their own provider-devised Access to Fair Assessments Policy which states on page 30 that 'trainer/assessors will: Complete the End of Course Details Form (06) and annotate any reasonable adjustments that have been made and return to ITC First'.	Medium	<p><b>Action Point 1</b> ITC will remind providers of their obligations to implement their own published access to fair assessment and equality and diversity policies. This will be achieved using the regular ITC newsletter/email and 'messages to members' function of the ITC WebOffice.</p> <p><b>Evidence 1</b> - Copy of Excerpt from ITC Newsletter</p>	31/12/23	31/10/2023

<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 2</b> - Copy of "Message to members" on WebOffice</p> <p><b><u>Action Point 2</u></b>            ITC will monitor the reporting/recording of Reasonable Adjustments by Providers of SQA Accredited qualifications during the quarter, 1 July - 30 September 2023. This will be achieved by comparing the qualification documentation received by the ITC Office, which reports/requests reasonable adjustments, with the process described in the Provider's own policy. Where Providers are not fulfilling their obligations, ITC will take appropriate action.</p> <p><b>Evidence 3</b> - Copy of the monitoring spreadsheet detailing any Reasonable Adjustments requests.</p>		

**Action Plan approved by ACG on Wednesday 28 June 2023**