



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 23 May 2024.

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 5	ITC First must ensure that its providers' websites accurately reflects how its courses are delivered and assessed and pre-course information accurately informs learners undertaking the ITC Certificate in First Aid for Sport, Exercise & Fitness at SCQF level 6, that this course is assessed by	Low	<p>Action: ITC will produce a guidance note for Providers of ITC Regulated Qualifications, including those regulated by SQA Accreditation, detailing requirements for websites and pre-course information</p> <p>Evidence to be submitted to SQA Accreditation: Copy of the guidance note.</p>	30/11/2024	

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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	demonstration of practical performance.				
2. Principles 5, 9 and 13	ITC First must update their website with the current Assessment Principles for Regulated First Aid Qualifications (Version 7, 1 April 2022), approved by ACG on 30 March 2022, for both of these SCQF level 6 qualifications: the ITC Certificate in Emergency First Aid at Work and ITC Certificate in First Aid at Work.	Low	<p>Action: ITC Qualification Manager will review the website and amend to ensure the outdated version of the Assessment Principles for Regulated First Aid Qualifications is no longer available for download. ITC has decided to remove this downloadable file from its public website. Providers can access the file from the Members only section of the ITC WebOffice.</p> <p>Evidence to be submitted to SQA Accreditation: A screenshot of the page on ITC's public website for the qualification, the ITC Certificate in Emergency First Aid at Work at SCQF Level 6, demonstrating that the website has been updated, will be provided. A screenshot of the page on ITC's public website for the qualification, the ITC Certificate in Emergency First Aid at Work at SCQF Level 6 demonstrating that the website has been updated, will be provided.</p>	30/11/2024	

Action Plan approved by ACG on 29/05/2024