



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 8 March 2017

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, 14	The provider's malpractice policy makes no reference to maladministration.	Low	<p>MP Awards will send out an e-shot (email) to all Approved Centres to remind them of the requirement for a Maladministration & Malpractice Policy. Evidence: Email sent to All Approved Centres.</p> <p>Aspect to be added into the EV Systems Auditing Report. Evidence: Template of EV Systems Audit Report</p> <p>Include a reminder of the above in the next MP Awards' VQ Newsletter. Evidence: MP Awards' VQ Newsletter – March publication</p>	<p>31 March 2017</p> <p>31 March 2017</p> <p>31 March 2017</p>	

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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			SVQ Approved Centres to upload their policy to their own Client Login Area on the MP Awards website/or submit electronically which will then be checked individually by the Development Manager and copies forwarded as evidence to SQA. Evidence: Copies of Maladministration/Malpractice Policies from SVQ Approved Centres.	31 March 2017	

Action Plan approved by ACG on 22/02/2017