

Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 24 February 2021.



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. Principles 6 & 10	An incorrect and out-of-date version of <i>MP Futures SSO Assessment Strategy 2015</i> ACG Approved 19 December 2015 has been uploaded on SharePoint. Moreover, an extract from this incorrect document is included in <i>MP Awards Centre Manual</i> (May 2017) which has also	Medium	The current version of the MP Futures Assessment Strategy (version 4 June 2018) has now been uploaded onto SharePoint. <u>Action:</u> The Centre Manual (May 2018) is currently under review along with other associated documents. It is intended that the content will direct users to specific policies etc. rather than include extracts but where appropriate details will be included. This is an ongoing project as all documents will need to	1 st September 2021 Extension given until 31 January 2022	

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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	been uploaded on SharePoint.		be released at the same time so an extended lead time is required. <u>Evidence:</u> MP Awards will then provide SQA Accreditation with a copy of its updated Centre Manual.		
2. Principles 6 & 10	Provider 1 was unable to provide the Accreditation Auditor with copies of training and occupational qualification certificates or continuing professional development (CPD) records for its Assessors and Internal Verifiers for the Accreditation Auditor to ensure compliance with <i>MP Futures SSO Assessment Strategy 2018</i> ACG Approved 27 June 2018.	Medium	<u>Action:</u> The Provider is to make available training records and/or CPD records for all registered Assessors and Internal Verifiers involved in the delivery of SVQs. <u>Evidence:</u> MP Awards will then provide SQA Accreditation with a summary of this review.	1 st April 2021	25 March 2021

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3. Principle 6	Provider 1 was unable to provide the Accreditation Auditor with a copy of its conflict-of-interest policy.	Very Low	<p><u>Action:</u> MP Awards will request that the Provider makes available their Conflict-of-Interest policy for review.</p> <p><u>Evidence:</u> MP Awards will then provide SQA Accreditation with a copy of the providers Conflict-of-Interest Policy.</p>	1 st April 2021	25 March 2021
4. Principles 6 & 12	The MP Awards/centre-devised <i>Complaints Policy</i> (March 2019) given to the Accreditation Auditor by Provider 1 does not inform candidates that, if still not satisfied with the outcome of a complaint to the awarding body, they have the right to escalate a complaint to SQA Accreditation as the qualifications regulator.	Low	<p><u>Action:</u> MP Awards will ensure the Provider is fully aware of the need to include SQA Accreditation as the qualifications regulator in their Complaints Policy and give candidates the option to escalate to SQA Accreditation, as the qualification regulator.</p> <p><u>Evidence:</u> MP Awards will request that the updated policy is made available for review and then provided to SQA Accreditation.</p>	1 st April 2021 Extension to 9 April 2021	13/04/2021

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5. Principles 6 & 13	Provider 1 was unable to provide the Accreditation Auditor with a copy of its Appeals Policy.	Low	<p><u>Action:</u> MP Awards will request that the Provider makes available their Appeals policy for review.</p> <p><u>Evidence:</u> MP Awards will then provide to SQA Accreditation with a copy the providers Appeals policy.</p>	1 st April 2021 Extension to 9 April 2021	8 March 2021
6. Principles 6 & 14	The centre-devised <i>Malpractice/Maladministration Policy</i> document provided to the Accreditation Auditor by Provider 1 makes incorrect references to SQA, when it should be SQA Accreditation, as the qualifications regulator.	Low	<p><u>Action:</u> MP Awards will ensure the Provider is fully aware of the need to include SQA Accreditation as the qualifications regulator in their Malpractice & Maladministration Policy.</p> <p><u>Evidence:</u> MP Awards will request that the updated policy is made available for review and then made available to SQA Accreditation.</p>	1 st April 2021	25 March 2021

Action Plan approved by ACG on 17 February 2021