

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 31 March 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	Provider 1 was unable to provide the Accreditation Auditor with copies of occupational qualification certificates for two out of its seven assessors. The certificates allow the Accreditation Auditor to ensure compliance with the Assessment Strategy for Construction and the Built Environment — Plant Operations and Controlling Lifting	Low	Action: <ul style="list-style-type: none"> • Provider to review it's process for the retention of evidence associated with approved assessors • QFI External Verifier (EV) to audit this process and ensure that provider's assessor records match those previously held by QFI Evidence to be provided to SQA Accreditation: <ul style="list-style-type: none"> • Copy of provider's process for the retention of assessor competence evidence • Copy of completed QFI EV audit report including auditing providers process for retention of assessor competence 	30 April 2021	29/4/2021

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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	Approved by ACG, 23 January 2019 (version 2) or in <i>P011 QFI Centre Handbook</i> , 3 May 2018 (version 3).				
2. Principles 6 & 11	The provider-devised Q16b <i>Equal Opportunities Policy — Candidate</i> , 28 August 2019 (version 3) document given to the Accreditation Auditor by Provider 1 does not reference all nine protected characteristics — it is missing gender reassignment and pregnancy and maternity.	Low	Action: Require provider to review and revise it's Equal Opportunities Policy Evidence to be provided to SQA Accreditation: Copy of revised Equal Opportunities Policy for provider 1	30 April 2021	29/4/2021
3. Principles 6 & 11	Provider 1 is not complying with Annex 2 Reasonable Adjustments and Special Consideration in QFI <i>P011 QFI Centre</i>	High	Action: Require provider to provide its current policy to QFI. EV to audit this to identify where non-compliances are and specify actions to be taken by the provider. Evidence to be provided to SQA Accreditation:	30 April 2021	29/4/2021

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	<i>Handbook, May 2018 (version 3) or with its own provider-devised Q95 Reasonable Adjustments and Special Considerations Policy (Candidates), July 2018 (version 1).</i>		Copy of external verification action plan for provider 1 showing actions identified in relation to reasonable adjustment and special considerations and when these were closed out by QFI's external verifier.		

Action Plan approved by ACG on 03 March 2021