

## 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 11 February 2019.

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>2</sup>	Date Issue closed out by SQA Accreditation 2
1. Principle 11	The teacher and both learners have not complied with UKA Dance <i>Reasonable Adjustments and Special Considerations</i> procedure, which states that 'Learners and Teachers should send requests for reasonable adjustments to UKA Dance before the assessment'.	High	UKA have been reminded of the timelines for applications for Reasonable Adjustments and that UKA is responsible for processing and communicating adjustments agreed to centres and examiners. RSL monitors these provisions, this reminder was given at a face to face meeting with UKA on 22nd January, a result of which the attached action plan, produced by RSL for UKA, was updated to include steps to ensure that centres are aware of the application process for Reasonable Adjustment.	8th March 2019  Extension given to 10 June 2019	10/7/2019

<sup>1</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.

<sup>2</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.

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 2
			<p>Awareness raising will be via publications, the website, annual Congress and other CPD events for teachers)</p> <p>UKA Dance will make sure that teachers are reminded about the policies. These will be highlighted once again at both the Aberdeen and Blackpool conferences.</p> <p>RSL will provide SQA Accreditation with a copy of communication from Blackpool 8<sup>th</sup> – 10<sup>th</sup> February and Aberdeen 1<sup>st</sup> &amp; 2<sup>nd</sup> June conferences reminding teachers of highlighted UKA Dance Reasonable Adjustment and Special Considerations policy. (Evidence received 13 March 2019)</p> <p>Steps to ensure adequate training for examiners regarding Reasonable Adjustments and Special Considerations policy and procedures will be discussed and implemented at the forthcoming examiner standardisation training sessions. This will take place on 31<sup>st</sup> May 2019.</p>		

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			<p>RSL will provide SQA Accreditation with copy of minutes of next UKA Dance examiner training session.</p> <p>Increase the visibility of and proactively offer reasonable adjustments and special considerations application form at point of booking an examination. UKADance will adapt its online booking form to enhance the visibility that UKADance offers reasonable adjustments and special considerations.</p> <p>RSL will provide SQA Accreditation with a copy of the adapted UKA Dance online booking form.</p> <p>As shown in the Action Plan, the date for completion is 1st March. This date was brought forward from the original date of 31st March, in order to expediate on going actions.</p>		

Action Plan approved by ACG on 06/03/2019