

Action Plan



This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 25 May 2020.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided <small>(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.)</small>	Target date for completion by awarding body ¹	Date Issue closed out by SQA Accreditation ²
1. Principles 6 and 10	Provider 1 did not have any certificates for its internal quality assurer to evidence either a current first aid qualification or an internal quality assurance qualification. Additionally, the tutor/assessor did not have a copy of their current first aid certificate.	Medium	1.) Conduct an audit sample of 20 centres to forward copies of their assessor/IQA certification and FAW award. Evidence: audit sample	31 st July 2020 (This may need to be extended depending on current lockdown being extended)	23/11/2020

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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	<p>Secondly, the provider had received a recent external quality assurance visit from SafeCert but the lack of staff certificate evidence was not highlighted as would be expected. When reviewing the <i>SafeCert EQA Centre Visit Form</i>, the Accreditation Auditor noted that there are no specific criteria listed which direct external quality assurers to check and record evidence of staff competence.</p>		<p>2.) Amend the EQA Centre Visit Form, so it will clearly ask for the names of assessors and IQAs, as well as a check on their certification.</p> <p>3.) Include on the EQA Centre Visit Form, a section to include the FAW expiry date of the assessors and IQAs at the centre if they offer first aid awards.</p> <p>4.) Conduct an update to all EQA's on the new form and procedures</p>	<p>31st July 2020</p> <p>Extension 2 October 2020</p> <p>Extension 30 November 2020</p>	

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			Evidence: Updated EQA Centre Visit Form EQA Minutes of meetings to show EQA have been updated to the new form and procedures.		

Approved at ACG 20/05/2020