Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 20 June 2024.

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 10, 11, 12	The awarding body must ensure that it has robust systems and processes in place for the identification, design, development, implementation and review of qualifications, which meet the needs of users.	Medium	**Action:** We will finalise the redevelopment of our processes for the identification, design, development, implementation and review of qualifications, this includes finalising: • the qualification development handbook • a process map for qualification development • the qualification review handbook • a process map for qualification review • forms to support the qualification development and review processes	20.12.24	28/1/2025

[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 t 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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			Evidence to be submitted to SQA Accreditation: The following evidence will be uploaded to SharePoint and an email will be sent to the Regulation Manager to confirm completion of the action taken: • Qualification development handbook • Qualification development process map • Qualification review handbook • Qualification review process map • VQ061 New qualification idea form • VQ062 New qualification business case • VQ063 Qualification development Project Plan • VQ064 Assessment Strategy template • VQ065 Qualification specification template • VQ066 Unit template • VQ067 Gate review checklist • VQ068 Qualification Release Form • VQ069 Qualification Approval Form • VQ070 Qualification Implementation Checklist		

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			Further evidence will also be provided that underpins the implementation and review process, these are currently in the early stage of redevelopment.		
2. Principles 13, 16	The awarding body must ensure documentation used for the approval and monitoring of providers complies with *SQA Accreditation Regulatory Principles* (2021) requirements.	Low	**Action:** The Operations & Compliance Manager has met with the AO Administrator and EQA team to agree the required changes. VQ001a Approved Centre Application and Recognition Form and VQ021 Approved Centre Monitoring Report will be updated to include reference to the complaints escalation route to SQA Accreditation for qualifications, and where appropriate, the Scottish Public Sector Ombudsman (SPSO) ensuring EQAs check and record this during centre monitoring. This task is being incorporated into a wider review of forms relating to centre monitoring. **Evidence to be submitted to SQA Accreditation:**	30.09.24 Extension to 31/10/2024 Extension to 20/12/2024	6/1/2025

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			The following evidence will be uploaded to SharePoint and an email will be sent to the Regulation Manager to confirm completion of the action taken: • Revised VQ001a Approved Centre Application and Recognition Form • Revised VQ021 Approved Centre Monitoring Report		

Action Plan approved by ACG on 05/06/2024