Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@sqa.org.uk by 3 February 2025.

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. Principle 5	RAD must undertake an urgent review of policies, procedures, and guidance documents to ensure currency, through standardised version control, so that the latest version is available on SharePoint.	Low	**Action:** RAD had already commenced a review of all policies, procedures, forms and guidance documents. The most urgent external policies have now been updated and released on the new RAD website for customers. The rest are ongoing but due for completion by the end of the first quarter 2025. There will then be a more regular review period, annual in the majority of cases. A new filing structure has also been established for For Checking, For Change, Final versions and	1st April 2025	28/3/2025

[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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			published versions, as well as a record of review and version on each document. **Evidence to be submitted to SQA Accreditation:** All updated documents will be uploaded to the portal as they are published. Summary list of documents reviewed by 1st April Screenshot of the new 'For Checking' filing structure.		
2. Principle 9	RAD must revise the *RAD exams – specifications, rules, and regulations for qualifications regulated in England, Wales, Northern Ireland and Scotland* document to ensure that it correctly references both the current qualification codes for SQA accredited provision and the SCQF Framework.	Low	**Action:** Completed. SCQF has been added as part of a table so RAD qualifications clearly show in comparison to RQF and SCQF levels now. Similarly, all credits and qualification numbers have been checked and amended where relevant. As a further addition, a review is to be conducted to ensure that all the language is used and Scotland/SQA Accreditation are referenced everywhere necessary. **Evidence to be submitted to SQA Accreditation:**	1st March 2025	24/2/2025

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			Link to location on website of newly published document - RAD-Specifications-012025_3.pdf		
3. Principle 15	Since RAD confirmed that unit certificates had been issued to candidates, it must make a sample certificate available for scrutiny and approval by the Regulation Manager. It should also provide a brief summary report noting which units have been certificated to date, as well as the number issued going back to the point of accreditation.	Low	**Action:** RAD will create sample certificates and submit them to the Regulation Manager. A summary and anonymized list will be created by the Compliance Manager and submitted with details on unit certifications to date, linked to SQA accredited provision. **Evidence to be submitted to SQA Accreditation:** Unit certificate examples, summary and list to be emailed.	1st March 2025	12/2/2025

Action Plan approved by ACG on Wednesday 12 February 2025