



## Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to [regulation@qualifications.gov.scot](mailto:regulation@qualifications.gov.scot) by 13 August 2026

| Issue number    | Detail of Issue recorded                                                                                          | Risk rating | Proposed action and evidence to be provided<br>(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 Qualifications Scotland Accreditation <sup>2</sup> |
|-----------------|-------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1. Principle 13 | The awarding body has not conducted external quality assurance activity (EQA) within its own required timescales. | Medium      | <b>Action:</b><br>1.1 Review, collate and provide list of all EQA activity for centres delivering Qualifications Scotland Accreditation regulated qualifications to identify when sampling has taken place to ensure it is within policy/CASS Strategy<br><br>1.2 Share folder containing all EQA reports with Heads of Centre and remind them we also send them by email to the Head of Centre and other | 17/07/2026<br><br><br><br><br><br><br><br><br><br>17/07/2026 |                                                                             |

<sup>1</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.

<sup>2</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.

| Issue number                | Detail of Issue recorded                                                                                              | Risk rating | Proposed action and evidence to be provided<br>(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 Qualifications Scotland Accreditation <sup>2</sup> |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------|
|                             |                                                                                                                       |             | key centre personnel. (Shared via SharePoint 13/07/2026)<br><br><b>Evidence to be submitted to Qualifications Scotland Accreditation:</b><br>1.1 List of all EQA activity since 2021 for centres.<br>1.2 Copy of email sent to Head of Centres                                                                                                                                                                                                                                                                  | 31/07/2026<br>31/07/2026                                 |                                                                             |
| 2. Principle, 9, 16, 17, 18 | A number of the Provider's policies refer to 'SQA Accreditation' rather than 'Qualifications Scotland Accreditation'. | Very Low    | <b>Action:</b><br>2.1 Conduct Audit of all approved centres who offer qualifications Scotland Accreditation regulated qualifications to identify any policies that include reference to the regulator to ensure they are using the correct name and issue centre(s) with an action plan where changes are required.<br><br><b>Evidence to be submitted to Qualifications Scotland Accreditation:</b><br>2.1 Copy of any action plans sent to centres<br>2.2 Copy of centre's updated policies where appropriate | 31/08/2026<br><br>30/09/2026<br>30/11/2026               |                                                                             |

Action Plan approved by ACG on 22/07/2026