Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@qualifications.gov.scot by 9 April 2026.

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 Qualifications Scotland Accreditation [2]
1. Principle 18	The policies at providers 1 and 2 did not make it clear that all cases of actual and suspected malpractice and maladministration would be reported to the awarding body without delay.	Low	**Action:** Require all approved providers to update their internal policies to reflect this requirement. Confirm compliance via a formal declaration.	25/09/26	25/09/2026

[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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			Evidence to be submitted to Qualifications Scotland Accreditation Received confirmation that ATCs have confirmed compliance.		

Action Plan approved by ACG on 22/04/2026