



Action plan

| Principle | Issue | Risk rating | Proposed action | By whom | Target date | Date evidence received by SQA Accreditation | Date closed |
|-----------|--|-------------|---|--------------------------|--------------|---|-------------|
| 3. | The Subscribers do not hold formal approval from ACCA as they have not been formally assessed by ACCA, therefore the quality of tuition that students may receive from Subscribers cannot be guaranteed. | Medium | i) Interim measures are in place to indicate 'Subscriber – not Quality Assured' on Tuition Provider Directory and highlight the ALPs which are quality assured by ACCA. | ALPs team | March 2013 | 12.10.12 | 15.11.12 |
| | | | ii) In addition supporting guidance on the global website will be made even clearer for students wishing to use the Directory. | ALPs team | October 2012 | 12.10.12 | 15.11.12 |
| 7. | The awarding body had not notified their Approved Learning Partners that SQA Accreditation requires access to carry out centre monitoring activity. | Medium | iii) Emails sent to Subscribed and Approved Tuition Providers teaching FIA Qualifications, Scottish exam centres and Scottish CBE centres. | ACCA Scotland | 7/08/2012 | 12.10.12 | 15.11.12 |
| | | | | Exam Centre Network team | 9/08/2012 | 12.10.12 | 15.11.12 |
| | | | | CBE Delivery team | 17/08/2012 | 12.10.12 | 15.11.12 |

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|-----------|--|-------------|--|------------------|---|---|-------------|
| 20. | ACCA were unable to produce the evidence of external verification. | Low | iv) The ALPs Review will take on board this issue as part of this project. | ALPs review team | Review completion March 2013 with further timescales for change to be identified as part of the project. ACCA will keep SQA updated when timescales determined. | Date agreed with solution 21.11.12 | 10.02.13 |
| | | | vi) Interim – ALPs team to review the way it currently manages its documentation to ensure all external verifications are stored centrally and are easily accessible by appropriate staff. The team are undertaking data migration activity to move all files into a consistent system in the shared departmental drive until the ALP review agrees the process going forward. | ALPs team | November 2012 | 12.10.12 | 15.11.12 |

Signatures of agreement of action plan

For and on behalf of ACCA

Signature



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Date

16/11/2012

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For and on behalf of SQA Accreditation:

Signature

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Date

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