



5 Action Plan

A separate document in Microsoft Word has been forwarded with this provider report.

Areas of concern	Requirement	Risk rating	Proposed action (Please include a description of your intended methodology and details of the evidence that will be provided.)	Target date for completion
Principle 5	The awarding body must ensure qualification materials given to tutors/assessors/candidates accurately reflect the SQA Accredited qualification being delivered.	Low	<p>After discussions with SQA on 23/7/14 CIH AB will ensure that all qualification materials accurately reflect SQA information. CIH AB will contact SQA if further guidance is required.</p> <p>EQA's will be sent communication detailing the importance of checking course materials to confirm they accurately reflect the accredited qualification being delivered and record this as having being checked within the EQA report</p>	31/12/14
Principles 6 and 8	The awarding body must ensure the provider holds records of staff CPD.	Medium	<p>CIH AB will ensure that the provider holds records of staff's CPD by emailing Provider updates noting the importance of holding CPD</p> <p>EQA's will be sent communication detailing the importance of checking CPD and recording this as having being checked within the EQA report</p> <p>CIH AB will update its centre visit form so this is queried and checked when EQAs complete their reports after centre inspection. Closed out 30 September 2014.</p>	30/9/14

Areas of concern	Requirement	Risk rating	Proposed action (Please include a description of your intended methodology and details of the evidence that will be provided.)	Target date for completion
Principle 10	The awarding body must ensure all aspects of qualification delivery are quality assured by the external verifier, including visits to satellite sites.	Medium	<p>CIH AB will ensure that all aspects of qualification delivery are quality assured by the external quality assurer including satellite sites.</p> <p>EQA's will be sent updated guidance/communication directing them that visits to satellite sites are required to be undertaken on a regular basis and recorded within EQA report.</p> <p>Closed out 30 September 2014.</p>	30/9/14
Principle 12	The awarding body must ensure candidates undertaking SQA Accredited qualifications are aware how and when they can contact SQA Accreditation as the qualification regulator.	Low	<p>The CIH AB website has been updated to meet SQA requirements.</p> <p>CIH AB will brief the two external quality assurers responsible for SCQF qualifications so that they can relay to tutors/assessors of how and when they can contact SQA as the qualification regulator</p> <p>Related to Principle 5, all CIH AB materials will be updated to accurately reflect SQA information</p>	31/12/14