



Action Plan

This Action Plan must be electronically completed and submitted in Microsoft Word format to regulation@sqa.org.uk by 3 September 2014.

Issue number	Detail of Issue recorded	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	Date Issue closed out (SQA use)
1. Principle 1	EQL's revised policies, procedures and guidance documentation have been written primarily with Ofqual in mind. Although, a number of references to SQA Accreditation exist they are often generic (i.e. SQA), not applied consistently across the documentation and do not indicate a detailed knowledge of SQA Accreditation's current regulatory requirements.	Medium	Review EQL policies, procedures and guidance documentation and revise it to ensure that <ol style="list-style-type: none"> 1. A consistent approach to referencing SQA accreditation is in place across the documentation 2. The referencing demonstrates a detailed knowledge of the SQA Accreditation's current regulatory requirements <p>Evidence: Revised EQL policies, procedures and guidance documentation</p> <p>Extension 31 December 2014</p>	01/11/2014	10/12/2014

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2. Principle 14	A review of EQL's Maladministration and Malpractice Policy, April 2014, and Maladministration and Malpractice Procedure, April 2014, indicates a potential for inconsistency regarding the need to inform SQA Accreditation of any suspected cases of malpractice or maladministration.	Low	Review the Maladministration and Malpractice Policy, April 2014, and Maladministration and Malpractice Procedure, April 2014 with the aim to reduce the caveats regarding the process of SQA notification of any suspected cases of malpractice or maladministration Evidence: Amended Maladministration and Malpractice Policy, and Maladministration and Malpractice Procedure,	01/11/2014	27/11/2014
3. Principle 15 Regulatory Principles Directive - RPDIR 3	EQL's Unit certificate template misrepresents the role of the SCQF by encouraging stakeholders to believe that it is a type of qualification akin to the status afforded qualifications that reside within the QCF.	Low	Change the Unit certificate template to state 'Certificate of Unit Credit' Evidence: Amended Unit certificate template	10/06/2014	17/9/2014