



7 Action Plan

A separate document in Microsoft Word has been forwarded with this Audit 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 1 Regulatory Principle Directive 2	<p>It was identified that the awarding body system for recording candidate data appeared to fail to record certifications within a given quarter if there was not an equivalent registration in the same quarter.</p> <p>As a consequence, it was confirmed that the data returned to SQA Accreditation to date was not fully accurate in terms of candidate registrations and certifications.</p>	Medium	<p>A new process has been developed for collecting certification figures for SQA. This has been documented and is in Quickr, Principle 1 – SQA QMIS Report User Guide. This process is now being used to provide correct statistical data returns to SQA Accreditation.</p> <p>Closed out 7 May 2014.</p>	31 January 2014
Principle 22 Regulatory Principle Directive 3	<p>The audit team noted that certificates identified the approved centre responsible for the delivery of the qualification, in contravention of the requirements of Regulatory Principles Directive 3.</p>	Low	<p>Centre names have been removed from the template used for producing certificates for Scottish qualifications. The example provided in Quickr, Principle 21-22 Certification is the one being used. An updated certificate issue process will be developed and uploaded into Quickr.</p> <p>Closed out 7 May 2014.</p>	31 March 2014