



## 7 Action plan

A separate document in Microsoft Word has been forwarded with this Audit Report.

Areas of concern	Issue	Risk rating	Proposed action	Target date for completion
Principle No. 6	Available evidence has shown that IMI Awards Ltd has not provided the required data in respect of candidate registrations and certifications for all currently accredited qualifications within the mandatory quarterly returns.	Low	Identify errors in data submission. Submit required data in respect of candidate registrations and certifications for all currently accredited qualifications within the mandatory quarterly returns. Extension to 31 October 2013. <b>Closed out 21 October 2013.</b>	12 July 13
Principle No. 18	The document entitled <i>Candidate Complaints and Appeals Procedure, CG02/Issue 1</i> available within the candidate section of the IMI Awards Ltd website does not meet the requirements for candidate referral of complaints and appeals to the qualification regulator.	Low	Update the IMI Awards website with the current version of the <i>Candidate Complaints and Appeals Procedure (Form00.4/Iss1/Aug12)</i> <b>Closed out 31 May 2013.</b>	31 May 13

Areas of concern	Issue	Risk rating	Proposed action	Target date for completion
Principle No. 22	Certificates of achievement for Vocational Competence Qualifications (VCQs), Workplace Core Skills, as well as credit achievement for all accredited awards, continue to contain the SQA Approved Awarding Body logo instead of the current SQA Accreditation logo.	Low	Update certificate templates for Vocational Competence Qualifications (VCQs), Workplace Core Skills, as well as credit achievement for all accredited awards, to show the current SQA Accreditation logo. <b>Closed out 31 May 2013.</b>	31 May 13