



## 5 Action Plan

A separate document in Microsoft Word has been forwarded with this centre 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
Principles 3,6 and 12	<p>The External Verifier must ensure, prior to a centre visit, that he/she has pre-selected candidates and assessment/satellite sites that is/are to be observed/ sampled.</p> <p>The importance of holding regular standardisation meetings must be reinforced to centres and the Awarding Body should continually monitor this situation.</p>	Medium	<p>PAA\Q-SET's External Verifier identifies with Centres, prior to the Verification Visit, which portfolios are to be available for his review and which assessment/satellite sites are to be visited. In addition, Centres are required to ensure that all learners' portfolios, who have been certificated since the last Verification Visit, are available for external verification.</p> <p>PAA\Q-SET have sent an email to our External Verifier who works in Scotland emphasising the need to predetermine candidates, assessment sites, portfolios to be sampled prior to the visit taking place</p> <p>The External Verifier will confirm the portfolio requirements for review and visit arrangements in an email prior to the proposed Centre Visit. The sample reviewed by the External Verifier will be recorded on the External Verification Visit Report.</p> <p>An E-Bulletin will be sent to all Centres emphasising the importance of Standardisation Meetings.</p>	<p>July 2014</p> <p>July 2014</p> <p>December 2014</p>

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
			PAA\Q-SET will continue to monitor the meetings and this is recorded on the EV Visit Report form	
Principles 13 and 14	The Awarding Body must ensure all centres have a Special Considerations/ Reasonable Adjustment Policy in place.	Medium	<p>An E-Bulletin will be sent to all Centres reiterating the requirement for a Special Considerations/ Reasonable Adjustment Policy or a clearly identifiable equivalent.</p> <p>This will be monitored by PAA\Q-SET's External Verifier and recorded on the EV Visit Report Form.</p>	<p>July 2014</p> <p>December 2014</p>
Principle 16	The Awarding Body must ensure all qualifications are accurately and fully referenced, including SCQF levels.	Low	<p>An E-Bulletin will be sent to all Centres reiterating the requirement for all qualifications are accurately and fully referenced, including SCQF levels in centre devised paperwork.</p> <p>This will be monitored by PAA\Q-SET's External Verifier and recorded on the EV Visit Report Form.</p>	<p>July 2014</p> <p>December 2014</p>

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 18 and 23	The Awarding Body must ensure that all centres have in place a complaints and appeals policy which references SQA Accreditation as the regulator for SQA-accredited qualifications.	Medium	<p>An E-Bulletin will be sent to all Centres reiterating the requirement that all centres have in place a complaints and appeals policy or a clearly identifiable equivalent which references SQA Accreditation as the regulator for SQA-accredited qualifications.</p> <p>This will be monitored by PAA/VQ-SET's External Verifier and recorded on the EV Visit Report Form.</p>	<p>July 2014</p> <p>December 2014</p>