



Action Plan

Areas of concern	Requirement	Risk rating	Proposed action <small>(Please include a description of your intended methodology and details of the evidence that will be provided.)</small>	Target date for completion
Principle 3 Principle 6	STA must ensure that the same Moderator does not moderate any Tutor/Examiner on more than three consecutive occasions in order to satisfy the requirements of the awarding body's own policy and processes.	Medium	Reminder to all Moderating Tutors and Tutor/Examiners to be circulated electronically and posted on the Tutor Community. STA External Verification Department notified to check on this requirement Course Department reminded of this requirement (the course Department do have discretion with this policy when extensive distances are involved) COMPLETED: 14th April 2014 Closed out 28 November 2014	30 th April 2014
Principle 8	STA must ensure that the documentation relating to the development and review of all subsequent qualifications is held and	Medium	The STA Procedures Manual is currently under review as part of the requirements of ISO 9001: 2000 The Quality Systems on-going improvements now	30 th April 2015

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	that the documentation clearly evidences each stage of STA's revised unit/qualification development and review process.		incorporate cloud technology that requires formal documentation within the Procedures Manual, this work is currently being undertaken by the Qualifications Development Manager UPDATE: STILL WORK IN PROGRESS	
Principle 22 Regulatory Principles Directive 3	STA must remove the IFSTA logo from the format of the STA candidate certificate in order for SQA Accreditation's minimum certificate requirements to be met.	Very Low	STA to remove IFSTA logo from certificates by 1st January 2015. The reason for the delay is that as of 27th August 2014 we already have pre printed certificate stock that would need to be replaced, due to the high volumes we order quarterly and replacement stock will be in use at this date. As per previous correspondence, the date given for action was the worst case scenario. In fact the electronic template has already been adjusted and therefore this part of the action is complete. We propose to issue electronic certificates to candidates with the exception of those who ask for a paper copy or are using the paper based registration who will be informed of the delay until the paper stock is in place.	1st January 2015

