



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 and 6	The Awarding Body must ensure that centres are provided with appropriate materials in order to function efficiently as an Awarding Body Centre.	Medium	Centre policies and procedures are being updated as part of the overall Awarding Body review currently being carried out. New policy and procedure documentation will be in place to all centres and uploaded to quickr. Closed out 31 July 2014.	31 st July 2014
Principles 12 and 17	The Awarding Body must ensure centres are carrying out thorough portfolio checks.	Medium	Awarding Body will reinforce assessment decision making and evidence requirements of centre colleagues during desktop comparison/standardisation meeting. This will be recorded and documented within minutes and on CPD files. Closed out 18 June 2014	23 rd May 2014
Principle 20	The Awarding Body must ensure that all centres have key policies in place.	Medium	Maladministration policy being sourced as a matter of urgency and to comply with full review currently being undertaken on Awarding Body policies and procedures and centre policies and procedures. Closed out 31 July 2014.	31 st July 2014