

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	The audit team was unable to see sufficient and clear evidence of business contingency or continuity planning by the organisation in respect of its awarding function.	High	Accountable officer appointed to ensure effective communications between all parties. Role profile being clarified (will forward on completion) SB Awarding body absence policy has been rewritten and a copy attached. (it will be uploaded onto Quickr along with all updated documentation ongoing) Business Plan (5 year) Closed out 30 July 2014.	30th June 2014
Principle 1 Regulatory Principles Directive RPDIR 2	Scottish Bakers' has not been providing accurate quarterly registration and certification data.	High	Registration and certification returns template has been updated to include only relevant Scottish Bakers Awarding Body Qualification codes. Scottish Bakers administrator has been re-briefed on qualifications relevant to Scottish Bakers Awarding Body and helped update new template thus demonstrating understanding. Closed out 11 July 2014.	11 th July 2014 Next quarterly return date

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 3	Evidence the awarding body's policies, procedures and associated guidance documentation would suggest that there is insufficient clarity around the respective awarding and approved centre/training functions.	High	Awarding Body policies and procedures to be reviewed and rationalized to represent Awarding Body only. Full segregation of Awarding Body and Centre policies and procedures. Business Plan agreed by board. Closed out 31 July 2014.	31 st July 2014
Principle 5	The awarding body could not provide evidence of a formalised Risk Management Policy.	High	Business Plan (5 year) Risk Management Policy and procedure to be sourced and put into practice. Closed out 31 July 2014.	31 st July 2014