



## 7 Action plan

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

Area of Concern	Issue	Risk rating	Proposed Action	Target date for completion
Principle no. 6	CMI are not ensuring that the CVs, qualification certificates and CPD records of all approved centre assessment and verification staff are being checked on an annual basis to ensure occupational competence.	Medium	CMI have amended the centre visit report to ensure that CVs, qualification certificates and CPD records of all assessment and verification staff are checked on each centre visit.	18.12.2013
Principle no. 6	CMI have no mechanism in place to ensure that approved centres are registering candidates on the HUB within the awarding body timescale of six weeks of starting any qualification.	Medium	CMI IT department is setting up a monthly report on the HUB that will highlight any batches created but not yet processed. CMI will then contact the approved centres to process the batch. A copy of the monthly report will be uploaded on Quickr.  Any CMI approved centres that have a batch created but not yet processed will receive a message on the home screen of the HUB when logging on.	31.03.2013

Area of Concern	Issue	Risk rating	Proposed Action	Target date for completion
Principle no. 22	Qualification and unit certificates being issued by CMI for SQA accredited qualifications and units do not meet SQA Accreditation's minimum certificate requirements.	Low	<p>The qualifications and Unit Certificates for all Scottish qualifications have been updated with the correct Logos.</p> <p>SVQ Certificates have the following logo (s):</p> <ul style="list-style-type: none"> <li>• SVQ ribbon</li> <li>• SQA Accreditation logo</li> <li>• SCQF logo</li> </ul> <p>SVQ Unit certificates do not contain logos.</p> <p>SCQF Accredited qualifications have the following logo (s):</p> <ul style="list-style-type: none"> <li>• SQA Accreditation logo</li> <li>• SCQF logo</li> </ul> <p>Both qualification and unit certificates contain these logos.</p> <p>Credit rated qualifications have the following logo(s):</p> <ul style="list-style-type: none"> <li>• SCQF logo</li> </ul> <p>CMI have addressed the issue of SCQ units contained QCF unit accreditation numbers.</p>	20.12.2013