



Action Plan

This Action Plan must be electronically completed and submitted in Microsoft Word format to regulation@sqa.org.uk by 14 August 2014.

Issue number	Detail of Issue recorded	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	Date Issue closed out (SQA use)
1. Principle 6 Regulatory Principles Directive - RPDIR 2	The awarding body must ensure the submission of accurate candidate registration and certification data to SQA Accreditation.	Medium	1. Check data submitted from WCSM records and compare with those received during audit. 2. Correct and re-submit revised data 3. Prepare clear instructions for future submissions by WCSM Closed out 27 August 2014	1. Completed 9 th July 2014 2. 14 th August 2014 3. 14 th August 2014	