

ACTION/ IMPROVEMENT PLANNING IN THE CAR

Section 2 Previous Action Plan

Select from the drop down box

Has the previous action plan been met by the centre?	Yes
	Please select
	Yes
Comments	No
	N/A

Previous report 80000_ _ _ _ _ **MUST** always be recorded if an action plan was in place

Yes - comment to say what has been completed
 No - comment on what has not been met
 - set a new action
 - increase the risk level
 N/A - comment to say no previous action in place

'To Be Checked by' should only be populated with the name of the 'Quality Coordinator' or 'External Quality Assurer'

Section 4 Action/Improvement Plan

Delete?	Date set (dd.mm.yyyy)	Action/Improvement Point	Level of risk	By whom	By when (dd.mm.yyyy)	Date completed (dd.mm.yyyy)	* To be checked by (mandatory field)
<input type="checkbox"/>	11.10.2013	A - Complete a CU form and send into the local office (OQAR 6c)	Low	Lead IQA	12.11.2013		EQA
<input type="checkbox"/>	11.10.2013	I - Update terminology in documents IV - IQA, EV - EQA and APL to RPL	Please select High Medium Low	Lead IQA	12.11.2013		EQA

Select the appropriate risk level for the action or improvement point

For action points they must align to Our Quality Assurance Requirements (OQAR)

Remember the risk level which is indicated by the OQAR reference may not be the risk level applied to the qualifications sampled depending on evidence seen. Where this occurs justification must be provided within the report