**Qualification Strategy Action Plans**

**Introduction**

The aim of this document is to set out what ‘action plans’ are and their role within the development of new and existing qualifications. The document also presents a template that can be used by Sector Council Advisors.

**Why produce ‘Action Plans’?**

By now you will have, or should nearly have developed a Qualification Strategy for your sector. This document will present a picture of the key issues that are impacting on the sector and as a result of your analysis, set out what your objectives are in response. Some objectives will relate to specific qualifications that you wish to develop from new or re-develop existing qualifications. Other objectives may be broader, for example implementing action to attract young people to the jobs in the sector, or action to produce more accurate labour market intelligence.

However, whilst the Qualification Strategy may set out the broad intentions, it does not provide sufficient detail to help identify the specific work that needs to be implemented. Through the development of ‘Action Plans’, the objectives identified within the strategy can be transformed into workable, detailed, project plans which can be referred to on a daily basis.

**When and how many Action, Plans should be produced?**

Action Plans should be produced once the full Qualification Strategy has been developed and finalised. It is however possible to start the drafting of the Action Plans at the same time as the final drafting of the Qualification strategy. This can help to save time.

You can produce as many Action Plans as you feel are necessary. However, it is essential that a separate plan be developed for each key action emerging from the strategy. For example, if your strategy states that two new qualifications should be developed, then you should have a separate Action Plan for each qualification. The idea is that the Action Plan provides you with a working plan of activity. Therefore, by having a separate Action Plan for each of the strategy actions, you will have at hand the basis for individual projects. These documents in turn can be issued to partners, working groups and other stakeholders to assist with project implementation.

**The characteristics of the Action Plans**

Action plans should set out the essential activity needed to make Qualification Strategy objectives come to fruition. They should be clear, concise and contain all of the essential information which will enable any project work to progress and to be effectively measured and monitored.

**Action Plan 1: (title of action plan)**

**PART A**

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| **1. Title Page**  Including sector council, date, draft number, Qualification Strategy Action Plan title. |
| **Organisation:**    **Draft number:**  **Date:**  **Action plan title:** |
| **2. Scope**  Referring back to Section 1 of the Qualification Strategy, identify which industry issues the Action Plan addresses and who the action plan is for. |
| **Industry issues which this action plan addresses:**  **This action plan identifies activities required of:**  (May include the sector council, other sector councils, working groups, VET schools, universities, trade associations, specific individuals) |
| **3. Rationale**  Explain how you identified and agreed the detail of the action plan, including your consultation processes. |
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| **4. Methodology**  How are you going to implement your actions? What are you going to do? |
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| **5. Summary of outcomes**  Following on from the Scope section, this should be a brief written summary of what will be delivered by this Action Plan. This should include qualification outcomes and non-qualification outcomes where applicable. |
| During 20XX, the following outcomes will be achieved:  **Non-qualification outcomes:**  (These are outcomes which are not directly involved with qualification development, i.e. launch of a promotional campaign for the sector, efforts to engage with more employers, increased level of accuracy in labour market intelligence etc)  **Qualification outcomes:**  (These are outcome which are specifically associated with qualifications. For example, ‘developed of a new qualification called XXXX’, |

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| **6. Partner engagement and working arrangements**  Summarise the working arrangements that are in place to collaborate with the key partners, such as steering groups, other trade bodies, employer networks, government departments and agencies etc |
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| **7. Risks and assumptions**  If relevant summarise the main assumptions you have made in developing your action plan and the potential risks to completing your actions. |
| **Assumptions:**  **Risks:** |
| **8. Monitoring arrangements**  Summarise the arrangements you will put in place to monitor progress against your action plan, including how you will work with relevant stakeholders to monitor progress. |
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