

# Apprenticeship Compliance Action Plan 2019

**Report Type:** Actions Report  
**Generated on:** 30 May 2019







Ref	Action Theme	Outcome measure	Due Date	Status	Progress
AAP_19_01	Apprenticeship management	Effective line management for Curriculum Managers and teams. Expected progress on actions made (reported to Corporation).	31-Oct-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">87%</div>

Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_01.01	Collapse existing Key Client Group Apprentice Leadership team.	20-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	College Principal	Group stopped. All future meetings cancelled. Responsibilities passed to Apprenticeship Executive Team.
AAP_19_01.02	Form Apprenticeship Executive Team (AET).	27-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	Apprenticeship Executive Team has been formed and is meeting regularly.
AAP_19_01.03	Plan meetings and agenda for weekly AET for remainder of academic year.	27-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	College Principal	Agenda and meeting schedule agreed and circulated.
AAP_19_01.04	Create central location for sharing of all documentation and monitoring in relation to Apprenticeship Executive Team.	13-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	College Principal	Folder created in Senior Leadership Group G: drive. Updated reporting on Performance Data site.
AAP_19_01.05	Re-organise line management arrangements to ensure all apprenticeship areas are directly managed by Apprenticeship Executive Team in short term.	27-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	All apprenticeship activity has been divided into 6 areas. Each area is under direct line management of a member of the apprenticeship exec team.
AAP_19_01.06	Deliver regular reports on progress to Strategic Impact Committee and corporation.	31-Oct-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">50%</div>	College Principal	Ongoing. Report on progress delivered to Corporation on 26th March and Strategic Impact Committee on 13 <sup>th</sup> April.



Ref	Action Theme	Outcome measure	Due Date	Status	Progress
AAP_19_02	Withdrawals	Any historical overpayment repaid. Achievement rates correctly reported by college. Continued states of all current learners confirmed.	31-Mar-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>






Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_02.01	Complete internal investigation on late withdrawals and report to agency.	05-Jan-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	Investigation completed, reported to the agency and Audit Committee. The college engaged RSM to complete an advisory audit to validate the college's internal investigation. This was also reported to the Education and Skills Funding Agency and Audit Committee.
AAP_19_02.02	Conduct 1:1 reviews with every assessor to identify any further withdrawals that need to be actioned for continuing learners.	30-Jan-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	Reviews taken place with assessors to establish further actions required.
AAP_19_02.03	Implement revised withdrawal paperwork	30-Jan-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Head of Learning Apprenticeships (R)	New revised paperwork has been implemented for withdrawals and rolled out to curriculum teams/managers and process explained during apprenticeship training sessions
AAP_19_02.04	Train all staff on revised paperwork.	15-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Head of Learning Apprenticeships (R)	Curriculum teams/managers have been trained on revised paperwork and process explained during apprenticeship training sessions
AAP_19_02.05	Process all outstanding withdrawals.	15-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	College Principal	All withdrawals processed following assessor 1:1 reviews.
AAP_19_02.06	Ensure outcomes are verified by external third party (RSM UK).	28-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	RSM advisory audit completed and reported.
AAP_19_02.07	Identify impact on over-claim and achievement rates and report to agency.	28-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	Overclaimed achievement rates verified by RSM.
AAP_19_02.08	Reflect all outcomes in updated version of impact assessment and college dashboards.	15-Mar-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	College Principal	New Annual Strategic Impact Assessment and dashboard produced, circulated and available on website.
AAP_19_02.09	Agree final overpayment with Education and Skills Funding Agency and process payment.	31-Mar-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px; display: inline-block;">100%</div>	Chief Executive Officer	Overpayment of £504,000 agreed with the Agency. Arrangements are in place for the Agency to recover funds. Revised achievement rates have been verified by RSM.


Ref	Action Theme	Outcome measure	Due Date	Status	Progress
AAP_19_03	Breaks in learning	All Breaks In Learning information accurate and using new paperwork.	28-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>



Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_03.01	Review all learners currently on Breaks In Learning and update status as appropriate.	28-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>	Head of Learning Apprenticeships (R)	A review has taken place of all learners currently on Breaks In Learning and have been updated in line with the new revised paperwork
AAP_19_03.02	Implement revised paperwork for processing Breaks In Learning.	30-Jan-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>	Head of Learning Apprenticeships (R)	New revised paperwork has been implemented for Breaks In Learning and rolled out to curriculum teams/managers and process explained during apprenticeship training sessions
AAP_19_03.03	Train all delivery staff on new paperwork.	15-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>	Head of Learning Apprenticeships (R)	Curriculum teams/managers have been trained on revised paperwork and process explained during apprenticeship training sessions
AAP_19_03.04	Train Management Information Systems staff on correct processing of withdrawn Breaks In Learning apprentices.	15-Feb-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>	College Principal	Training completed using updated paperwork.




Ref	Action Theme	Outcome measure	Due Date	Status	Progress
AAP_19_04	20% off the job	Monitoring systems report progress with off-the-job - by all parties.	31-May-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">81%</div>


Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_04.01	Implement new Commitment Statement template that automatically calculates off-the-job hours.	04-Mar-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>	College Principal	New templates created and tested.
AAP_19_04.02	Implement new Commitment Statement for all frameworks and standards.	08-Mar-2019		<div style="border: 1px solid black; background-color: #d9e1f2; padding: 2px;">100%</div>	College Principal	All existing frameworks and standards transferred to new template.






Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_04.03	Train all apprenticeship delivery staff on revised commitment statement	11-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	College Principal	Training held with all staff on 8th and 11th March.
AAP_19_04.04	Recruit a new Apprenticeship Administration team to liaise with employer for evidence of 20% off-the-job.	12-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Head of Learning Apprenticeships (R)	A new team of four has been recruited to assist the Apprenticeship provision to help monitor and track 20% off the job for learners. We are still awaiting for one member of staff to start and currently working through revised commitment statements
AAP_19_04.05	Train new Apprenticeship Administration team.	12-Mar-2019		<div style="width: 70%;"><div style="background-color: #4f81bd; height: 10px; width: 70%;"></div></div> 70%	Head of Learning Apprenticeships (R)	Training has taken place on college systems and processes for the Apprenticeship team. Action ongoing as team will expand further.
AAP_19_04.06	Re-issue commitment statement to all employer with continuing apprentices.	30-Apr-2019		<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px; width: 80%;"></div></div> 80%	College Principal	Slight delay after concerns on updated guidance for off the job calculation. Went out week beginning 8th April. Keeping action open until all returned.
AAP_19_04.07	Build reporting tools to monitor current off-the-job hours against flight path.	31-May-2019		<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px; width: 80%;"></div></div> 80%	Head of Learning Apprenticeships (R)	This is still in progress as all learners are now on SMART Assessor in order to monitor and track 20% off-the-job training and revised updated commitment statements are currently being collected. First suite of reports available.




Ref	Action Theme	Outcome measure	Due Date	Status	Progress
AAP_19_05	Accredited Prior Learning/Recognised Prior Learning	Random internal checking shows Accredited Prior Learning/Recognised Prior Learning is being correctly identified and actioned.	31-Aug-2019		<div style="width: 55%;"><div style="background-color: #4f81bd; height: 10px; width: 55%;"></div></div> 55%

Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_05.01	Implement changes in new commitment statement to better gather evidence of Accredited Prior Learning/Recognised Prior Learning, including enhanced skills scan.	27-Feb-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	College Principal	More comprehensive skills scan and recording of Accredited Prior Learning/Recognised Prior Learning included on new commitment statement.
AAP_19_05.02	Train Business Development team on implementation of new commitment statement.	27-Feb-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	College Principal	Completed ahead of training with all staff on 8th and 11th March.





Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_05.03	Build reporting system to monitor numbers for learners with recognised Accredited Prior Learning/Recognised Prior Learning.	30-Apr-2019		<input type="text" value="50%"/>	College Principal	Reporting available to Apprenticeships Executive Team through ProSolution. Now looking to automate as part of Performance Data so keep action open.
AAP_19_05.04	Monitor through Apprenticeships Executive Team.	31-Aug-2019		<input type="text" value="25%"/>	Chief Executive Officer	In progress.
AAP_19_05.05	Include checking in internal audit scope of work and report findings.	31-Aug-2019		<input type="text" value="0%"/>	Chief Executive Officer	






Ref	Action Theme	Outcome measure	Due Date	Status	Progress
<b>AAP_19_06</b>	<b>Data Integrity</b>	<b>Internal audit reports data accuracy. Expected external audit completed with no causes for concern.</b>	<b>30-Jul-2019</b>		<input type="text" value="68%"/>


Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_06.01	Re-develop Pro-Solution to Smart Assessor interface to allow monitoring of all apprentice learners.	18-Mar-2019		<input type="text" value="100%"/>	College Principal	All learners now appear on SmartAssessor within 2 hours of enrolling on ProSolution.
AAP_19_06.02	Re-design content of 30 day review and train all staff.	22-Mar-2019		<input type="text" value="100%"/>	Head of Learning Apprenticeships (R)	New content has been designed for the 30 day review which has been rolled out and shared with curriculum teams/managers. The process has been trained during the apprenticeship training sessions.
AAP_19_06.03	Change current ad-hoc register process for new learner validated Smart Assessor process.	22-Mar-2019		<input type="text" value="100%"/>	College Principal	Ad-hoc process no longer used for recording assessor activity. All monitored through SmartAssessor and transparent to apprentice.
AAP_19_06.04	Train all delivery staff on use of Smart Assessor.	12-Apr-2019		<input type="text" value="100%"/>	College Principal	Training completed. Hands-on 'surgeries' planned for upcoming conference to add further support. Support ongoing.
AAP_19_06.05	Build suite of reporting tools to track learner progress at various levels - including focus on learners due to complete in current academic year.	30-Apr-2019		<input type="text" value="70%"/>	College Principal	Enhanced completion monitoring tools completed - available on Performance Data. Further reporting to be finalised.




Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_06.06	Re-design existing processes to ensure all learner progress and documentation is stored on Smart Assessor.	30-Apr-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; height: 10px;"></div></div> 100%	Head of Learning Apprenticeships (R)	All learners are now on Smart Assessor and all staff have been trained on the uploading of reviews to monitor progress.
AAP_19_06.07	Ensure all Apprenticeship evidence is located centrally in readiness for audit - see separate list.	30-Jul-2019		<div style="width: 25%;"><div style="width: 25%; background-color: #4f81bd; height: 10px;"></div></div> 25%	Chief Executive Officer	Planning meeting in place for wb 10 <sup>th</sup> June.
AAP_19_06.08	Conduct internal audit of 2018/19 learners and report findings to Apprenticeship Executive Team.	30-Jul-2019		<div style="width: 0%;"><div style="width: 0%; background-color: #4f81bd; height: 10px;"></div></div> 0%	Chief Executive Officer	



Ref	Action Theme	Outcome measure	Due Date	Status	Progress
<b>AAP_19_07</b>	<b>Additional Learning Support</b>	<b>External audit of Additional Learning Support assessment and delivery confirms process and compliance.</b>	<b>30-Jun-2019</b>		<div style="width: 81%;"><div style="width: 81%; background-color: #4f81bd; height: 10px;"></div></div> 81%


Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_07.01	Re-design Additional Learning Support assessment methodology to more explicitly confirm support needs.	14-Feb-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; height: 10px;"></div></div> 100%	Head of Learning Apprenticeships (R)	Additional Learning Support paperwork has been revised and the process has been rolled out to the apprenticeship team during the apprenticeship training sessions. The revised paperwork identifies a support plan that is tailored to the individual needs
AAP_19_07.02	Further enhance the Personal Improvement Programme to provide more tailored support based on learner needs.	14-Feb-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; height: 10px;"></div></div> 100%	Head of Learning Apprenticeships (R)	A Personal Improvement Programme has been updated to ensure tailored needs are met
AAP_19_07.03	Train all Personal Development Officers on effective assessment and delivery strategies.	21-Feb-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; height: 10px;"></div></div> 100%	Head of Learning Apprenticeships (R)	All Personal Development Officers have been trained on the new revised paperwork and process for ALS
AAP_19_07.04	Submit revised paperwork and samples to Education Skills Funding Agency contact to confirm suitability.	21-Feb-2019		<div style="width: 100%;"><div style="width: 100%; background-color: #4f81bd; height: 10px;"></div></div> 100%	College Principal	Documents submitted to agency in February. Resent to senior lead in early April.







Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_07.05	Train all delivery staff on enhanced Additional Learning Support process.	18-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Head of Learning Apprenticeships (R)	Additional Learning Support new paperwork and process trained during Apprenticeship training sessions.
AAP_19_07.06	Enhance reporting on cross college take-up of Additional Learning Support.	30-Apr-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Head of Learning Apprenticeships (R)	Reporting in place to monitor take up of ALS and reported to AET. Supervisor is carrying out quality checks on reviews that the team are submitting.
AAP_19_07.07	Conduct observations of Personal Improvement Programme delivery.	31-May-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%	Head of Learning Apprenticeships (R)	Observations are scheduled to take place w/c 13th May 2019 and further after half term.
AAP_19_07.08	Review arrangements for delivery of support when learner is based off-site.	31-May-2019		<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px; width: 80%;"></div></div> 80%	Head of Learning Apprenticeships (R)	A process is in place to look at Additional Learning Support for learner who do not attend day release programmes and is being looked at on an individual basis.
AAP_19_07.09	Implement new off-site support programme in identified areas.	30-Jun-2019		<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 25%;"></div></div> 25%	Head of Learning Apprenticeships (R)	Some off-site delivery of support underway using bespoke models


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AAP_19_08	English & maths	Internal / external audit confirms learner enrolment on E&M is accurate.	31-May-2019		<div style="width: 72%;"><div style="background-color: #4f81bd; height: 10px; width: 72%;"></div></div> 72%

Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_08.01	Revise Management Information Systems reporting of Personal Learning Record to identify previous English & maths qualification.	14-Feb-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	College Principal	New process in place. Reporting for checking Personal Learning Record created.
AAP_19_08.02	Implement revised maths and English exemption process and documentation.	14-Feb-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Head of Learning Apprenticeships (R)	New exemption form has been introduced and process has been finalised.
AAP_19_08.03	Train all staff on revised process.	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Head of Learning	Management Information Systems staff trained and all delivery staff made aware through training events

Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
					Apprenticeships (R)	
AAP_19_08.04	Build reporting tools for Apprenticeship Executive Team to monitor compliance.	30-Apr-2019		<div style="width: 60%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 60%	Head of Learning Apprenticeships (R)	Reports are available to check against Personal Learning Record. Looking to include this in Performance Data site.
AAP_19_08.05	Enrolment form to be available to all parties via Smart Assessor/Document Management.	31-May-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%	Head of Learning Apprenticeships (R)	Enrolment form available to all on DocMan. Looking at integration with SmartAssessor.

Ref	Action Theme	Outcome measure	Due Date	Status	Progress
<b>AAP_19_09</b>	<b>Roll-over process</b>	<b>All learners are reported in correct academic year. Untimely withdrawals significantly reduced.</b>	<b>31-Oct-2019</b>		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%

Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_09.01	Design a revised 2-stage apprenticeship roll-over process.	31-Mar-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	College Principal	Process designed and flow diagram confirmed.
AAP_19_09.02	Develop and test SQL for stage 1.	30-Apr-2019		<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 80%	College Principal	First stage SQL ready and appears to identify correct learners. Checking and trial run to be carried out.
AAP_19_09.03	Design and test SQL for stage 2.	31-May-2019		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%	College Principal	SQL writing underway. At testing stage.
AAP_19_09.04	Build reporting tools to ensure transparency with all managers.	03-Jun-2019		<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 80%	College Principal	Initial reporting tools all built. Final testing underway. For distribution at end of month.
AAP_19_09.05	Implement 2 stage roll-over process.	30-Sep-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%	College Principal	Stage one in July. Stage two in September.
AAP_19_09.06	Review effectiveness of new 2-stage process.	31-Oct-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%	College Principal	

Ref	Action Theme	Outcome measure	Due Date	Status	Progress
<b>AAP_19_10</b>	<b>Supporting our staff</b>	<b>Staff report high levels of satisfaction with training.</b>	<b>31-Jul-2019</b>		<div style="width: 76%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 76%








Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_10.01	Plan a series of regular training sessions (weekly in the first instance) for all apprentices' delivery staff including support teams.	27-Feb-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Chief Executive Officer	Weekly workshops are scheduled and are underway to capture delivery team and support team staff.
AAP_19_10.02	Agree content for each workshop.	27-Feb-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Chief Executive Officer	Content of workshops have been agreed.
AAP_19_10.03	Workshops delivered by member of Apprenticeship Executive Team.	31-May-2019		<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px; width: 80%;"></div></div> 80%	Chief Executive Officer	Weekly sessions held and delivery by Apprenticeship Executive Team and colleagues. Ongoing – keep action open.
AAP_19_10.04	Dedicate staff conference 14/4/19 to a bespoke support sessions to delivery support staff.	14-Apr-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	College Principal	Conference delivery and well received. Dedicated sessions and surgeries for apprenticeship staff.
AAP_19_10.05	Undertake a staff survey to gauge understanding and satisfaction with new processes, systems and management.	31-Jul-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%	Head of Learning Apprenticeships (M)	

Ref	Action Theme	Outcome measure	Due Date	Status	Progress
<b>AAP_19_11</b>	<b>External Validation</b>	<b>Confirmation that revised processes are robust.</b>	<b>30-Jun-2019</b>		<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div></div> 50%

Sub Ref	Sub Action	Due Date	Status	Progress	Assigned To	Latest Note
AAP_19_11.01	Agree scope of work for validation of processing improvements by third party (RSM).	30-Apr-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Chief Executive Officer	Scope of work and agenda agreed.
AAP_19_11.02	Third party conducts minimum 2 day review of processes and systems.	21-May-2019		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	Chief Executive Officer	Review completed 20 <sup>th</sup> & 21 <sup>st</sup> May.
AAP_19_11.03	Implement any further recommendations as a result of review.	30-Jun-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%	Chief Executive Officer	
AAP_19_11.04	Agree any further external validations to be completed.	30-Jun-2019		<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 0%;"></div></div> 0%	Chief Executive Officer	

Action Status

	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed