

## **Audit Report**

# **VTCT Skills (Vocational Training Charitable Trust)**

**6 May 2026**

## **Contents**

|          |                                                   |          |
|----------|---------------------------------------------------|----------|
| <b>1</b> | <b>Background</b>                                 | <b>1</b> |
| 1.1      | Scope                                             | 2        |
| 1.2      | Audit Report Timescales                           | 3        |
| 1.3      | Summary of Audit Issues and Recommendations       | 4        |
| <b>2</b> | <b>Detail of Audit Issues and Recommendations</b> | <b>6</b> |
| 2.1      | Issues                                            | 6        |
| 2.2      | Recommendations                                   | 6        |
| <b>3</b> | <b>Acceptance of Audit Findings</b>               | <b>8</b> |

# **1 Background**

This was the seventeenth audit of Vocational Training Charitable Trust (VTCT) Skills since it was approved as an awarding body by Qualifications Scotland Accreditation on 22 October 1998.

VTCT Skills is a charitable awarding organisation that has been accredited to offer Scottish Vocational Qualifications (SVQs) and other qualifications in hairdressing, barbering, beauty/spa, massage therapy and aesthetic treatments.

VTCT Skills is a registered charity in England and Wales (295192) and Scotland (SC049476).

VTCT Skills' headquarters are in Eastleigh.

## 1.1 Scope

Qualifications Scotland Accreditation carries out quality assurance activity in line with its *Quality Assurance of Approved Awarding Bodies Policy*. This states the type and frequency of our quality assurance activities, describes our reporting procedures and indicates how the awarding body's Quality Enhancement Rating is calculated.

As this was a scoped remote audit of VTCT Skills, only specific regulatory requirements were included within the scope of the audit. Our quality assurance activities are conducted on a sampling basis and, consequently, not all aspects of the awarding body's systems, procedures and performance have been considered in this report to the same depth.

Qualifications Scotland Accreditation audit reports are written by exception focusing only on those areas where corrective action is required or recommended.

Consequently, this approach to audit reporting does not detail areas where compliance or good practice was found.

The audit was designed to ensure VTCT Skills complies with Qualifications Scotland Accreditation's regulatory requirements, namely:

- *Qualifications Scotland Accreditation Regulatory Principles (2021)*
- *all Regulatory Principle Directives*
- the awarding body's Accreditation Licence

Awarding body documentation considered for review by the Audit Team includes all documents banked on VTCT Skills' SharePoint site at the time of audit and information supplied to support audit activity. Restricted or commercially sensitive information gathered during Qualifications Scotland Accreditation's quality assurance activities is treated in the strictest confidence.

## **1.2 Audit Report Timescales**

VTCT Skills audit date: 6 May 2026

Audit Report approved by  
Accreditation Co-ordination Group on: 20 May 2026

Audit Report to be signed by VTCT Skills: 2 July 2026

The process will apply in relation to the timescales specified above:

- The awarding body will be sent a signed copy of the Audit Report by email.
- The awarding body must sign the copy of the Audit Report and return it by email to Qualifications Scotland Accreditation in accordance with the timescale specified above.

The findings of this Audit Report will be published on Qualifications Scotland Accreditation's website following signed agreement.

### **1.3 Summary of Audit Issues and Recommendations**

As a result of the audit and post-audit activities, no Issues have been recorded and two Recommendations have been noted.

A Recommendation has been noted where Qualifications Scotland Accreditation considers there is potential for enhancement.

The awarding body is advised to address any Recommendations to reinforce ongoing continuous improvement.

| <b>Recommendation</b> | <b>Detail of Recommendation noted</b>                                                                                                                                                                           |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Principles 5 and 7 | VTCT Skills may wish to incorporate the feedback identified by the auditors during the document review to support greater clarity, consistency and accuracy across policies, procedures and guidance documents. |
| 2. Principle 7        | VTCT Skills may wish to Introduce a formal process for the regular review and updating website content, thereby helping to ensure information remains accurate and clear.                                       |

## 2 Detail of Audit Issues and Recommendations

The following sections detail Issues recorded and Recommendations noted against Qualifications Scotland Accreditation's regulatory requirements.

### 2.1 Issues

There were no Issues recorded

### 2.2 Recommendations

**Regulatory Principle 5. The awarding body and its providers must provide clear information on their procedures, products and services and ensure that they are accurate and appropriate to accredited qualifications.**

**Regulatory Principle 7. The awarding body must have an effective approach for communicating with its staff, stakeholders and Qualifications Scotland Accreditation.**

VTCT Skills may wish to consider the observations and feedback identified during the review of its policies, procedures and guidance documents, to further support clarity, consistency and ease of use across documentation. For example, where definitions from education regulators are referenced, consideration could be given to including the Qualifications Scotland Accreditation definition also. We also noted that the *Malpractice Notification Form V5, November 2024*, currently embedded within the *Malpractice and Maladministration Policy and Procedure V14, April 2026*, may benefit from being issued as a standalone document to improve accessibility, with the inclusion of an email address for submission.

In addition, a small number of documents would benefit from minor updates, including updating sign-off dates and references within the *VTCT Malpractice Committee Terms of Reference V4, March 2026*, the *Sending malpractice notifications to other awarding organisations document V6, April 2026*, and footer/referencing details within the *Malpractice and Maladministration Policy and Procedure V14, April 2026*.



The auditors also noted that the *External Quality Assurance Manual V18, May 2025* may benefit from additional wording relating to qualifications accredited by Qualifications Scotland Accreditation. Finally, the *Special Considerations Policy V1.0, October 2025* and associated *Form for Special Considerations V6.0, November 2025* may benefit from aligned wording in relation to submission timelines to ensure consistency across documents.

This has been noted as **Recommendation 1**.

**Regulatory Principle 7. The awarding body must have an effective approach for communicating with its staff, stakeholders and Qualifications Scotland Accreditation.**

The auditors recommend that VTCT Skills considers introducing a formal process for regularly reviewing and updating website content to help ensure information remains accurate and up to date. We appreciate that the new website was only launched in mid-2025 and that further developments are still ongoing, which helps explain why a formal review process may not yet have been established. However, during the review it was noted that some areas where website content could benefit from further attention. For example, the statement 'Recognised and Credible: Backed by Qualifications Scotland Accreditation, ensuring their relevance and quality' may benefit from clarification to ensure it accurately reflects VTCT Skills approval and accreditation arrangements with Qualifications Scotland Accreditation.

We also noted that, for the VTCT Skills Diploma in Advanced Aesthetic Treatments at SCQF level 7, the section titled 'Centres approved to run this qualification' currently displays only a demo/example entry, which may cause some confusion for users. Introducing a simple review of the website content would help support the ongoing accuracy and consistency of information provided to learners, providers and other stakeholders.

This has been noted as **Recommendation 2**.