



Action Plan

This Action Plan must be completed electronically and submitted in Microsoft Word format to regulation@qualifications.gov.scot by 2 July 2026.

Issue number	Detail of Issue recorded	Risk rating	Proposed action and evidence to be provided (Failure to include a description of your intended methodology AND details of the evidence that you will provide could result in your Action Plan not being approved by ACG.)	Target date for completion by awarding body ¹	Date Issue closed out by Qualifications Scotland Accreditation ²
1. Principles 5 and 9	Qualifications Scotland must ensure that its providers refer to the qualification title accredited by Qualifications Scotland Accreditation in their provider-devised documentation.	Low	Action: Include an item in the Co-ordinators Newsletters for Scotland and RoUK reminding centres delivering qualifications accredited by Qualifications Scotland Accreditation to use the correct qualification title as accredited in their own centre-devised documentation. Evidence to be submitted to Qualifications Scotland Accreditation: Scotland newsletter August 2026 (monthly)	31/10/2026	

¹ If the awarding body believes it has completed the action prior to approval of the Action Plan by ACG, insert the considered date of completion. The date will be subject to review depending on the quality of the evidence supplied.

² Issues can only be closed out once the evidence to complete the action has been quality reviewed and the Action Plan has been approved by ACG. The period of time between ACG approval and the date the Issue is closed out is not necessarily reflective of any quality issues.

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			RoUK newsletter August 2026 (or Oct 2026) (bi-monthly)		
2. Principles 5 and 18	Qualifications Scotland must ensure that its providers devised malpractice policy accurately reflect the contact details given on page 9 to report candidate malpractice and on page 17 to report centre malpractice as stipulated in SQA Malpractice Information for Centres, valid from March 2025.	Medium	Action 1: Include an item in the Co-ordinators Newsletters for Scotland and RoUK reminding centres delivering qualifications accredited by Qualifications Scotland Accreditation to refer to the Malpractice page of the Qualifications Scotland website and the document Malpractice: Information for Centres, and to use the correct email addresses for reporting malpractice relating to those qualifications to Qualifications Scotland awarding body, not directly to Qualifications Scotland Accreditation. Reporting malpractice concerns - Qualifications Scotland For suspected or confirmed candidate malpractice: candidate.malpracticehmvq@qualifications.gov.scot	31/10/2026	

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			For suspected or confirmed centre malpractice: malpractice@qualifications.gov.scot 1: Evidence to be submitted to Qualifications Scotland Accreditation: Scotland newsletter August 2026 (monthly) RoUK newsletter August 2026 (or Oct 2026) (bi-monthly) Action 2: Ask the Quality Enhancement Managers to check through systems verification (criterion 1.5) that centres' own malpractice procedures either include the correct contact details or link directly to the 'Malpractice: Information for Centres' document. 2: Evidence to be submitted to Qualifications Scotland Accreditation: Quality Enhancement Manager Meeting notes 10th June 2026.		

Action Plan approved by ACG on 22/07/2026