



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. Principle 12	The invigilation record which is completed for VTCT Skills' external assessments states that, 'the invigilator	Low	Action: 1. Reinforcing EQA requirements	1. 31 July 2026 2. 30 September 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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	will tick the 'checked ID' box to confirm each learner's identity though ID checks or prior knowledge.' However, the boxes had not been ticked on the samples viewed at provider 2. Staff commented that all learners had identity badges and were known to staff. Nonetheless, the records had not been completed in accordance with awarding body requirements.		The Assessment Department will remind all EQAs of Instructions for Conducting Examinations (ICE) procedures, invigilation requirements, and expectations relating to the completion of documentation. This will also be delivered through the VTCT Skills Annual EQA Training (July 2026) to ensure a consistent and standardised approach. 2. Centre engagement All Scottish centres are to be reminded importance of invigilation documents/practice for the new academic year. Including ID checks and paperwork, email will also contain the link to the ICE flipbook. This		

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			information will be sent from the Assessment Delivery team via email for the new academic year. Evidence to be submitted to Qualifications Scotland Accreditation: 1. EQA Annual Training PowerPoint, Standardisation Agenda, Copy of email sent by Assessment team 2. Copy of email to be sent by Assessment team to Scottish centres		

Action Plan approved by ACG on 08/07/2026