# Audit Report

**Vocational Training Charitable Trust (VTCT)**

**30 March 2021**

# Contents

# 1 Background

This was the 15th audit of the Vocational Training Charitable Trust (VTCT) since it was approved as an awarding body by SQA Accreditation in 1998.

VTCT is an independent educational charity that has been accredited to offer Scottish Vocational Qualifications (SVQs) in the Hairdressing and Barbering, Beauty/Spa Therapy and Nail Services industries.

## 1.1  Scope

SQA 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 remote audit of VTCT, only a sample of 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.

SQA 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 complies with SQA Accreditation's regulatory requirements namely:

♦ SQA *Accreditation's Regulatory Principles* (2014)
♦ all *Regulatory Principles* Directives
♦ the awarding body's Accreditation Licence

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

## 1.2  Audit Report and Action Plan Timescales

VTCT audit date:                                        30 March 2021

Audit Report approved by
Accreditation Co-ordination Group on:          26 May 2021

Audit Report to be signed by VTCT:             7 July 2021

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 by email to SQA Accreditation in accordance with the timescale specified above.

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

SQA Accreditation will continually monitor progress towards completion of the proposed actions identified in the Action Plan and update the awarding body's Quality Enhancement Rating as appropriate.

## 1.3 Summary of Audit Issues and Recommendations

An Issue has been recorded where evidence shows that the awarding body is not compliant with SQA Accreditation's regulatory requirements. The awarding body must address the Issues and specify corrective and preventative measures to address them through its Action Plan.

As a result of the audit and post-audit activities, zero Issues have been recorded and two Recommendations have been noted.

A Recommendation has been noted where SQA Accreditation considers there is potential for enhancement. The awarding body is advised to address any Recommendations in order to reinforce ongoing continuous improvement. However, measures to correct or prevent these are not mandatory and therefore do not form part of the Action Plan.

| Recommendation | Detail of Recommendation noted |
|---|---|
| 1. Principles 5 and 6 | It is recommended that any changes made to policies, procedures and guidance are accurately recorded and updated on SQA Accreditation's SharePoint site. |
| 2. Principles 6 and 7 | It is recommended that all approved providers are noted on future provider lists uploaded to SharePoint, as opposed to just active providers, to provide regulatory oversight. |

## 1.4  Risk Rating of Issues

SQA Accreditation assigns a rating to each Issue recorded, depending on the impact on or risk to the awarding body's operations, its SQA accredited qualifications and/or the learner. Issues recorded during the audit will count towards VTCT's Quality Enhancement Rating which will, in turn, contribute towards future quality assurance activity. Further detail on how the Quality Enhancement Rating is calculated can be found on the SQA Accreditation website.

# 2 Detail of Audit Issues and Recommendations

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

## 2.1 Issues

No reportable Issues were identified.

## 2.2  Recommendations

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

**Regulatory Principle 6. The awarding body and its providers shall maintain accurate documents, records and data.**

The Accreditation Auditors discussed possible updates to awarding body policies, procedures, and guidance in light of the COVID-19 pandemic, particularly in relation to external-facing documents for providers and learners. It is recommended that any changes made are accurately recorded and updated on SQA Accreditation's SharePoint site.

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

**Regulatory Principle 6. The awarding body and its providers shall maintain accurate documents, records and data.**

**Regulatory Principle 7. The awarding body shall have effective arrangements for communicating with its staff, stakeholders and SQA Accreditation.**

The Accreditation Auditors reviewed the awarding body *SQA QA Engagement Overview* document subsequent to the audit. It was compared to the provider list uploaded onto SQA Accreditation's SharePoint site, and it was identified that the list on SharePoint listed only eight of the 14 providers approved for delivering SQA accredited qualifications. It is recommended that all approved providers are noted on future provider lists uploaded to SharePoint, as opposed to just active providers, to provide regulatory oversight.

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

# 3 Acceptance of Audit Findings

For and on behalf of VTCT:                    For and on behalf of SQA Accreditation: