

# Qualifications Scotland



## Guide to Information available through the Publication Scheme 2026

Published: February 2026; Updated February 2026

Publication code: FE 6395

Important: From 1 February 2026, Qualifications Scotland became fully operational, replacing SQA and becoming the new national awarding body. The links in this document will remain current and you can continue to use them. Documents will be updated as they come up for review.

Published by Qualifications Scotland

The Optima Building, 58 Robertson Street, Glasgow G2 8DQ

Lowden, 24 Wester Shawfair, Dalkeith, Midlothian EH22 1FD

<https://www.qualifications.gov.scot>

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# Introduction

The Freedom of Information (Scotland) Act 2002 (FOISA) provides individuals with a right of access to all recorded information held by Qualifications Scotland. Anyone can use this right, and information can only be withheld where FOISA expressly permits it.

Qualifications Scotland is under a legal obligation to:

- publish the classes of information that we routinely make available, and
- tell the public how to access the information and what it might cost

Qualifications Scotland has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner. You can view our scheme on our website at [\(link to Qualifications Scotland Model Publication Scheme web page\)](#) or by contacting us at the postal and e-mail address below:

Freedom of Information Officer

Qualifications Scotland

The Optima Building

58 Robertson Street

Glasgow

G2 8DQ

email: [foi@qualifications.gov.scot](mailto:foi@qualifications.gov.scot)

# Qualifications Scotland's publication scheme

The purpose of this guide is to:

- show what information is available (and what is not available) in each class of information
- list any charges that may be applied
- explain how to find information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request the information we hold

## *Availability*

The information referred to in this publication scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or arrange to inspect it at our premises. For example, we can usually arrange to send information to you on paper (although there may be a charge for this).

## *Exempt information*

We will publish the information we hold that falls within the classes of information indicated in the tables starting on page 5. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information or a trade secret), we will remove or redact the information before publication and explain why.

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- the source of the material is identified

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Some material we include in our publication scheme may be the copyright of a third party. Our rights to hold and use such material do not extend to others. You must obtain authorisation from the copyright holders if you wish to copy or reproduce such material.

## Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises. We may charge for providing information to you, eg printing and photocopying and postage, but we will charge you no more than it actually costs us. We will always tell you what the cost is before providing the information to you.

Our printing and photocopying charge per sheet of paper is shown in the tables below:

### *Black and white*

Size of paper	Pence per sheet of paper
A4	10p
A3	10p

### *Colour*

Size of paper	Pence per sheet of paper
A4	30p
A3	30p

Information provided on CD-ROM will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

## **Contact us**

You can contact us for assistance with any aspect of this publication scheme:

Freedom of Information Officer

Qualifications Scotland

The Optima Building

58 Robertson Street

Glasgow

G2 8DQ

email: [foi@qualifications.gov.scot](mailto:foi@qualifications.gov.scot)

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

# Classes of information

We publish information that we hold within the classes indicated on the following pages. Once information is published under a class, we will continue to make it available for the current year and the next two financial years (where possible).

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you can make a request to us for that information.

## Class 1: About Qualifications Scotland

**Information about Qualifications Scotland: who we are, where to find us, how to contact us, how we are managed and our external relations**

### General information

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Qualifications Scotland name, addresses and contact details, including business opening hours	<ul style="list-style-type: none"><li>• <a href="#">Contact us page includes: Qualifications Scotland name, addresses and contact details:</a></li><li>• <a href="#">Qualifications Scotland Accreditation</a></li></ul>
Contact details for customer care and complaints functions	<ul style="list-style-type: none"><li>• <a href="#">Customer complaint and feedback web page — contact details for customer care and complaints functions</a></li></ul>
Publication scheme and guide to information — charging schedule for published information	<ul style="list-style-type: none"><li>• <a href="#">Publication scheme and guide to information — charging schedule for published information</a></li></ul>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Contact details and advice about how to request information from the authority	<ul style="list-style-type: none"> <li>• <a href="#">Access to Information</a></li> <li>• <a href="#">Candidate enquiry form</a></li> <li>• <a href="#">General feedback form</a></li> <li>• <a href="#">Statistical Data</a></li> <li>• <a href="#">Qualifications Scotland Accreditation</a></li> </ul>
Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004	<ul style="list-style-type: none"> <li>• <a href="#">Charging schedule for environmental information provided in response to requests under the Environmental Information (Scotland) Regulations 2004</a></li> </ul>

## How Qualifications Scotland operates

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Organisation structure, roles and responsibilities of senior officers	<ul style="list-style-type: none"> <li>• <a href="#">How we operate web page</a></li> </ul>
<p>Legal framework for the authority including constitution, articles of association or charter</p> <p>Description of governance structure, BoM, committees and other decision making structures</p> <p>Names or responsibilities and work-related biographical details of the people who make strategic and operational decisions about the performance of function delivery of services by the organization, eg BoM members, CEO</p>	<ul style="list-style-type: none"> <li>• <a href="#">About Qualifications Scotland Accreditation</a></li> <li>• <a href="#">Framework – Corporate Plan</a></li> <li>• <a href="#">Management Team structure</a></li> <li>• <a href="#">Board of Management</a></li> <li>• <a href="#">Executive Management Team</a></li> <li>• <a href="#">Advisory Council</a></li> <li>• <a href="#">Qualifications Scotland Accreditation Committee</a></li> </ul>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Governance policies including standing orders, code of conduct and register of interests	<ul style="list-style-type: none"> <li>• <a href="#">Current Scheme of Delegation</a></li> <li>• <a href="#">Register of Members' Interests</a></li> <li>• <a href="#">Board of Management Code of Conduct</a></li> </ul>

## Corporate planning

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Mission Statement</p> <p>Corporate plan</p> <p>Corporate strategies, eg for economic development</p> <p>Corporate policies, eg Health &amp; Safety, equality, sustainability</p>	<ul style="list-style-type: none"> <li>• <a href="#">Mission Statement</a></li> <li>• <a href="#">Qualifications Scotland Corporate Plan</a></li> <li>• <a href="#">Corporate policies web page</a></li> <li>• <a href="#">Child protection policy</a></li> <li>• <a href="#">Qualifications Scotland Customer Charter</a></li> <li>• Plain English policy – under review</li> <li>• <a href="#">Sponsorship policy</a></li> <li>• <a href="#">Anti-Bribery &amp; Corruption Policy</a></li> <li>• <a href="#">Freedom of Information Policy</a></li> <li>• <a href="#">Data Protection Policy</a></li> <li>• <a href="#">Environmental Policy</a></li> <li>• Environmental Strategy is under review</li> <li>• <a href="#">Sustainability Report</a></li> </ul>
Strategic planning processes	<ul style="list-style-type: none"> <li>• <a href="#">Qualifications Scotland Corporate Plan</a></li> </ul>



## External relations

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Accountability relationships including reports to regulators	<ul style="list-style-type: none"><li>• <a href="#">Annual Report and Accounts</a></li></ul>
Internal and external audit arrangements	<ul style="list-style-type: none"><li>• <a href="#">Qualifications Scotland Accreditation Regulation Policies</a></li><li>• <a href="#">How we regulate awarding bodies</a></li><li>• <a href="#">A guide for centres offering regulated qualifications</a></li></ul>
Subsidiary companies (wholly and partly owned) and other significant financial interests  Strategic agreements with other bodies	<ul style="list-style-type: none"><li>• <a href="#">Annual Report and Accounts</a></li><li>• <a href="#">Qualifications Scotland Corporate Plan</a></li></ul>

## Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

### Functions

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
<p>Description of functions including statutory basis for them where applicable</p> <p>Strategic policies and internal staff procedures for performing statutory functions</p> <p>List of services including statutory basis for them where applicable</p>	<ul style="list-style-type: none"><li>• <a href="#">Qualifications Scotland homepage</a></li><li>• <a href="#">Qualifications Scotland Accreditation home page</a></li><li>• <a href="#">What we do web page</a></li><li>• <a href="#">Qualifications Scotland Accreditation About us</a></li><li>• <a href="#">Our qualifications</a></li><li>• <a href="#">Qualifications Scotland Accreditation</a></li><li>• <a href="#">Deliver National Qualifications</a></li><li>• <a href="#">Assessment arrangements</a></li><li>• <a href="#">Service statement — Qualifications Scotland Customer Charter</a></li><li>• <a href="#">Replacement certificate service</a></li><li>• <a href="#">Appointee web pages</a></li><li>• <a href="#">Qualifications Scotland Accreditation Customer Charter</a></li></ul>
<p>How to apply for a licence, warrant, grant etc where it is a function of the authority to approve</p>	N/A

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
How to report a concern to the authority	<ul style="list-style-type: none"> <li>• <a href="#">General feedback</a></li> <li>• <a href="#">Complaints</a></li> <li>• <a href="#">Contact us</a></li> <li>• <a href="#">Qualifications Scotland Accreditation Contact us</a></li> </ul>
Reports of the authority's exercise of its statutory functions	<ul style="list-style-type: none"> <li>• <a href="#">Annual Report and Accounts</a></li> </ul>
Statutory registers (NB not if inspection only)	<ul style="list-style-type: none"> <li>• <a href="#">Register of Directors' Interests</a></li> </ul>
Fees and charges for performance of the authority's functions	Please contact us

## Information for service users, including how to access our services

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Service policies and internal staff procedures, including allocation, quality and standards	<ul style="list-style-type: none"> <li>• <a href="#">Corporate policies</a></li> <li>• <a href="#">Qualifications Scotland Accreditation</a></li> <li>• <a href="#">Qualifications Scotland Accreditation Newsletter</a></li> <li>• <a href="#">Our qualifications</a></li> <li>• <a href="#">Assessment arrangements</a></li> <li>• <a href="#">National Qualifications</a></li> <li>• <a href="#">Quality assurance</a></li> <li>• <a href="#">Appointee role information</a></li> <li>• <a href="#">News</a></li> </ul>
Service schedules and delivery plans	<ul style="list-style-type: none"> <li>• <a href="#">Qualifications Scotland Customer Charter</a></li> <li>• <a href="#">Qualifications Scotland Accreditation Customer Charter</a></li> </ul>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Information for service users	<ul style="list-style-type: none"> <li>• <a href="#">Services for centres — approval</a></li> <li>• <a href="#">Support for teachers &amp; lecturers</a></li> <li>• <a href="#">School candidates</a></li> <li>• <a href="#">College learner</a></li> <li>• <a href="#">Workplace learner</a></li> <li>• <a href="#">Parents and carers</a></li> <li>• <a href="#">Employers</a></li> <li>• <a href="#">Information for Awarding Bodies</a></li> <li>• <a href="#">Information for Standard Setting Organisations</a></li> <li>• <a href="#">Information for learners taking qualifications</a></li> <li>• <a href="#">Your Exams</a></li> <li>• <a href="#">Examination timetable</a></li> <li>• <a href="#">MyQualifications Scotland</a></li> <li>• <a href="#">Replacement certificate service</a></li> <li>• <a href="#">Results Services</a></li> <li>• <a href="#">Qualifications Scotland past papers</a></li> <li>• <a href="#">Personal information — data protection subject access request</a></li> </ul>
Service fees and charges, including bursaries	Please contact us

## Class 3: How Qualifications Scotland takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Decisions taken by the organisation: agendas, reports and papers provided for consideration and minutes of board or equivalent meetings	<ul style="list-style-type: none"><li>• <a href="#">Board of Management Minutes</a></li><li>• <a href="#">Decision lists for Accreditation Co-ordination Group</a></li><li>• <a href="#">Scheme of delegation</a></li><li>• <a href="#">Accreditation Committee Minutes</a></li></ul>
Public consultation and engagement strategies	<ul style="list-style-type: none"><li>• <a href="#">Service statement — Qualifications Scotland Customer Charter</a></li><li>• <a href="#">Qualifications Scotland Accreditation Customer Service Statement</a></li></ul>
Reports of regulatory inspections, audits and investigations carried out by the authority	<ul style="list-style-type: none"><li>• <a href="#">Systems Verification</a></li><li>• <a href="#">Devolved Authority and Auditing</a></li><li>• <a href="#">Qualifications Scotland's Quality Assurance guidance for centres</a></li><li>• <a href="#">Quality Assurance — Principles, Elements and Criteria</a></li><li>• <a href="#">Guide to Assessment and Quality Assurance for Employers and Training Providers</a></li><li>• <a href="#">Reporting on standards to learners, centres and the public</a></li><li>• <a href="#">Qualifications Scotland Accreditation Public Reporting</a></li></ul>

## Class 4: What Qualifications Scotland spends and how it spends it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Financial statements including annual accounts and quarterly budget statements Investments, summary information about endowments, investments and authority pension fund Senior staff/board member expenses at category level, eg travel, subsistence and accommodation Board member remuneration other than expenses	<ul style="list-style-type: none"><li>• <a href="#">Annual Report and Accounts</a></li></ul>
Pay and grading structure (levels of pay rather than individual salaries)	<ul style="list-style-type: none"><li>• <a href="#">Equal pay policy &amp; statement</a></li></ul>
Financial statements required by statute eg PSRA	<ul style="list-style-type: none"><li>• <a href="#">Public Services Reform (Scotland) Act 2010 (PSRA) reporting</a></li></ul>
Financial policies and procedures for budget allocation	<ul style="list-style-type: none"><li>• <a href="#">Qualifications Scotland Framework Document</a></li></ul>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Budget allocation to key policy/function/service areas	<ul style="list-style-type: none"> <li>• <a href="#">Budget section of Corporate Plan (very high level)</a></li> </ul>
Purchasing plans and capital funding plans	<ul style="list-style-type: none"> <li>• Qualifications Scotland budget includes capital spend plans: Please contact us</li> </ul>
Financial administration manual/internal financial regulations  Expenses policies and procedures	<ul style="list-style-type: none"> <li>• <a href="#">Travel and expenses policy</a></li> <li>• <a href="#">Scheme of delegation</a></li> <li>• <a href="#">Procurement web pages</a></li> </ul>
Funding awards available from Qualifications Scotland, how to apply for them and funding awards made by Qualifications Scotland	<ul style="list-style-type: none"> <li>• Not applicable. Qualifications Scotland does not award funding to other bodies.</li> </ul>

## Class 5: How Qualifications Scotland manages its human, physical and information resources

### Information about how we manage the human, physical and information resources of Qualifications Scotland

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Staffing structure	<ul style="list-style-type: none"> <li>• <a href="#">Management Team structure</a></li> </ul>

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Human resource policies, procedures and guidelines including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	<ul style="list-style-type: none"> <li>• <a href="#">Corporate policies</a></li> <li>• <a href="#">Chief Executive's salary</a></li> </ul>
Employee relations structures and agreements reached with recognised trade unions and professional organisations	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p>Management of the authority's land and property assets, including environmental/sustainability reports</p> <p>Description of the authority's land and property holdings</p> <p>Estate development plans</p> <p>Maintenance arrangements</p>	<ul style="list-style-type: none"> <li>• <a href="#">Qualifications Scotland's Environmental Management policy</a></li> <li>• Qualifications Scotland's Environmental Strategy is under review</li> </ul>
<p>Records management policy including records retention schedule</p> <p>Information governance/asset management policies and procedures</p> <p>Knowledge management policies and procedures</p>	<ul style="list-style-type: none"> <li>• Qualifications Scotland retention schedules, records management and information governance: Please contact us</li> </ul>
List of statistical information published by the authority	<ul style="list-style-type: none"> <li>• <a href="#">Statistical reports, information and reference data</a></li> <li>• <a href="#">Qualifications Scotland past papers</a></li> </ul>



Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Access to information	<ul style="list-style-type: none"> <li>• <a href="#">Freedom of Information policies and procedures</a></li> <li>• <a href="#">Data Protection policy</a></li> <li>• <a href="#">Access to information</a></li> </ul>

## Class 6: How Qualifications Scotland procures goods and services from external providers

Information about how we procure goods and services, and our contracts with external providers

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
Procurement policies and procedures	<ul style="list-style-type: none"> <li>• <a href="#">Qualifications Scotland procurement web pages</a></li> <li>• <a href="#">How to do business guide</a></li> <li>• <a href="#">Procurement Policy incorporating sustainability</a></li> <li>• <a href="#">Procurement Strategy</a></li> <li>• <a href="#">Procurement Policy and Procedure</a></li> </ul>
<p>Invitations to tender</p> <p>List of contracts which have gone through formal tendering, including name of supplier, period of contract and value</p>	<ul style="list-style-type: none"> <li>• <a href="#">Tender opportunities</a></li> </ul>

# Class 7: How Qualifications Scotland is performing

Information about how Qualifications Scotland performs as an organisation, and how well it delivers its functions and services

Information indicated by the Scottish Information Commissioner	Information we publish under this class, and how to access it
External reports eg annual report, performance statements required by statute eg PSRA	<ul style="list-style-type: none"><li>• <a href="#">Annual Report and Accounts</a></li><li>• <a href="#">Qualifications Scotland Accreditation Annual Report</a></li></ul>
Performance indicators and performance against them	<ul style="list-style-type: none"><li>• <a href="#">Equality Mainstreaming Report</a></li><li>• <a href="#">Responsible Business Review</a></li><li>• <a href="#">Annual quarterly statistical report for Qualifications Scotland Accreditation</a></li><li>• <a href="#">PSRA reporting</a></li><li>• <a href="#">Sustainability Report (2024/2025)</a></li><li>• <a href="#">Customer surveys — Qualifications Scotland Customer Charter</a></li><li>• <a href="#">Qualifications Scotland Accreditation Stakeholder Survey</a></li></ul>

## **Class 8: Our commercial publications**

**Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet, eg bookshop, museum or research journal**

<b>Information indicated by the Scottish Information Commissioner</b>	<b>Information we publish under this class, and how to access it</b>
Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet	<ul style="list-style-type: none"><li>• We do not hold any information under this class</li></ul>

## **Class 9: Our Open Data**

**Open data made available by the authority as described by the Scottish Government's Open Data Resource Pack and available under an open licence**

We do not hold any information under this class.