



Higher National Qualifications Internal Assessment Report 2014 Food Processing

The purpose of this report is to provide feedback to centres on verification in Higher National and Scottish Vocational Qualifications in this subject.

Higher National Units

This report covers Higher National Units verified within the period November 2013 to July 2014.

F4TL 34 Food Hygiene Intermediate

General Comments

The centres selected for verification offer Unit F4TL 34 as part of the Hospitality and Professional Cookery Award.

Three centre visits were undertaken, one mainstream and two under the Quality Assurance Management System (QAMS).

One centre that was visited had five satellite sites. In such instances there is an agreed protocol where the candidate portfolios available for verification at the site selected for external verification are then accepted across all five sites.

At the other centres, all candidate portfolios were available for immediate sampling on the visit.

There were no Holds or sanctions applied to any centre.

The evidence available from verification visits and assessor/internal verifier meeting records indicates that centre staff have a clear and accurate understanding of national standards. This is demonstrated by:

- ◆ the production of adequate and fit-for-purpose learning and teaching materials aligned to the Assessment Standards for Intermediate Food Hygiene and to meet the Royal Environmental Health Institute of Scotland's (REHIS) requirements for Intermediate Food Hygiene
- ◆ the use of standardised instruments of assessment (REHIS and Highfield) that meet the requirements stated in the Unit specification
- ◆ the possession of the required qualification(s) in food hygiene and/or food safety and occupational experience in food handling practices
- ◆ compliance with SQA's Quality Assurance Management System requirements

Unit specifications, instruments of assessment and exemplification materials

There was sufficient evidence to demonstrate that centres have a clear and accurate understanding of the national standards required for the Unit.

From evidence and the quality of the learners' assessments, it was clear that the assessors are familiar with the Unit specification and instruments of assessment for Intermediate Food Hygiene.

Evidence Requirements

There was evidence from the materials presented for verification that assessors have a clear understanding of the Evidence Requirements. These were fully met by learners who successfully completed the assessments for the Unit.

Centre staff have a clear understanding of the Evidence Requirements for the Unit.

Assessors and internal verifiers prepare and work from master folders that contain the relevant information and materials for the Unit, in particular: Unit specification, instruments of assessments, SQA exemplar assessment materials and REHIS materials.

Assessors' judgements were linked to the Evidence Requirements for the Unit.

Candidate performance and the assessment evidence in sampled portfolios were accurate and interpreted to the required standard.

No Holds or non-compliance of criteria were placed on any of the centres.

Administration of assessments

At all centres, the assessment process was accurate and fair. Teaching and assessment plans are in place. Centres made adjustments and provided support where necessary to ensure that assessments were accessible for learners who have English as a second language.

Evidence of feedback was structured and adequate. One area for improvement identified is to provide more detailed feedback on assessment decisions to candidates.

Evidence was available of standardisation meetings that were held pre- and post-assessment to ensure that the quality of assessment and the judgement of learners' performance and achievement were valid and fair.

Centres were advised to record Assessor Support meeting minutes to demonstrate that matters relating to the national standards and assessment requirements are regularly discussed. Key highlights and action points from these meetings should be documented as appropriate.

The administration of assessments was sound and compliant with the centre's and SQA's quality management processes. The internal verification systems were effective in all centres.

Records of internal verification reports were up to date and accurate, and reflected the importance centres attach to quality assurance and the enhancement of the qualifications.

The quality of feedback provided on candidates' performance was good and supportive. Feedback was adequate and enabled candidates to achieve the required knowledge and skills.

Additional support is provided for candidates who do not have English as a first language to ensure that they understood the assessment requirements.

Additional support is provided to candidates with any specific needs.

General feedback

Two centre verifications were carried out under QAMS; both centres were aware of the changes and criteria required for quality assurance.

In general, the quality and standard of work was high. Learners for whom English is a second language found aspects of the Unit challenging. This issue was addressed by the centre staff through additional support, remediation and adequate re-assessment.

Centres provide adequate support to meet individual candidates' needs.

All centres have developed and produced fit-for-purpose instruments of assessment. Centres have provided individual assessment plans that promote equality and fair access to learning and assessment.

The internal verification systems at centres simplified the tracking of information and records.

Centre staff should continually update their knowledge and skills in the areas of food hygiene, safety and legislation.

Areas of good practice

Centres provided structured teaching and learning materials and resources. Resources included up-to-date REHIS publications, journals, PowerPoint presentations and online teaching aids relating to bacteriology and food safety. There was very good integration of theory and practice to help learners understand the importance of food hygiene and safety.

Centres provided individual assessment plans, which promote equality and fair access to assessment.

Centres provided adequate support to meet individual candidates' needs.

Centres have systems in place to identify plagiarism by candidates.

There was evidence of good internal verification systems. Internal verifiers provided constructive feedback on the assessor's decisions.

Internal verification systems contribute to the enhancement of the assessment process, and ensure the required standards are met.

The internal verification systems have made the audit trail for QAMS and the tracking of information and records much easier.

One centre encourages candidates to apply for additional industry recognised certification from REHIS on achievement of the Unit. Candidates at this centre complete the REHIS elementary award to give them the underpinning knowledge before undertaking the SQA Unit.

Specific areas for improvement

Centre staff should be fully aware of SQA's QAMS reporting system.

Centre staff should continually update and record their knowledge and skills in the areas of food hygiene and safety and legislation.

Centre staff should continue to improve feedback to candidates on assessment decisions and where remediation and re-assessment are required.

Centres must ensure that all learning resources and support materials are current and have the correct Unit number for the qualification.