



**Higher National and Vocational Qualifications
Internal Assessment Report 2016
Waste Management**

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 graded units

H67T 34 Sustainable Resource Management Graded Unit

General comments

One centre was verified in 2015–16.

A responsive, robust, effective and routinely applied quality management system was in use and a good quality course was being delivered by a dedicated team.

Unit specifications, instruments of assessment and exemplification materials

The course encompasses a wide range of possible work-based functions and the centre supported this by a flexible approach to the selection of investigation topics and a non-prescriptive marking/grading scheme based on the grade descriptors in the unit specification. The assessors were familiar with the unit specifications, instruments of assessment and exemplification materials.

Evidence requirements

Assessment instruments and methods were found to be valid, reliable, practicable, equitable and fair. Centre staff have a clear understanding of the evidence requirements for the unit.

Administration of assessments

Internal assessment and verification procedures are robust, responsive and routinely applied. Assessment is standardised through professional dialogue (recorded) between the assessor and internal verifier.

Specific areas for improvement

No specific areas for improvement were identified.

SVQ awards

General comments

All centres had a clear understanding on the national standards relating to these qualifications.

On the whole, assessors and verifiers regularly undertake CPD and the sector has benefited from assessor standardisation events held twice a year. (The first event in June was hosted by SQA; the second was jointly hosted by SQA and WAMITAB.)

A number of centres did not have assessors present at these events and the intention is to review centre standardisation records in future external verifier visits to see how learning from these events is shared with others. (This will be a focus for EV visits in 2016–17.)

In addition, the sector currently has a large number of relatively new and inexperienced assessors so some further learning is required. The SQA events detailed above are going some way to enhance assessor understanding and we would recommend that all assessors involved in the sector attend at least one of these events each year.

The sector has also been involved with the Workforce Development Group (chaired by Zero Waste Scotland) to develop training and assessment. The centres that attend the standardisation meetings are also represented on the Workforce Development Group.

External verifier visits this year had a particular focus on qualifications, experience and CPD for assessors and internal verifiers — in line with sector skills council requirements. This focus is expected to continue in 2016–17.

Unit specifications, instruments of assessment and exemplification materials

At all assessment centres assessors were familiar with the unit specifications, instruments of assessment and exemplification materials. One centre had lost a number of assessors and had difficulty complying with the assessment strategy for these qualifications in relation to staff qualifications and experience.

Evidence requirements

Evidence requirements for the unit(s) were understood by assessors and in accordance with the assessment strategy.

Administration of assessments

Administration of assessments was generally good. Issues relating to data control and management were identified at one centre.

General feedback

External verifiers were encouraged to interview a number of candidates at all visits. The experience of all candidates was very positive.

The main concern, particularly in local authority centres, was that due to budget constraints they could not extend the assessment process to more staff.

Areas of good practice

- ◆ The use of current industry practitioners to deliver these awards ensures the most up to date practices are assessed.
- ◆ Painstaking attention to detail.
- ◆ Unit induction presentations and cross-referenced questionnaires made the process of evidence collation straightforward for Level 2 candidates and assessors.
- ◆ During candidate discussion it became clear that the centre goes to great lengths to ensure that the candidates have access to the time, equipment and materials needed to undertake these awards beyond their normal working duties. This was an excellent integration of work role and candidate time, which benefited the candidates greatly.
- ◆ Centre staff being actively involved with the ZWS Workforce Development Group which has been set up to help promote and share good practice in the sector.
- ◆ Excellent induction procedures that take account of candidates' prior experience and continuing development needs.
- ◆ Good and routinely applied candidate feedback policies and procedures.
- ◆ A high standard of student work.
- ◆ Excellent attention to detail when signing-off candidate submissions.

Specific areas for improvement

- ◆ A specific area of improvement related to qualifications, experience and CPD for centre assessors and internal verifiers to ensure they meet the sector skills council requirements.