



Internal Assessment Report: Wholesaling

Sector Panel or SSC: Skills for Logistics

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

SVQ Awards

Titles/levels of SVQ Awards verified

Distribution Warehousing and Storage level 2 — G6PG 22

Distribution Warehousing and Storage level 3 — G6PE 23

Warehousing and Storage level 1 — G8W9 21

Warehousing and Storage level 2 — G8WA 22

Logistics Operations Management level 3 — G8WC 23

General comments

This session, the team carried out 12 external verification visits. The visits were all successful. The reports are positive and all highlight good practice.

The new award is now being taken up in larger numbers and the centres are comfortable with the standards. Examples of the old award were still being seen this session.

As in other sectors there is growing interest in electronic portfolios and the use of voice and video recording as well as digital photographs.

Portfolios were well presented and well assessed. The range and quality of evidence was good. Evidence was well matched to the standards and easy to track.

Planning, assessment, review and feedback were evident in portfolios. Assessment was holistic in most cases, with good use being made of the evidence.

The staff involved in wholesaling are qualified and familiar with the standards and assessment strategy with which they work. Assessors and internal verifiers have up-to-date continuing professional development (CPD) records.

Standardisation events are organised, with minutes or notes recorded and made available on external verification visits.

Visits have been well organised and centres have provided all documentation relating to assessment, internal verification and CPD.

Advice on good practice and areas for further development

The External Verifiers have reported good practice on all visits, with many areas of good practice being mirrored in other qualifications. Good practice has included:

- ◆ Portfolios are well presented and the variety of evidence is good, with observation being the main method at level 2.
- ◆ A holistic approach is being taken to assessment, ensuring that candidates do not have to produce unnecessary evidence.

- ◆ All assessors and internal verifiers are qualified and experienced enough to meet the requirements of the assessment strategy.
- ◆ The standard of internal verification is good. It is planned, and the internal verifiers' reports reflect the needs of the assessment process.
- ◆ The CPD of the assessors and internal verifiers is well recorded. Many centres use a document similar to the one used by SQA.
- ◆ The documentation in use is fit for purpose and is easily understood by the candidates.

Further development

All centres visited had very good internal verification procedures and documentation in place. It is, however, important that internal verification is ongoing and not end-loaded. This gives an indication of the performance of the assessors, as well as giving time to deal with any issues, without lengthening the process or disadvantaging the candidate. It is important to ensure that centres record action taken in response to internal verifiers' comments.

Candidate statements and product evidence could be annotated and signed by the supervisor to confirm the candidate has carried out the described action.

Knowledge and understanding should be gained from performance evidence, rather than a bank of questions. This means that knowledge can be inferred from performance. This does not remove the need for question and answer or discussion in some cases.

Product evidence should be annotated by the candidate to explain how it fits in with the standards and why it has been included in the portfolio. Annotation could be on the actual piece of work or in a separate statement which should be linked to the piece of evidence. Product evidence should be signed and dated.

The External Verifier team have all been happy with the work of the centre staff. All reports have been positive and show good practice. External Verifiers have been welcomed in all cases, and have been given all the information and materials they need to carry out their work.