



Assessor and Verifier Units Frequently Asked Questions

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Note: Assessors and internal verifiers who are assessing and verifying the assessor and verifier units should also refer for specific guidance to the **Learning and Development Assessment Strategy** and to the **SQA Assessment Guidance (DB2889)**

Who's who?

Assessor: The assessor of the assessor or internal verifier-candidate

Independent assessor: The independent assessor of the assessor or internal verifier-candidate

Internal verifier: The internal verifier of the assessor or internal verifier-candidate

Assessor-candidate: The person working towards their A1 or A2 unit

Internal verifier-candidate: The person working towards their V1 unit

Subject competent assessor: A qualified and experienced assessor who is occupationally competent in the same area as the assessor-candidate

Subject competent internal verifier: A qualified and experienced internal verifier who is occupationally competent in the same area as the internal verifier- candidate

Frequently Asked Questions

General questions

- 1. Q: What SVQs/units does the Learning and Development Assessment Strategy refer to?**

The Learning and Development Assessment Strategy ONLY refers to the SVQs and units in Learning and Development which includes the assessor and verifier units.

- 2. Q: What are the assessor and verifier (A/V) units?**

A: The A/V units are the units of competence in assessment and verification. Their purpose is to demonstrate that someone who holds them is competent to assess or verify Scottish Vocational Qualifications (SVQs) and other competence based qualifications that are assessed in the workplace. They replace the Training and Development D units.

The A/V units are part of a wider set of Learning and Development units. They can stand alone as separately certificated units or form part of a larger qualification.

- 3. Q: Who devised the Assessor and Verifier Units?**

A: The Employment National Training Organisation (ENTO) in consultation with practitioners (working assessors and verifiers), funded by the national occupational standards programme.

4. New	SQA Code	Unit Title	Replaces
	A1 D94L 04	Assess candidates using a range of methods	D32, D33, D36
	A2 D94M 04	Assess candidates' performance through observation	D32
	V1 D94P 04	Conduct internal quality assurance of the assessment process	D34
	V2 D94N 04	Conduct external quality assurance of the assessment process	D35

- 5. Q: What guidance does SQA provide to specifically support the A/V units?**

All guidance can be accessed via SQA's Website:

www.sqa.org.uk/learninganddevelopment

- 6. Q: Is there an analysis showing a comparison of D Units with A/V units?**

A: Yes, this can be found in the archive section of SQA's A and V unit Webpage (www.sqa.org.uk/learninganddevelopment) under A1/V1 Competence Review Checklist

7. Q: Have the A/V units replaced D units in other group awards, e.g. SVQs and Professional Development Awards (PDAs)?

A: In line with other awarding bodies, SQA is allowing D units in existing awards to remain until the qualifications lapse.

SVQs in Learning and Development and SQA Professional Development Awards (PDAs) include where appropriate the A and V units.

The following PDA's have been available since June 2004:

G7EV 15 Certificate in Assessing Candidates through Observation

G7ET 15 Certificate in Assessing Candidates Using a Range of Methods

G7ER 15 Certificate in Conducting Internal Quality Assurance of the Assessment Process

G7EP 15 Certificate in Conducting External Quality Assurance of the Assessment Process

G7EN 15 Certificate in Delivering Training in the Workplace

G7EM 15 Certificate in Supporting Learning in the Workplace

Candidates who have achieved an A or V unit since August 2003 may apply retrospectively for the relevant PDA group award certificate through their approved centre on payment of the appropriate fee.

8. Q: Is there a qualification for those giving witness testimony?

A: Yes, Unit L20 is suitable for use in this case but is not mandatory.

9. Q: How is assessment or verification carried out in distance learning?

A: This, like all special assessment needs, should be discussed with the external verifier. SQA has produced two useful publications for centres considering the use of distance learning. They are *Assessment and Quality Assurance for Open and Distance Learning* (A1030, free) and *Guidelines on Online Assessment for Further Education* (AA1641, March 2003)

Assessment of A and V units

10. Q: What is the minimum number of people required for the assessment of A1?

A: Three: the assessor, the independent assessor, and the internal verifier.

11. Q: Does the independent assessor need to be different from the assessor and internal verifier?

A: Yes, it is also the view of ENTO that the independent assessor makes separate judgements from the assessor.

12. Q: Is it acceptable for the independent assessor to be a member of a centre's existing staff or must he/she come from out with a centre?

A: Independent assessors can be either existing centre staff or sourced from outside the centre provided they meet Learning and Development Assessment Strategy requirements.

13. Q: Can the subject competent internal verifier also act as the independent assessor of the assessor - candidate?

A: Yes, as long as they also meet the Learning and Development Assessment Strategy requirements to act as an independent assessor.

14. Q: Does an internal verifier -candidate have to work with the same candidate throughout the whole period it takes their candidates to complete a VQ?

A: Not necessarily, the internal verifier-candidate needs to prove they primarily work with assessors rather than with candidates. They should work with at least two assessors to ensure standardisation of decisions. The decisions should cover the same qualification over the 'complete assessment' process i.e. from planning through to decisions making including feedback and final assessment of candidates. The 'complete process' could be for a number of units, two being the minimum requirement.

15. Q: If internal verifiers have to be competent in assessment, can they assess A/V units as well as SVQs in their own area of competency?

A: Yes, providing they are D or A/V unit qualified and their competence for assessing the A/V Units also matches that required by the Learning and Development Assessment Strategy.

16. Q: Can the independent assessor assess another type of award?

A: The independent assessor could very well be qualified and competent in a number of award areas, for example they could meet the appropriate assessor requirements to assess retail as well as A1/A2. In this instance, they could be an assessor for retail and also act as an independent assessor for the A units. In this situation, they would have to meet the Assessment Strategy requirements for both Learning and Development and Retail.

17. Q: A key feature of Unit A1 is for three assessment plans covering two candidates. Does each assessment plan need to be followed through to completion?

A: Yes, all three assessment plans have to be followed through to cover the minimum of 3 units in total. The assessment decisions made against the plan(s) may be 'competent' or 'not yet competent'. If a 'not yet competent' decision is made then there would be an expectation that the assessment plan or references from it, would reflect agreed future action.

18. Q: Unit A1 states that three assessment plans are required and that each plan must cover a full unit of competence. When assessing holistically, how can the assessor-candidate assess a unit using just one plan?

A: When planning holistically, each plan developed may cover a number of units. The minimum requirements for A1 is that each plan should cover at least one unit.

Assessors always ultimately plan to cover full units, even if only planning to gather partial unit evidence on every assessment occasion.

19. Q: Can the assessor-candidate assess a candidate against the Management Standards?

(This question arises out of the issue of a potential conflict arising from differences in the Assessment Strategies for Management and for Learning and Development, i.e. a person doing the Unit A1 might not meet the requirement for continuity if using the Management Standards.)

A: The problem with using the Management Standards to achieve the assessor/verifier awards is that two people are usually involved in assessing Management VQ candidates. The advisor carries out workplace assessment including planning assessment. The assessor completes the assessment process by judging the completed portfolio of evidence. However, in practice most centres assess as the portfolio progresses. The solution is that an assessor-candidate should act as advisor and assessor during the achievement of the assessor/verifier award.

20. Q: There is a requirement that "the assessor of the assessor-candidate must on one occasion observe the assessor-candidate providing feedback to the candidate". Why has observation of the provision of feedback been specified as opposed to observation of performance?

A: In the past, provision of feedback has been poorly done, hence the reason for the ENTO to include this as a minimum requirement. However if assessors wish to observe the full assessment process, then this is perfectly acceptable as long as assessor-candidate feedback is included within the observation(s). For many centres, observing the full assessment process is the most VALID form of evidence to show coverage of some of the Performance Criteria.

21. Q: What has to be covered by the standardisation meetings as referred to in A1.4

A: Standardisation meetings should be held to review consistency of approach and decision making between assessors as they apply the assessment process in line with their centres and awarding body's QA procedures. These meeting(s) might focus on a particular unit, an assessment method or a type of evidence. Ideally, pieces of evidence which have been assessed by the assessor-candidate should part of this standardisation process. The evidence to be produced by the assessor-candidate for A1.4 should be agreed with his/her assessor but it may include minutes or notes from standardisation meetings where candidate evidence has been reviewed.

22. Q: There is a requirement for assessment plans for two candidates. Does one of the candidates have to be experienced and the other inexperienced?

A: The evidence requirements do not stipulate that candidates have to be different in terms of their degree of experience. It is important however that assessors' recognise

the needs of candidates with different levels of confidence and experience in order for them to be effective assessors. This is part of the knowledge requirements for A1/2.

23. Q: Three assessment plans are required for two candidates. How many units need to be evidenced?

A: Assessment plans must cover at least 3 units of competence that can be certificated.

24. Q: Can someone who is L20 qualified act as the independent assessor?

A: No, the independent assessor for the A/V units must be a competent job holder who is qualified as an assessor (i.e. a D or A unit holder).

25. Q: Is the L20 unit mandatory for those completing witness testimonies?

A: No. witness testimonies can be used regardless of whether the person has L20 or not. It is the assessor's responsibility to assess them as they do all other sources of evidence.

26. Q: What can be done about the concern expressed by smaller centres about meeting the requirement for evidence of assessment plans from two candidates?

A: The standards remain unchanged. It is suggested that small centres might work in partnership to overcome this difficulty. External verifiers for the A and V units can also offer guidance in relation to this issue.

27. Q: The Assessment Strategy for the Learning and Development qualifications says that a primary piece of outcome evidence for one or more units has to be assessed by an independent assessor. What does this mean in terms of the A/V units?

A: Candidates are required to present a substantive component which has been independently assessed by an assessor other than the candidate's primary assessor.

For single/single award units such as the A and V units, only **a piece of outcome evidence** need be independently assessed for example:

A1.1 An assessment plan.

A2.1 An assessment plan.

V1.3 An observation of an assessor conducting the assessment process with a candidate.

For full SVQs in Learning and Development and PDA's, **one full unit** should be independently assessed. If the SVQ/PDA also includes an A and/or a V unit then a **piece of outcome evidence** for these units should also be independently assessed.

28. Q: Some awards and centres use advisors, assessors and internal verifiers. Can an advisor act as the independent assessor?

A: If the person operating as an Advisor is appropriately qualified (D32 and D33 or A1) and occupationally competent, they could perform the role of an independent assessor.

29. Q: In element A1.3 do I have to give feedback to the same candidates I have produced evidence from for A1.1 and A1.2?

A: Yes, as this represents continuity in assessment. You will have shown that you can follow a minimum of two candidates through the whole assessment process from planning and reviewing, through judging evidence and making an assessment decision and then giving feedback.

30. Can assessor-candidates use professional discussion as an assessment method with their candidates?

Assessor-candidates can use any assessment method they feel will validly assess their candidates. It is also important that any method they wish to use is permissible, therefore the standards being assessed should also be checked first.

31.

32. An assessor-candidate has to provide evidence of “others” contributing to the assessment process. Who are the “others”?

This depends on the candidate’s situation but it usually refers to the use of witness testimony which could be i.e. colleagues, managers customers etc. The witness testimony should be treated as any other form of evidence to be assessed by the assessor.

Internal verification of A and V units

33. Q: The Performance Criteria for unit V1 indicate that the internal verifier needs to be involved in work usually carried out by the SQA Co-ordinator. In this situation, how can the internal verifier-candidate generate the appropriate evidence?

A: It is accepted that when this particular unit was developed that ENTO wished to reflect a more appropriate level of responsibility for those involved in internal quality assurance. This has meant that many centres have had to look at their current practices to better accommodate the V1 standards (a recommended starting point).

To help meet external verifier requirements in a meaningful way, the internal verifier-candidate could work with the Co-ordinator or persons responsible for quality assuring the award(s) to be externally moderated. For example:

- Discussing with the Centre Co-ordinator how internal assessment will be externally checked in their occupational area, and agreeing suitable times etc.
- By collecting information on assessment decisions they have verified in their occupational area prior to the visit.
- Providing useful background information prior to a visit i.e. information on how previous action points set by the external verifier have been met etc.

34. Q: Is there a requirement in unit V1 for the internal verifier to be in direct contact with the awarding body or the external verifier?

A: V1.4 does not require the verifier-candidate to be in direct contact with the External Verifier or Awarding Body. He/she can achieve this element by ensuring they take appropriate responsibility for organising External Verifier Visits i.e. through communicating with the SQA Centre Coordinator. For evidence purposes, this is best documented.

He/she can also prove through documentation (sampled during the EV process) how they fulfil other parts of their IV role.

The centre may delegate responsibility for the setting up of visits and the raising of queries in which case the internal verifier could make contact directly with the EV. Internal verifiers also attend external verifier visits at times either at the request of their centre or the EV which provides opportunity for contact to be made.

35. Q: Where it is not possible for a subject competent internal verifier to be present during the assessment (V1.3), could the assessor assess and give feedback to this internal verifier?

A: This observation should be conducted by a subject competent internal verifier as they need to determine if the verifier-candidate is making appropriate verification decisions. However if they cannot be present, video-taping could be acceptable which the subject competent internal verifier could then make a judgement on.

Sometimes the assessor or independent assessor for V1 is also a subject competent internal verifier in which case they could conduct the observation.

36. Q: In the evidence requirements for V1.3, the internal verifier-candidate must be observed by the subject competent external verifier or internal verifier. Can centres request an external verifier visit for this purpose from SQA?

It is anticipated that in the vast majority of cases centres will opt to use a subject competent internal verifier to carry out this observation. However, SQA will accept requests from centres, for an external verifier to carry out this observation. It is likely there would be a charge to centres for this additional visit.

Any requests must be made by the Centre Coordinator to SQA's moderation section directly.

37. Q: What is the system for monitoring/verifying the practice of external verifiers?

A: The process consists of:

Scrutiny of centre feedback forms.

The Principal External Verifier oversees performance and practice.

Each year the Senior Verifier conducts desk-top audits and completes a report.

Standardisation of practice via External Verifier Group Meetings.

Annual audits by the SQA Accreditation Body.

38. Q: Who needs to countersign assessor-candidates' decisions?

A: A qualified and occupationally subject competent assessor from within the centre where the assessor-candidate is working can countersign the assessor-candidate's decisions. Alternatively, if summative internal verification of the assessor-candidate's work has taken place and is presented as evidence as part of A1, then this will suffice.

Countersigning (or summative internal verification) is only a requirement for the units assessed and submitted by the assessor-candidate for their A1/A2. Whether **all** decisions (prior to the assessor-candidate achieving their A1/A2) need to be countersigned is a matter for the Assessment Strategy for that occupational area. SQA generally does not require all decisions by non-qualified assessors of SVQs to be countersigned.

39. What has to be covered by the standardisation meetings in order to achieve Element V1.2?

Standardisation meetings should be held to review the activities of at least two assessors over the complete assessment process (i.e. planning to final assessment decision). At least two full units must be covered over the course of these meetings.

Qualifications of assessors and verifiers

40. Q: Do I need to do both Units A1 and A2?

A: No, if you do Unit A1 there is no requirement to do Unit A2. However, if you do Unit A2 first, because you only observe performance in the workplace, you may wish to undertake Unit A1 at a later date if your assessment role develops to include the use of additional assessment methods.

41. Q: Do I need to be a qualified practising assessor before I can qualify as an internal verifier for the A units?

A: Yes, to be eligible to internally verify the A units, you have to be D32, 33 or A1 qualified (and have D34/V1) and can prove that you have been practising as an assessor of the A units or a similar type of unit for one year within the last two.

42. Q: Can the Assessor or Verifier of the A/V units be “working towards” their A/V qualifications?

A: No, all assessors and verifiers of the A/V units must themselves hold the appropriate units (D units or A/V units).

43. Q: In order to internally verify the A/V units, does the internal verifier need to be a qualified assessor?

A: Yes, to internally verify the A/V units, the internal verifier must hold D32, D33/A1 and D34/V1 and have been assessing the A/V units or units of a similar nature for at least one year within the last two.

44. Q: Do newly qualified assessors have to have their decisions countersigned?

A: No. Once qualified, whether in the new A/V units or the D-units, assessors do not need to have their decisions countersigned. However, initially it is good practice for new assessors to be subject to a higher level of internal verification and support, until such times as the centre feels that the assessor is truly operating to standards consistent with its other assessors. The centre’s Internal Verification Strategy should clearly set out the level of sampling and support required for new and experienced assessors.

45. Q: Does the assessor of the assessor-candidate have to be occupationally competent in the SVQ being assessed by the assessor-candidate?

A: No. The assessor of the assessor-candidate only needs to be occupationally competent in the area of assessment as set out in the Learning and Development Strategy. The assessor-candidate’s judgements should be countersigned by a qualified and subject competent assessor or summatively verified by a qualified and subject competent verifier.

46. Q: If an assessor who holds D32 and D33 and wishes to achieve Unit A1, does he/she need to have their decisions countersigned?

A: No. The assessor is already fully qualified, however they are required to continually update their knowledge and experience and work inline with the A unit standards. This would be evidenced through CPD records.

47. Q: What is the definition of occupational competence for assessors and internal verifiers of the Learning and Development qualifications?

A: Occupational competence is defined in the Learning and Development Assessment Strategy:

Assessors must have practised or taught the activities that they are to assess for one year in the last two years. Internal verifiers must have been an assessor for the standards they intend to internally verify, or for those in a similar area, for a minimum of one year in the past two years. Both must be able to demonstrate relevant CPD activity within the last year.

48. Q: What evidence is required by assessor and verifier candidates to prove competence for the A/V Units?

A: The awarding bodies in the UK that offer the A/V Units have developed a set of minimum Evidence Requirements for Units A1, A2, V1 and V2. See SQA's *Assessor/Verifier Units: assessment guidance* (DB2889 2005).

Interpretation of the Standards

49. Q: In V1.3, when observing feedback, how do you ensure you have covered two assessors on two occasions?

A This is two observations in total and not four. This is i) one observation of an assessor conducting an assessment with a candidate and ii) another observation with another assessor conducting an assessment at a different time with a different candidate.

50. Q: Internal verification is necessary to ensure standards are being maintained. Why are three occupationally competent people required for the assessment process?

A: It is a requirement of the Assessment Strategy to have an assessor, independent assessor and an internal verifier for the assessment of each assessor/verifier-candidate. Any feedback about the effectiveness (or otherwise) of this structure should be relayed to the Sector Skills Council for these units, LLUK.

51. Q: Why does the Candidate portfolio pack not include an assessment plan?

A: When the portfolio format was designed in 2000, centres were encouraged to produce their own assessment plans in line with their own needs and subject requirements as long as they met the criteria in A1.1. SQA therefore did not include assessment planning formats as part of the portfolio pack.

52. Q: Why do SVQs contain PCs which cover tasks that occur infrequently, wouldn't it be better if these were covered under knowledge and understanding elements?

A: These tasks are included because they are regarded as important and a key competence of the job.

53. Q: What can I do if my candidate cannot cover a Performance Criterion because the situation just does not arise?

A: In most cases it should be possible to generate evidence from workplace activity. Where this is not possible, then alternative assessment methods i.e. hypothetical questioning could be used. Guidance in relation to covering areas where performance evidence can be difficult to gather, can be found on pages 14, 35 and 36 of the Assessor/Verifier Units: Assessment Guidance.

54. Q: What is meant by a full qualification?

A: The ENTO defines a qualification as any competence-based qualification that has been designed in relation to national standards i.e. an SVQ in Learning and Development.

55. Q: Where is the scope stated?

A: It is stated in the overview of each unit and applies to each element.

56. Q: Which activities can be simulated in the A/V units?

A: None. All evidence for the Learning and Development qualifications (including the A/V units), must be derived from the activities of assessor/verifier-candidates in their real working environment.

Continuous Professional Development

57. Q: Who is responsible for planning and monitoring CPD?

Responsibilities for CPD lie in a number of areas:

- The centre is responsible for including CPD arrangements in its Internal Verification Strategy. It is advisable to plan CPD in advance to ensure minimum Assessment Strategy requirements are met
- Assessors and internal verifiers are responsible for managing, maintaining and recording their own CPD.
- External verifiers are responsible for monitoring CPD activity within centres.

58. Q: How should evidence of CPD be recorded?

A: Assessors/verifiers are usually responsible for organising and recording their own CPD. Evidence should be retained in a file/portfolio for presentation during external verification visits. However, just putting evidence of course attendance into a portfolio does not provide evidence of development as this should include a reflection on 'why am I doing this?' and subsequently 'what impact has it had on what I now do and/or say as a result?' A CPD template can be found in SQA's *Approval Guide for Centres Wishing to Offer Learning and Development Awards/Units* (DB2901).

59. Q: How many hours of CPD does an assessor or verifier of the A and V units have to undertake?

A: CPD activity should not be determined by a number of hours but by the appropriateness of the activity to the individual and their development needs. The minimum requirement is for two activities a year for an assessor and the same for an internal verifier. These activities should be built into the centre's Internal Verification Strategy.

60. Q: Does ENTO require a reflective account of any events attended as evidence of CPD?

A: CPD must be progressive and coherent and at least in part relate to a CPD plan (rather than purely a series of unplanned updates). A reflective account can be written following an update event or as part of an overall evaluation as a way of providing evidence of CPD.

61. Q: Does an internal verifier need to attend two events each year to comply with the new CPD requirements?

A: Attending events is only one of the means by which CPD can be carried out. Evidence can be presented by a number of different means as listed in the Learning and Development Assessment Strategy.

62. Q: Will delegates receive a certificate for attending the A&V Seminars?

A: SQA run events such as the A&V Seminars or Quality Networks would count as appropriate evidence of CPD. Certificates are issued by SQA for these centrally run events.

63. Q: Who monitors the planned CPD activity?

A: CPD activity will be monitored externally by the external verifiers for each occupational area during normal centre visits. However, centres should also carry out their own internal monitoring of CPD activities.

Achieving A and V units through assessing Non-N/SVQs

64. Q: Can non-SVQ qualifications be used to provide evidence for A/V units?

A: Yes, as long as the evidence is valid and sufficient to meet the requirements of the standards and is generated by real work activity in the workplace. SQA's Accreditation Unit has issued guidelines on this (Accreditation Guidance Note 10).

Additional guidance can be downloaded from SQA's Website:

www.sqa.org.uk/learninganddevelopment, publication title; *Assessment and Internal Verification of Non-SVQs*

65. Q: Can NQ/HN Units be used to generate evidence?

A: Yes, provided they are assessed in the workplace or in a working environment deemed acceptable by the Sector Skills Council. Workplace evidence is essential.

66. Q: Will the HN Unit in Assessment and Moderation replace the D Unit in the PDA in Further Education?

A: Yes, the new unit (DA3F 04) was available in the Advanced Certificate 'Teaching in Further Education' (G74N 17) from 1 August 2003. Unit A1 could also be included for those FE lecturers who assess SVQs and are able to meet the requirements of the standard.

67. Q: Can tailored awards be used to generate evidence?

A: Yes, as long as it is real workplace activity that is being assessed and meets the requirements of Guidance Note 10. Additional guidance can be downloaded from

SQA's Website: www.sqa.org.uk/learninganddevelopment, publication title; *Assessment and Internal Verification of Non-SVQs*

68. Q: Are A/V units needed for the delivery of Workplace Core Skills?

A: Yes, SQA's submission for the accreditation of the workplace core skills stated it would apply its normal approval criteria related to SVQs i.e. qualified assessors and verifiers. SQA (the Accrediting Body) have asked all other Core Skills awarding bodies to ensure that assessors/verifiers have A/V units.

69. Q: Where non-SVQ evidence is to be used for the achievement of the assessment and verification units and the evidence must come from the workplace, whose workplace is that?

The requirement is that the evidence being assessed by the assessor-candidate must come from the workplace of candidates being assessed.

Sector specific questions

70. Q: Will existing qualified assessors and internal verifiers need to re-qualify?

A: No, qualified assessors (those with D/A units/TQFE) and verifiers (those with D/A/V units) do not need to re-qualify. However, there is an Awarding Body requirement for all assessors and verifiers to show that they work in-line with A/V unit standards. This should be evidenced through their CPD records. To facilitate CPD recording a Toolkit can be downloaded from SQA's Website:

[CPD Toolkit for previously qualified Assessors and Internal Verifiers of SVQs](#)

SQA has recently refreshed its policy regarding acceptable assessor and verifier qualifications and CPD requirements which can be accessed from the SQA Website.

[SQA's refreshed policy relating to assessor and verifier qualifications](#)

Q: Do staff already qualified with D units need to undertake the new A/V units?

A: No, but if they continue to assess or internally verify, they do need to ensure (through CPD) that they are working in line with A and V unit standards.

71. Q: In the Oil-related sector dispensation was given to the Installation Offshore Manager (IOM) for the observation of feedback when an Assessor-candidate was doing the D Units although the IOM was not a qualified Assessor. How can the Assessor observe the Assessor-candidate assessing a candidate whilst offshore if the Assessor is not on the installation?

A: Sessions could be tape-recorded, or a video or web cam could be used. The assessor could then assess this evidence by observation onshore. Alternatively, the assessor-candidate and candidate could do the feedback onshore (if this forms part of the candidates' normal work) which the assessor could then observe.

72. Q: Some Banking qualifications (not SVQs) use freestanding D units. Can candidates still be entered for these Units?

A: Please refer to the relevant Awarding Body and to SQA's Accrediting Body policy.

73. Q: Is the TQFE qualification still acceptable for assessing and internally verifying Management SVQs?

A: The Assessment Strategy covering Management SVQs should be also be checked to establish the particular assessor and internal verifier requirements.

74. Q: Is it necessary to achieve Units A1 or V1 if you have TQSE/TQFE and are occupationally competent?

A: SQA accepts TQSE/TQFE for assessors, but not for internal verifiers of SVQs. If assessing and/or verifying the A/V Units, assessors and verifiers must have the relevant D/A/V Units, no other qualifications are acceptable.

75. Q: The assessor- candidate's judgements should be countersigned by a qualified assessor who is occupationally competent in that area, if summative internal verification evidence is not available. What advice should be given in situations where there are few or no competent assessors and verifiers as in the case of the new Fire Service SVQs?

A: In this situation, if there are no qualified assessors to countersign assessor judgements, another trainee assessor may countersign, or a trainee verifier may

provide evidence of summative internal verification which would provide a further QA check. This should be logged with the external moderator as a special assessment need by the centre.

76. Q: How can a centre have an internal verifier when still developing an award?

A: The centre should be able to identify a suitable person within the organisation who is occupationally competent and suitable for this role. In this case, and if permissible in the Assessment Strategy, the verifier-candidate can be an active internal verifier whilst working towards their V1 unit.

In the case of internally verifying i.e. the A units, the internal verifier already has to be a qualified and practising assessor for one year within the last two, and must also be D34/V1 qualified. Where this person does not exist within the centre, internal verification may have to be contracted-in as an interim measure.

Archive

77. Q: Do existing SQA-approved “D-unit centres” need to seek re-approval for the A/V units?

A: Yes, the automatic re-approval date has lapsed, any centre now wishing to offer the A/V units must seek approval from SQA.

78. Q: What are the implications of the new A/V units for SVQs?

A: SVQs which include D units may continue to use the SVQ structures as accredited. However centres should not use the D units contained within these SVQ structures as a means to register and certificate new assessors and verifiers.

79. Q: Why are entries for D units still being accepted by SQA?

A: SQA formally advised all approved centres that D units would lapse on 31st December 2002 and that from 1st January 2003 candidates should be entered for the A/V units. Some Group awards, (e.g. Registered Managers Award in Care) still have D units within their framework. Entries for the D units associated with such awards will be accepted until such time as they come up for review. At this point the D units are likely to be replaced by the appropriate A/V units. As in the previous question this is not a route to D units for new assessors and verifiers. They should work towards the new assessor and verifier units.

80. Q: What is the expiry date for the D units?

A: The 31st of December 2002 was the last date centres could enter candidates for these units (except in the case where the Units form part of a larger qualification). Qualifications that include D units will continue to be offered until they lapse and come up for review.

The last resulting date for the D units is December 2004. However, centres should endeavour to result D units candidates as soon as they possibly can.

81. Q: Is there a new Certificate in Training Practice?

The framework for the new Certificate in Training Practice is about to be revised. The existing award has been extended until 31 December 2007 and will be available until the revised award is launched.

82. Q: Are the SQA group award codes correct in the SQA’s *Unit Assessment Guidance for SVQs in Learning and Development at levels 3, 4 and 5*, (DB1742), published in January 2002?

A: No, the correct codes are:

Learning and Development level 3 (G71T 23)
Learning and Development level 4 (G71V 24)
Learning and Development level 5 (G71W 25)

NOTE:- ENTO has requested that all awarding bodies amend the structure of the Learning and Development SVQs at Levels 3 and 4 so that candidates cannot count both A1 and A2 towards the same award. SQA’s Accreditation Committee approved this change on 20 May 2004.

Codes for the additional SVQs are:

- Direct Training and Support level 3 (G71R 23)
- Management of Learning and Development Provision level 4 (G71X 24)
- Co-ordination of Learning and Development Provision level 4 (G71P 24)

An updated supplement to DB1742 was published in June 2003

83. Q: Where does the role of the advisor fit into the revised qualifications?

A: There is no distinct role for the advisor in the Learning and Development qualifications, this role to some extent has been encapsulated in the A1 unit.

84. Q: Which unit replaces D31 in the new standards?

A: There is no direct replacement for D31. It is incorporated to some extent in A1 and in L20.

85. Q: When should the external verifiers come to a centre with automatic approval to offer A/V units to look at the programme and portfolios?

A: The general rule is that centres with active SVQ candidates are moderated every year. Development Visits can be requested by centres at a cost of £100. Centres are responsible for meeting the Assessment Strategy and qualification requirements for the awards/units they offer.

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