

Our ref:

22 August 2006

To SQA Co-ordinator

FAO Hospitality and Professional Cookery
Assessors and Internal Verifiers

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Dear Colleague

Hospitality & Professional Cookery SVQs, Assessment Strategy Amendment Notification

As you are aware revised National Occupational Standards (NOS) and the SVQs derived from the NOS have been available for centres to offer since November 2005. Alongside the revision of the NOS the Assessment Strategy was also updated. As an approved centre for these awards you will have confirmed to us that your centre met the requirements of the revised Assessment Strategy by completing and returning the Assessment Strategy Declaration form or have been approved following an approval visit.

The purpose of this letter is to provide you with early notification of further important changes that have been made to the Assessment Strategy. The statement on the following page was issued by the Sector Skills Council (People 1st) who are responsible for the development of the NOS and Assessment Strategy which supports the SVQs. The statement details the reasons for the changes being made and outlines where the main changes occur.

All Awarding Bodies are implementing the new Assessment Strategy. SQA will be submitting an accreditation amendment on the basis of an implementation date for the revised Assessment Strategy of 1st January 2007. Candidates enrolled before this date can continue under existing arrangements.

The revised Assessment Strategy is enclosed with this letter for information. The important section to take note of is Section 2, in particular section 2.2 which outlines the introduction of Independent Assessment. Annex A which is referred to in the Strategy has not been included as this is the technical specification used by Awarding Bodies to ensure questions cover the required range of underpinning knowledge.

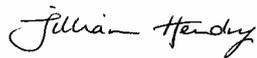
There is a range of implications for centres arising from implementing the revised Assessment Strategy. These are highlighted below:

- Mandatory prior moderation of centre devised questions. (Centres may devise their own questions to cover the underpinning knowledge requirements, however, centre devised questions are required to be confirmed by Awarding Bodies against the specification outlined by People 1st.)

- Commercially available materials which test the underpinning knowledge element of the SVQ such as Award Learning Services, Test VQ, will require to be confirmed directly by the SSC (People 1st). SQA will ensure that centres are informed when any materials have been approved by the SSC and are therefore confirmed as suitable for use. We expect a decision on the appropriateness of the Award Learning Services, materials for use on the amended Assessment Strategy by September.
- HAB Unit Recording Material. HAB are currently updating the Unit Records. The questions will be removed from the Unit Records and be made available separately along with model answers. (SQA will be developing a further bank of questions and accompanying performance evidence recording material to support the implementation of Independent Assessment.)

Current arrangements will remain in place until you are further advised. SQA is currently preparing further guidance on implementing Independent Assessment which will be sent to you as soon as it is available. Centre updates and information will be sent to you regularly during the phase-in period. If however, you have any particular questions regarding the introduction of Independent Assessment please do not hesitate to contact me.

Yours sincerely



Jillian Hendry
Qualifications Officer
HN/SVQ Business and IT

Dear colleague

I am writing to you to communicate some changes to the way the Underpinning Knowledge of the S/NVQs will be assessed.

The current Evidence Requirements of the S/NVQ means that centres are required to use questions as part of the assessment process in order to confirm that candidates have the required knowledge.

People1st has worked with the awarding bodies to formalise the use of questions in the Assessment Strategy of the S/NVQ, to ensure that the use of questions is further standardised. This will add rigour to the assessment of the S/NVQ, as it will provide Centres and Awarding Bodies with clarity on how the knowledge questions should be used.

We have tried to maximise flexibility while maintaining national quality assurance. You can therefore either use the questions that your Awarding Body provide for you or your own questions (either developed by you or developed by a third party). The questions that you use MUST, however, conform to the specifications that we have developed and provided to Awarding Bodies. In all cases your Awarding Body must approve your questions before you use them. In addition, the questions must be answered by candidates in controlled conditions. Your Awarding Body will be able to advise you further on this.

People1st will be working with the awarding bodies to approve questions that have been developed by third parties for use, and have produced a specification that questions can be checked against so that we can be sure that the knowledge is being covered fully.

In addition, People1st will be working in partnership with the Awarding Bodies to help implement these changes over the next few months in a way that will cause minimum disruption to centres and candidates.

Why have these changes been made?

Employers value the S/NVQ and its role in assessing competence. However, feedback from industry has highlighted that improvements could be made to ensure that the qualification is more consistent in assessment and delivery of both skills and knowledge. By formalising the capture and assessment of the underpinning knowledge, we are ensuring the delivery of a more robust qualification.

This change will help us to create consistency. Many approved centres are already testing underpinning knowledge fully and using questions to support them in this. Other centres may need to develop their capacity. Either way, these changes will support the delivery of a common standard of assessment of knowledge. These changes will therefore support centres in providing a consistent coverage of questions and underpinning knowledge.

How long will centres have to implement the new process?

Both ourselves, and the awarding bodies are keen that no centre or candidate is unfairly affected by these changes.

To make sure that this is the case, your awarding body will be giving you details of the phased introduction of the new requirements.

*Tony Holyland
Head of Vocational Learning*

People 1st