



**Ofqual Qualifications  
Internal Assessment Report 2014  
Warehousing and Distribution**

The purpose of this report is to provide feedback to centres on verification in Ofqual qualifications in this subject.

# Ofqual awards

Units verified: GA7H, GA7J, GA7L

## General comments

Both centres continue to have a clear and accurate understanding of the requirements of the National Occupational Standards (NOS) and all staff are well qualified in their fields of expertise.

Induction is offered to all candidates and good printed literature is provided, which includes health and safety requirements.

No candidates are disadvantaged and all have equal opportunities to assessment.

Candidates are supported throughout the course of their training and are treated fairly and equally. They all have the opportunity to have prior achievement recognised and accredited prior to starting their learning.

There are good opportunities for all candidates to have worthwhile contact time with their assessors.

All staff receive full induction and undertake continuous staff development.

## Unit specifications, instruments of assessment and exemplification materials

Centre internal quality assurance teams have a good understanding of their roles and are in constant contact with candidates and other team members. They are all familiar with the Unit specifications, instruments of assessment and exemplification materials.

## Evidence Requirements

Assessment is internally verified and standardisation activity is carried out regularly.

Assessors ensure the authenticity of candidates' work. There was no evidence of impropriety.

All evidence assessment was valid, reliable, equitable and fair and met SQA standards.

All evidence records were complete, up to date, signed and met the centres' management criteria.

The Evidence Requirements of the Units were fully met. Assessment and internal verification met SQA requirements.

### **Administration of assessment**

Assessment is conducted within the candidate's workplace and complies with workplace health and safety requirements. In addition, there is the opportunity for assessment to be carried out in centre accommodation if needed.

Candidates have the opportunity for re-assessment if required, and all assessment results are agreed with the assessor, internal verifier (if sampled) and the candidates themselves.

There is comprehensive and appropriate feedback to candidates by assessors and to assessors by internal verifiers.

Candidates sign and record assessment with dates and times.

### **Areas of good practice**

The following areas of good practice were identified:

- ◆ One centre undertakes a full training-needs analysis for their assessors, which is useful in ensuring that the CPD undertaken by assessors and internal verifiers is appropriate and relevant. This CPD-needs analysis also asks 'What results and improvements is the CPD intended to achieve?'. This further extends the relevance and effectiveness of the staff CPD
- ◆ Centres have comprehensive candidate induction checklists, which in one centre includes a very useful SQA roadmap
- ◆ Centres have developed learning and assessment materials that are in a common format and very tightly organised. This results in candidates following identical learning and assessment pathways and ensures that every candidate's evidence is consistent and accurately meets SQA requirements
- ◆ Centres operate regular and structured standardisation meetings which are fully minuted
- ◆ Centres continuously monitor their health and safety and security measures to ensure these remain at a very high standard

### **Specific areas for improvement**

No areas for improvement were identified.