



**National Vocational Qualifications
Internal Assessment Report 2014
Road Freight Transport (Ofqual)**

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

Ofqual awards

Road Freight Transport Units verified: GC09, GD0C, GC08

General comments

Assessors and internal verifiers at all centres are fully qualified and competent. All centre CPD records show that they regularly update their knowledge, experience and qualifications.

Most centres hold organisational charts that show job roles and responsibilities. All staff at centres have a good knowledge of the National Occupational Standards (NOS), the requirements of the qualification and all the Units it includes.

The assessors and internal verifiers are competent in the schedules of assessment for the Units they are allocated.

At most centres, assessors and internal verifiers meet very regularly and all operate from the same base; consequently, information can be easily disseminated.

All centres hold a log of correspondence between themselves and SQA.

All centres have developed and implemented procedures to meet the changes within the awards to meet QCF requirements.

Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

All centres have student induction checklists, agreed learning plans and learning materials — usually locally devised but also, in one case, commercially produced. They all have equal opportunity, guidance, diversity and centre policies in place and in operation. Individual Learning Plans for learners are also in place.

Most centres operate regular minuted meetings to ensure that all staff involved in the delivery of the qualification are fully aware of the qualification requirements and assessment procedures. Meetings include standardisation of assessments. They also include course resource requirements and the dissemination of any feedback arising from external verification.

Each centre operates some form of compliance mechanism, which includes anti-plagiarism processes.

Well-established candidate inductions (with checklists) are in place at all centres.

Three centres utilise Skill Scan to ascertain prior knowledge including Functional Skills. This enables these centres to address skills shortfalls.

One centre uses the Skills for Logistics handbook in relation to ERR.

In all centres, assessment policies and procedures are in place which include an induction, agreed assessment schedules and feedback policies.

The internal verifier sampling was robust. The assessment and verification decisions made were in line with SQA requirements.

Evidence Requirements

All centres have a good understanding of the Evidence Requirements of the qualifications.

A variety of assessment methods are in use including: direct observation, Q&A, video capture, formative and summative reports, checklists, and witness statements.

Two centres make good use of video evidence (recorded on DVD) to support candidates' explanations within the Units of the award and to help and confirm the assessor's decisions.

In all centres, Evidence Requirements are based on the standards and involve well laid out portfolios with clear evidence trails, supported by various materials and assessor and internal verifier feedback.

Administration of assessments

All centres have well established facilities and arrangements to support assessment.

At most centres, agreed assessor/candidate agreements are in place.

Each centre has clear assessor schedules and lists that allocate learners to individual assessors.

Access statements and procedures, such as access agreement letters giving access to information, are in place at all centres, as are employer agreements.

All centres have assessment and record retention policies. SQA assessment and retention procedures are built-in to all centre policies.

One centre is continuing to move towards the OneFile electronic recording program and will introduce an electronic portfolio. When the OneFile record keeping system is fully introduced all records will be kept remotely.

Centres operate agreed assessor visit dates and keep to this schedule as closely as possible, depending on the students' work pattern and employers' needs.

General feedback

In all centres the qualification is being well delivered and the vast majority of candidates are gaining the award timeously.

The move to pathway-based qualifications has been welcomed and embraced and the change to these qualifications is being well managed.

All centres continue to monitor the ongoing changes in the industry, especially the introduction and development of the Driver CPC and its impact on the assessment processes they use.

Areas of good practice

The following areas of good practice were identified:

- ◆ The use of DVD video — supporting decisions made by the assessor and as an evidence-storage medium
- ◆ Well laid out portfolios at all centres with constructive feedback to the candidate
- ◆ Using Skill Scan results to identify candidates' weaknesses and to point to opportunities to make up skill shortfalls
- ◆ One centre operates a diversity programme which identifies additional needs and enables the centre to put in place assistance and help
- ◆ One centre asks employers to not just sign and date any comments on candidate evidence but requires them to add a comment, even if that is 'no comment'
- ◆ The implementation of a training-needs analysis for assessors and internal verifier's at one centre
- ◆ The use by one centre of the Skills for Logistics handbook in relation to ERR

Specific areas for improvement

No areas for improvement have been identified.