

Quality Assuring the transition of SVQ candidates between centres part-way through an Award.

Candidates may, for a variety of reasons, change centres part-way through an SVQ programme.

The new centre is responsible for ensuring the accuracy of candidate data (advice on transfer of data can be obtained by contacting the Business Development team on 0845 279 1000) and for the accuracy of evidence already held if it is to be used to demonstrate competence in future assessments.

It is recommended that centres should conduct a formal induction appropriate to the situation of the candidates. In the course of this induction the new assessor should review existing evidence generated by the candidate and confirm with them the units that they have already passed and those still requiring evidence to be generated. An assessment plan should then be agreed by both the assessor and candidate.

It is possible that when reviewing a candidate's existing portfolio of evidence, an assessor may raise concerns about the validity of assessment and/or the reliability of assessor judgements made by a previous centre. Initially these concerns should be raised with the assessor's internal verifier. Where the internal verifier agrees with the assessor's concerns, the centre should take the following steps:

Where candidates have been informed that they have passed an SQA unit by a previous centre, but this result does not appear on SQA Navigator, the assessor should explain to the candidate the reasons for their concerns and inform them of any additional evidence they need to generate in order for the assessor to support the provisional assessment decision(s) made by the previous centre. The candidate should be informed that they have not yet passed the unit

Where unit results have been sent to SQA and they appear on SQA Navigator, the new centre should contact SQA's Qualification Approval and Verification (QAV) team. The QAV team will then investigate the issue. A report on their findings will be given to the centre clearly stating the decision reached and the follow-up action, if any, required.