



**Scottish Vocational Qualifications
Internal Assessment Report 2016
Road Haulage**

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

SVQ awards

General comments

The centres have a clear and accurate understanding of the requirements of the national standards. This is the first session with the revised national standards and new qualification structure in place and they have been very well received by the centres. All centres are training companies of various sizes, which work with a variety of customers. All the centres have well thought-out assessment and verification systems.

Unit specifications, instruments of assessment and exemplification materials

In all centres the assessors have a very good understanding of all the units in the qualifications. There are established systems in place, with complete and extensive records of internal verification that include feedback to assessor and candidate. All the centres use paper-based portfolios that are well organised and structured. These are supported by candidate booklets and well organised assessment-recording systems.

Evidence requirements

Assessors and verifiers at all centres have a clear interpretation of the standards they are assessing. The centres have well established and comprehensive assessment and verification policies which use tried and tested assessment materials and tools. In all centres there are regular, minuted, standardisation meetings, the results of which are extensively distributed within the centres. The paper-based portfolios are well organised and complete, showing candidates progression throughout the award.

Administration of assessments

All centres have well organised administration of assessments using well-established processes.

General feedback

All centres have effective processes in place for delivery of these awards. These processes ensure that candidates are well supported and feedback is comprehensive.

Areas of good practice

All centres constantly review and update their verification and assessment practices to meet the changing needs of the road transport industry.

One centre uses FaceTime and Skype contact between assessor and candidate. This is very popular and easy to use and provides a convenient method to support the assessment process across different locations.

The same centre has also developed a staff training needs-analysis tool that is comprehensive and covers areas such as 'what results and improvements the CPD is intended to achieve'.

Specific areas for improvement

There were no specific areas for improvement identified.