28 February 2007

To SQA Co-ordinator

For the attention of Hospitality and Professional Cookery Assessors and Internal Verifiers

Action by Recipient	
	Response required
✓	Note and pass on
	None — update/information only

Contact Name: Jillian Hendry at Glasgow
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Dear Colleague

Hospitality and Professional Cookery SVQs
Assessment strategy amendment and resources update

Please find enclosed an **updated** copy of the Frequently Asked Questions (FAQ) document which outlines what changes have been made to the assessment strategy and the implications for your centre as a result of these changes. As indicated in the FAQ, one of the implications for centres is the mandatory requirement for prior verification of centre devised questions for SVQs at levels 2 and 3. To enable us to ensure that materials are verified and approved in order that they comply with the revised assessment strategy, please could you contact us if your centre has any customised questions and materials that have been produced and have not as yet been prior verified. There is no charge to centres for prior verification of materials.

Also enclosed for information is a copy of the procedural flowchart for requesting HABs updated Unit records and questions and answers which contains guidance on what recording format is suitable for use for candidates enrolled before or after the implementation of the revised assessment strategy.

In addition to the HAB materials that are available, SQA has produced an alternative Candidate Evidence Recording document. The candidate recording materials can be downloaded for free from the SVQ Hospitality and Tourism subject page, along with an accompanying guidance note on how to use the recording documents.

To access the subject page, please go to **www.sqa.org.uk** and click on the SVQ logo on the left hand side of the homepage, then select 'Hospitality and Tourism' from the drop-down menu that is found on the SVQ homepage.

All updates and resource materials relating to Hospitality and Professional Cookery can be found on the 'Hospitality and Tourism' subject page, such as:

- Assessors guidance document
- Candidate Evidence Recording documentation
- SVQ frameworks
- People 1st assessment strategy
- HAB Unit Record Procedural flowchart

- Update letters
- Presentations from the SVQ seminar held on 31 January 2007

SQA is also currently developing a question bank which will cover the 'What you must know' statements. The questions will be available from the secure area of SQA's website. SQA Co-ordinators will be sent details of the password and access information when the first set of questions are available.

If you have any particular questions regarding the introduction of independent assessment or the SVQs in general please do not hesitate to contact me.

Yours sincerely

Jillian Hendry
Qualifications Officer
HN/SVQ Business and IT