



**Higher National Qualifications**

**And**

**Scottish Vocational Qualifications**

**Senior Verifier Report**

**2007**

**Subject:                      Hairdressing 62**

**Sector Panel or SSC:    HABIA**

The purpose of this report is to provide feedback to centres on verification which has taken place within Higher National and Scottish Vocational Qualifications in this subject.

## SVQ AWARDS

### TITLES/LEVELS OF SVQ AWARDS VERIFIED

#### Hairdressing Levels 1, 2 & 3

### FEEDBACK TO CENTRES

#### General Comments:

- For verification period 2006/7 candidate feedback was very positive in relation to their learning experience
- The appropriate use of the evidence key was discussed with the centres. It now appears that more centres are gravitating towards the use of photographic evidence, for practical work at level 3, thus bringing the portfolios to “life”
- It has been advised, that centres using a high instance of personal statements should utilise their consultation/analysis sheets more appropriately
- It would appear that on occasion the % mark for Essential Knowledge and Understanding have not been completed effectively
- Centres where Assessors/Internal Verifiers undertake courses that are not certificated, but are claimed towards C.P.D. hours, should liaise with their Training officer/H.R. Department to ensure there is documentation verifies this
- It was noted centres are not cross referencing appropriately within certain Units e.g. Reception, Positive Impression, Consultation, Perming etc. Doing this would elevate the need for over assessing in this area. Assessors, in some cases, are not fully aware of the minimum assessment requirements, located at the end of each Unit
- Project work should have a clearly defined brief to ensure candidates are not producing work that contains differing variances. As discussed before, portfolios are not being completed in ink, highlighting issues of authentication
- Centres who have devised their own template portfolios have found it to be an extremely useful tool for educating and training new assessors
- In certain instances Internal Verification was not trackable
- Improvements have been made with regard to weighting mandatory E.K.U. which provides standardisation throughout the assessment process
- It would be helpful for centre devised portfolios to include an area for assessment feedback
- One centre was noted to have very little candidate evidence at Level 3
- Documentation pertinent to Standardisation meetings are not being documented satisfactorily. In relation to Internal Verification, it was apparent within some centres that a follow up event was necessary, but had not taken place, when insufficient evidence was not available, and one centre is not complying with SQA guidelines for Internal Verification
- Some centres were not specific about the actual timing for the specific treatment as listed in the portfolio

## **Advice on good practice and areas of further development**

### **Advice on good practice:**

- It would appear that the majority of centres are utilizing their consultation sheets effectively
- There now appears to be many more centres utilising overview/tracking sheets for the assessment process
- It was noted that some centres were “buying into” the notion of in house/inter College/National competitions, leading to increased motivation and competitiveness
- There has been a huge increase in the use of contextualised I.T. e.g. digital cameras, colour printer and the use of electronic folders to store candidate evidence and centre master packs. At least two centres are using Blackboard
- One centre has devised generic ECU papers at Levels 2 and 3
- Projects carried out were well structured, and an interesting way for candidates to collect evidence
- It appears that assessors are extremely enthusiastic and well motivated coupled with a good support system within the centres. Working Salons were all of high quality with the most updated products

### **Areas for further development:**

- Assessors must ensure the marking up of candidate portfolios timeously
- Specific timings for specific treatments, as stated in the Assessment Strategy must be adhered to appropriately
- To avoid over assessing and to follow SQA assessment requirements, at the end of each unit, the Consultation Unit must be cross referenced with three technical Units
- Pen must be used for the completion of the portfolio on assessment
- We must ensure easier tracking systems are in place for evidence e.g. polypockets used for evidence gathering
- Centres must be aware that questions should be appropriately weighted for mandatory E.K.U
- It should be noted that realistic working environment is essential for all Units unless specified by the Assessment Strategy/SQA
- Centres should ensure that questions are evidenced separately from non mandatory ECU
- The use of an “L” code if centres are using locally devised non mandatory questions, and the importance of mandatory papers being stored securely and not in candidate portfolios is essential
- Assessors must be aware of the need to include fire evacuation dates within the Health & Safety Unit, and ensure portfolios are marked timeously; Units should be completed prior to signing off
- A Client satisfaction comment must also be included, when required, within the assessment to provide validity
- Ensure Standardisation meetings are carried out timeously and recorded
- Centre must ensure all new staffs’ qualifications are added to the CPD folder within a

two week period, and a list of assessor/Internal verifier signatures would be useful