



**Vocational Qualifications
Internal Assessment Report 2015
Road Freight Transport (Ofqual)**

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

Ofqual awards

Road Freight Transport awards verified:

GA7G 70 Level 3 Certificate in in Logistics Operations

GC08 62 Level 2 Award in Employee Rights and Responsibilities in the Logistics Industry

GC09 54 Level 2 Certificate in Driving Goods Vehicles

GD0C 57 Level 3 Diploma in Driving Goods Vehicles

General comments

Assessors and internal verifiers at all centres are fully qualified and competent and regularly update their knowledge, experience and qualifications through a variety of CPD activities.

All centre CPD records show that assessors/internal verifiers are current and occupationally competent.

Most of the centres hold organisational charts that show job roles and responsibilities. All staff at centres have a good knowledge of the requirements of the qualifications they deliver.

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

At most centres, assessors and internal verifiers meet 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 the QCF requirements.

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 NOS, 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 (including 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 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 qualification.

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 made good use of video (recorded on DVD) as evidence to support candidates' explanations. It also helped to confirm assessor decisions.

Candidates' portfolios were well laid out. Those supported with DVD evidence identified the student and gave a good insight into their explanation of the knowledge required for the award.

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

Administration of assessments

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

At most centres 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 patterns 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 prior assessment handbook developed by one centre is very professional and comprehensive. It is also in PowerPoint form and can be projected on to a white board to develop group work and Q&A discussion.
- ◆ One centre's e-assessment procedures are extremely well organised and successful.
- ◆ One centre moved back to paper-based portfolios in response to feedback from candidates, typically lorry drivers, who found them easier and more flexible to work with.
- ◆ The inclusion at one centre, of an exit check sheet within the candidate pack, which includes an analysis of the qualification and its delivery and an opportunity for the candidate to make comment.
- ◆ The very high level of health and safety including security is very apparent at one centre. This originates from the host organisation's requirements which are very demanding and comprehensive.
- ◆ One centre records all staff development electronically and there is a sophisticated system for monitoring assessor and internal verifier performance on a regular three-monthly basis.
- ◆ All centres have comprehensive and well organised induction award booklets/packs, which are regularly updated.
- ◆ One centre has devised a novel and clear process to ensure that assessment is the candidate's own work through its requirement that all candidates state, face to face, on a video record that they understand this requirement and will

abide by it. This is supported by candidate and assessor signatures with dates on all candidate evidence.

Specific areas for improvement (recommendations)

It was recommended that one centre should consider using an extra column on its written observation report to record where the evidence meets the criteria. This would make it easier to map and would help in the sampling process.

No other areas for improvement have been identified.