



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2017**

**Core Skills: Numeracy**

## Introduction

The units listed below were reviewed by the external verifiers.

F429 04	Numeracy SCQF level 3
F42A 04	Numeracy SCQF level 4
F42B 04	Numeracy SCQF level 5
F42C 04	Numeracy SCQF level 6

Verification activity throughout session 2016–17 mainly focused on the Numeracy units at SCQF levels 4 and 5. All verification reports noted significant strengths. All the external verifiers were very experienced, professional and competent in their role. One external verifier was seconded from the Mathematics verification group to promote consistency between the Mathematics and Core Skills: Numeracy verification groups.

Most centres verified had a master file, either in paper or electronic format, containing information relating to the systems and procedures for the delivery and quality assurance of the awards.

All assessors and internal verifiers were vocationally competent and were familiar with the systems in place to support the verification process.

All the reports suggested that candidates and assessors met on a regular basis to review progress and update training plans. All centres had regular staff meetings to monitor and review candidate progress and to discuss standardisation.

All assessors and internal verifiers had an appropriate training qualification or, in a very few cases, were working towards the qualification. Comprehensive continuing professional development (CPD) records were maintained for all assessors and internal verifiers.

In most centres the quality assurance system was managed by the SQA co-ordinator.

Most centres were using the SQA assessment support packs, but there was evidence of some contextualisation and the use of naturally occurring evidence.

## Category 2: Resources

### **Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

All assessors and internal verifiers had appropriate vocational qualifications and held, or in a very few cases, were working towards appropriate assessor or internal verifier awards.

In almost all cases, staff were experienced in delivering work-based qualifications and had a sound understanding of the award requirements.

**Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**

In all centres verified, Numeracy was part of a Modern Apprenticeship award, so assessment environments, assessment procedures, equipment, learning resources, and assessment materials were thoroughly checked in the pre-delivery review. In almost all centres, course teams reviewed resources annually to ensure ongoing compliance. In many cases, candidates were assessed in the workplace, so detailed site checklists were used to ensure all requirements were met and all workplaces were appropriate.

### **Category 3: Candidate support**

**Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.**

All centres had documented induction processes to ensure that candidates' development needs and prior achievements were matched against the requirements of the unit(s). Most centres carried out an initial training needs analysis as part of the induction process.

Almost all centres used SQA Connect to verify prior achievement and to assist in matching candidates to an appropriate level.

**Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.**

In all centres, assessors held regular progress reviews with candidates. In all centres, assessors were in contact with candidates by phone, text or e-mail. In most centres, online portfolios were used and these were reviewed and updated on a regular basis. Assessment planning and feedback was effective and supportive in all centres.

### **Category 4: Internal assessment and verification**

**Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.**

In all centres, the documented procedures were implemented to ensure standardisation of assessment. In all centres, regular standardisation meetings considered the appropriateness of assessments in terms of the level and quantity. In almost all cases, documented minutes were available. All centres held internal verification events to ensure consistency of marking.

**Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.**

Almost all centres were using the SQA assessment support pack or a modified version. In almost all centres the assessors and internal verifiers had regular standardisation meetings to consider and discuss any new assessment materials.

**Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.**

In almost all centres, candidates signed a malpractice agreement as part of the induction process. In almost all centres, assessments were carried out under formal examination conditions.

**Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.**

In almost all cases, model answers and checklists were created to help ensure that each task was consistently judged by assessors. In almost all centres, regular standardisation meetings were attended by all staff.

**Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

All centres retained evidence for the period specified by SQA.

**Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

In all centres, feedback from the qualification verifiers was either available on the centre's intranet and/or was disseminated to staff during the next standardisation meeting.

**Areas of good practice reported by qualification verifiers**

The following good practice was reported during session 2016–17:

- ◆ use of naturally occurring evidence for assessments
- ◆ vocational contextualisation of assessments

**Specific areas for development**

The following areas for development were reported during session 2016–17:

- ◆ re-assessment materials should be available for all tasks
- ◆ CPD focusing on naturally occurring evidence
- ◆ CPD focusing on vocational contextualisation of assessments