



Higher National Qualifications

Qualification Verification Summary Report 2017

Food Processing

Introduction

The following unit was selected for external verification in 2016–17:

F4TL 34 Food Hygiene Intermediate

Four centres were selected for visiting verification in session 2016–17. It is a mandatory unit within HNC Hospitality and HNC Professional Cookery.

Category 2: Resources

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

All centres had very effective ongoing reviews. They provided documented evidence to demonstrate that they completed scheduled reviews of assessment environments, assessment procedures, equipment, learning resources and assessment materials.

One centre did not provide candidates with access to the most up-to-date published reference materials for the award. The centre was advised to ensure that published reference materials are current, reflecting industry practice and legislation.

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 have application and induction processes and procedures that identify prior achievements and individual development needs. Prior achievements were matched to the unit outcomes and credit awarded as appropriate. Candidates with additional learning and support needs were identified, and individual plans shared with teaching staff; where necessary special assessment requirements were included.

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

All candidates had regular contact with their assessor during timetabled classes. One centre offers the award via distance learning using video link, e-mail and telephone. Candidates all had assessment plans in place, and feedback from the assessor allowed them to review their own progress and development.

The distance learning candidate would have benefited from more detailed feedback on his/her performance from the assessor, which would have allowed for this candidate to review his/her own progress.

Category 4: Internal assessment and verification

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

All assessors and internal verifiers apply their centre's assessment and verification according to the policies and procedures. Pre-delivery documentation was completed before delivering the unit. Meeting notes confirmed that assessments were appropriate and up-to-date. Action points and internal verification feedback were recorded and acted upon accordingly.

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

All centres completed pre-delivery checklist/unit summary forms to confirm that assessment instruments were valid, reliable, practical, equitable and fair. All centres were using the current SQA ASP for the unit, and the completed checklists confirmed that the assessments were fit for purpose.

The distance learning candidate completed the assessments under invigilated closed-book examination conditions. Assessments were sent securely to the invigilator, who then returned the completed assessments to the assessor for marking.

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

All centres used closed-book examination conditions for assessment. Assessments were signed and dated by candidates. Assessors gave candidates detailed written feedback on their performance, signed and dated by the assessor. Centres all provided quality manuals that included processes and procedures for malpractice, plagiarism and the appeals procedure. Candidates all had access to the centre's processes and procedures for malpractice, plagiarism and appeals.

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

All centres used marking checklists to ensure that unit outcomes and evidence requirements met the required standards. Feedback from assessors to candidates confirmed candidate progress was recorded. This ensured that candidates' work was judged accurately and consistently against SQA's requirements. Internal verification sampling confirmed that assessor judgements were accurate and consistent.

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

All centres retained candidate evidence according to their centre policies and procedures. Evidence was available in the centre's quality manual, where requested evidence was made available for external verification. Centre policies and procedures all met SQA retention requirements. Internal verification procedures and sampling forms confirmed that evidence was available for internal verification.

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

All centres included feedback from qualification verification in their verification/moderation meetings. Good practice was discussed and any areas for improvement recorded, and required actions were implemented. Meeting notes were available to relevant staff and circulated as appropriate.

Areas of good practice reported by qualification verifiers

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

- ◆ Very effective internal verification that identified variation in marking standards.
- ◆ Assessment instruments prepared to a high standard and were frequently reviewed by the team.
- ◆ Teaching and learning materials were prepared to a very high standard to support high quality learning.

Specific areas for development

The following area for development was reported during session 2016–17:

- ◆ Ensure that internal policies and procedures are reviewed regularly and dated accordingly.
- ◆ Ensure that learning materials (publications) are current.
- ◆ Assessors should give all candidates detailed feedback on their performance to aid their progress and assessment planning.