



Assessor's guidelines for the: SVQ 1 in Sport and Active Leisure at SCQF level 4

Publication date: February 2011
Publication code: DB4609

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Published by the Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ
Ironmills Road, Dalkeith, Midlothian, EH22 1LE

www.sqa.org.uk

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About this guide

This guide provides some practical examples of how to assess your candidates for the **SVQ 1 in Sport and Active Leisure at SCQF level 4**. You may be able to think of other ways of assessing your candidates and recording your decisions about their competence.

Using assessments based on these examples does not guarantee successful verification — it is still your responsibility to ensure that internal quality assurance procedures are followed.

Introduction

This introduction provides a brief overview of SVQs and how they are assessed in the workplace. If you are already familiar with the concept of SVQs, you may wish to go to the next section.

About SVQs and the SCQF

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy and are usually delivered in the workplace or in partnership with a college or other training provider. The qualifications have been designed by standards-setting bodies made up of experienced practitioners who represent employers, professional bodies, trade unions, education and voluntary organisations.

Each standards-setting body is responsible for developing national standards which define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Each SVQ which a standards-setting body develops has to fit into a broad framework which allows qualifications in the UK and throughout Europe to be compared.

There are SVQs for nearly all occupations in Scotland and they are available at SVQ levels 1–5. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

Each Unit defines one aspect of a job or work-role, and says what it is to be competent in that aspect of the job. To be awarded a full SVQ, learners must achieve each of the SVQ Units which make it up by demonstrating that they are competent in that aspect of the job. The Units which make up the SVQ can also be taken as freestanding awards. Some SVQs or SVQ Units are incorporated into other awards or programmes including HNCs and Modern Apprenticeships.

Explanation of levels

SVQ 1 (SCQF level 4)	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable. SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ.
SVQ 2 (SCQF level 5)	Competence involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. At this level, there will be activities, which are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement. SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ.
SVQ 3 (either SCQF level 6 or 7)	Competence involves the application of knowledge and skills in a broad range of varied work activities, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often present. SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ.
SVQ 4 (either SCQF level 8 or 9)	Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present. SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ.
SVQ 5 (SCQF level 11)	Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability. SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ.

For further information on SCQF go to www.scqf.org.uk.

How are standards defined in SVQs?

All SVQs consist of standards which can be broken down into various parts.

Units define the broad functions carried out in the sector, and are made up of a number of **Elements**. These **Elements** describe the activities which employees have to perform, and will require candidates to demonstrate certain skills or Knowledge and Understanding.

The quality of performance in what people must be able to do — how well they have to perform — is described by **Performance Criteria**. These may also be called **statements of competence** or **what you must do**.

The section on **Knowledge and Understanding** or **what you must know and understand** says what candidates must know and understand, and how this knowledge applies to their jobs.

You may also come across standards containing statements on **scope**. This may also be called **what you must cover**. These statements could, for example, list the equipment that candidates are expected to be familiar with and use in their occupational area.

Increasingly, you may see changes to this format as standards become more user-friendly and are written in plain English. For example, there may be some standards containing **Range Statements** or **Evidence Requirements**, but over time these should disappear. You may, however, find that information on the context, nature and amount of evidence which is required to prove competence (which used to be given in Range Statements and Evidence Requirements) is now defined in the **assessment guidance** for the qualification. Assessment guidance is drawn up by the awarding body and is packaged along with the standards to form the SVQ.

Who is involved in SVQs?

There are several roles:

- ◆ **the candidate:** the person who wants to achieve the SVQ (eg an employee)
- ◆ **the assessor*:** the person who assesses the candidates and decides if they are competent (eg supervisor)
- ◆ **the internal verifier*:** an individual nominated by the centre (eg a company) who ensures that assessors apply the standards uniformly and consistently (eg supervisor's line manager)
- ◆ **the External Verifier*:** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ

*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the Assessment Strategy for this SVQ — see SQA’s website: www.sqa.org.uk

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Assessor/Verifier Units (the national standards for assessment and verification), or an alternative qualification which SQA also recognises.

The steps involved in assessing a candidate for an SVQ

In deciding whether a candidate should get an SVQ, you will go through these stages:

- ◆ planning for assessment
- ◆ generating and collecting evidence of the candidate’s competence in the Units
- ◆ judging the evidence of the candidate’s ability and making an assessment decision based on the evidence
- ◆ recording the assessment decision and the candidate’s achievement

1 The SVQ in Sport and Active Leisure

The SVQ 1 in Sport and Active Leisure at SCQF level 4 has been developed by SkillsActive and is intended for people in a sport or activity play environment.

These people will be working as assistant coaches, instructors, activity leaders or junior staff. They will require skills and knowledge in:

- ◆ planning, preparing and leading an activity within a session
- ◆ dealing with equipment
- ◆ maintaining facility areas
- ◆ providing good levels of service to participants and customers
- ◆ dealing with accidents and emergencies

The SVQ is designed to be assessed in the workplace, or in conditions of the workplace. Examples of the settings or centres in which the SVQ is likely to be delivered include:

- ◆ sport, leisure and recreation centres
- ◆ exercise and fitness facilities
- ◆ arenas or stadiums
- ◆ swimming pools, ice rinks, caravan sites
- ◆ sport specialist centres
- ◆ any sports and/or social club facilities, eg golf clubs

Structure of the SVQs

This section lists the Units which form the SVQ 1 in Sport and Active Leisure at SCQF level 4.

To achieve this SVQ, the candidate must complete **three mandatory Units** and **one optional Unit**.

SVQ 1 in Sport and Active Leisure at SCQF level 4 (GA01 21)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FA3G 04	4	3	C11	Help to Provide Equipment for Activities
FA3H 04	4	2	D15	Help to Give Good Levels of Service to Participants and Customers
FA3J 04	5	2	C35	Deal with Accidents and Emergencies

Optional Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FA3K 04	4	2	C260	Help to Maintain Activity Equipment
FA3L 04	4	2	C21	Help to Maintain Facility Areas
FA3M 04	4	1	D41	Help to Plan and Prepare a Session
FA3N 04	4	2	D42	Lead an Activity within a Session

An Assessment Strategy for the SVQ

As part of their review of the SVQ, the standards-setting body SkillsActive has developed an Assessment Strategy which defines a range of requirements:

- ◆ the occupational expertise of assessors and verifiers
- ◆ a definition of simulation
- ◆ definition of the workplace
- ◆ information on a model of independent assessment or external quality control

The relevant parts of the Assessment Strategy are published on SQA's website (www.sqa.org.uk), and both SQA and centres must comply with these requirements.

Why would people be interested in the SVQ?

People will take SVQs for a variety of reasons: to gain promotion, to prove their job competence, or for personal development. There will be other reasons too. One of the first things to do is to find out why your candidates want to do the SVQ, and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your candidates, they might help you to do this.

How do candidates begin?

Choosing the SVQ

You should make sure that candidates get guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience, and their plans for progression, are matched to the SVQ selected. It does not have to be you as the assessor, who carried out the matching process, but whoever has responsibility for this should ensure that the assessment opportunities available to the candidate are also considered.

Example

Linda is a trainee leisure attendant at a leisure and recreation centre. She is working alongside fully qualified members of staff, aiming to gain both National Governing Body (NGB) industry recognised qualifications and an SVQ 1 in Sport and Active Leisure at SCQF level 4. Before she came to the centre Linda had no formal training or qualifications in this sector; however she did have some basic skills and knowledge about how leisure centres operate.

Linda has been at the centre for a month. In this time she has received a range of specific industry training in in-house activities specific to the centre. In this time she has gained her First Aid certificate and taken other training, preparing her for her coaching in other NGB courses.

Linda also has a good understanding of how the centre operates as she has worked with a range of clients and colleagues allowing her to carry out various tasks, for example dealing with a range of sport equipment.

The centre's SVQ training and development manager matched Linda's daily duties to the SVQ requirements. It was clear to see that she would be able to generate sufficient evidence to meet the requirements of the following SVQ Units:

- ◆ D15 — *Help to Give Good Levels of Service to Participants and Customers*
- ◆ C35 — *Deal with Accidents and Emergencies*

Linda also had some experience in relation to two other Units, however some planning was required in order to provide her with the opportunity to demonstrate competence in these areas:

- ◆ C11 — *Help to Provide Equipment for Activities*
- ◆ C21 — *Help to Maintain Facility Areas*

Linda had no experience in the following two Units and would need further training from her assessor and other qualified staff for her to become competent in this area:

- ◆ D41 — *Help to Plan and Prepare a Session*
- ◆ D42 — *Lead an Activity within a Session*

The centre's Training and Development Manager met with the assessor to assist with the creation of a list of evidence which Linda had to collect and with the construction of a portfolio to record how the criteria of these Units were met. This would be done by a system of checking off evidence against what the candidate must do and cover and knowledge and understanding. Evidence would be collected through witness statements from her assessor, other members of staff and clients and other supporting product evidence, such as questioning, projects and scenarios.

All these arrangements were agreed by everyone involved and then written up in an assessment plan for Linda.

2 Preparing to assess the SVQ

This section offers practical advice on how to begin to go about assessing your candidates for the SVQ. This advice is offered as examples of good practice — you may develop your own approaches to assessing your candidates which also work well.

Your role and your candidate's role

Assessing the SVQ will involve several stages. Both you and the candidate should be clear on your roles in the assessment process before you begin.

Your role:

- ◆ ensure candidates understand what is to be assessed and how it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidate's competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

Candidate's role:

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how it is to be assessed
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

Planning

In planning for assessment, you will find it helpful to meet with your candidate and plan what is to be assessed, in what way, and when and where the assessment is to take place. This discussion can be confirmed in the form of an agreed assessment plan between you and your candidate.

You should treat assessment plans as working documents — they can be updated and changed as you review progress with your candidate.

As you are planning assessment, don't forget to make the most of opportunities to *integrate* assessment. This means planning to assess an activity which draws on the contents of different Units or Elements. It can be a practical and cost-effective way of assessing your candidate's competence.

If you are a new assessor working towards your A/V Units (the national standards in assessment and verification) you will need copies of completed assessment plans as part of your evidence.

To help you plan for assessment, we have produced an assessment plan which covers Unit C21 — *Help to Maintain Facility Areas*.

You will notice that we have included spaces to enter dates when the assessment plan has been reviewed. Any gaps identified during these reviews should be discussed with your candidates and noted for action in the assessment plan.

Assessment plan

Unit C21 — Help to Maintain Facility Areas					
Elements C21.1, C21.2, C21.3					
Activities	Performance Criteria (PC)	Method of assessment/Sources of evidence	Date of assessment	Evidence already available	Links to other Units (PC and range)
<p>Check facility areas, identify problems, take corrective action with the problems, and report any problems including hazardous waste.</p> <p>Tidy facility areas, deal with and dispose rubbish and waste, leave area in a safe and tidy condition, and deal with customers' property.</p> <p>Use appropriate equipment and materials when cleaning facility areas, wear appropriate PPE, and deal with equipment and materials after use.</p>	<p>C21.1 — 1, 2, 3 and 4 C21.2 — 2</p> <p>C21.2 — 1, 2, 3, 4 and 5</p> <p>C21.3 — 1, 2, 3, 4, 5, 6 and 7</p>	<p>The following applied to all Elements:</p> <ul style="list-style-type: none"> ◆ Observation ◆ Oral and written questioning ◆ Candidate product evidence ◆ Witness statement 	05/12/10	<p>The following applied to all Elements:</p> <ul style="list-style-type: none"> ◆ Daily work sheet ◆ Lost property record 	C11
Questioning for knowledge and understanding not apparent from performance to be identified from 2nd review	K6, K11 and K16				

Assessor's signature	<u>Yvonne Brown</u>	1st review due	<u>07/12/10</u>
Candidate's signature	<u>Linda Till</u>	2nd review due	<u>12/12/10</u>
Date of agreement	<u>01/12/10</u>	Date of completion	<u>05/01/11</u>

Selecting methods of assessment

The methods of assessment you use should be valid, reliable and practicable.

- ◆ By *valid* we mean that the assessment method should be appropriate to the standards
- ◆ By *reliable* we mean that the assessment method should ensure consistent results when used with different candidates, different assessors and on different occasions
- ◆ By *practicable* we mean that the method ensures that the assessment makes best use of available resources, equipment and time

Before you assess a candidate, you must make sure that the methods of assessment you have chosen to use, along with any assessment materials (such as questions and sample answers) have been agreed within your centre through its system of internal quality assurance. This system is often called *internal verification* — its purpose is to help to ensure that assessment methods are valid, reliable and practicable.

There are both benefits and challenges when you are assessing SVQs in the workplace, or in conditions in the workplace. When you select methods of assessment, you should try to offer the candidate the benefits of workplace assessment and minimise any potential difficulties.

The benefits might be:

- ◆ the candidate feels more comfortable in familiar surroundings
- ◆ evidence being generated 'naturally' across a range of Units
- ◆ possibility of relevant 'unplanned' evidence being generated in the course of work
- ◆ evidence being generated at a pace dictated by the candidate and their workload

The challenges might be:

- ◆ different working schedules to the assessor
- ◆ inappropriate time-scales
- ◆ ensuring fair assessments
- ◆ workload of coaches/managers and assessors
- ◆ meeting the needs of patients/clients/customers

Example

You might agree with a candidate the most appropriate methods of assessment when they intend to undertake the Unit C21 — *Help to Maintain Facility Areas*. This aspect of their assessment will be carried out by **observation** as and when such situations arise. If you are an assessor who is working alongside the candidate you should be well placed to observe the candidate's performance, perhaps using a prepared checklist, and to review the session at the end. The assessor may wish to ask the candidate **oral questions** to cover aspects of the range the candidate may not have covered by actual performance.

Methods of assessment

Assessment may involve a range of assessment methods. For SVQs, some of the most commonly used methods are observation, product evidence and questioning.

Observation

Observation by an assessor is considered to be the most valid and reliable method of assessment. It can be organised in a variety of ways:

- ◆ working alongside the candidate
- ◆ arranging to visit when naturally-occurring activities are carried out by the candidate
- ◆ arranging for activities to take place

Observation by the assessor can often be supplemented by other types of assessment methods such as questioning. For example, it may be appropriate to ask oral questions of candidates as they carry out naturally-occurring activities.

An example where an assessor could assess by observation would be for most of the mandatory and optional Units:

- ◆ C11 — *Help to Provide Equipment for Activities*
- ◆ D15 — *Help to Give Good Levels of Service to Participants and Customers*
- ◆ C260 — *Help to Maintain Activity Equipment*
- ◆ C21 — *Help to Maintain Facility Areas*
- ◆ D41 — *Help to Plan and Prepare a Session*
- ◆ D42 — *Lead an Activity within a Session*

Product evidence

As candidates work towards achieving the SVQ, they will produce evidence in the form of products of their work. The nature of this evidence can vary widely depending on what the candidate's job entails, but examples of product evidence include:

- ◆ Unit D41 — *Help to Plan and Prepare a Session*, Element D41.1 — Help to plan an activity as part of a session. Here the candidate will need to collect the necessary information to prepare a plan for an activity as part of a session, collect previous evaluations to assist with the completion of a plan for their activity which the person responsible will check prior to the session beginning.
- ◆ Unit C21 — *Help to Maintain Facility Areas*, Element C21.1 — Check facility areas. Suggested product evidence for this Element could come from: daily work rota, equipment log books, facility damage/repair report. Written record of the reports made by the candidate about problems occurred in the facility.

Questioning

Candidates have to show that they can meet the knowledge specifications for the SVQs. For these SVQs, Knowledge and Understanding is specified for each Unit. Much of a candidate's knowledge and understanding will be apparent from what they do or produce as part of their work, but this will not always be the case, and questioning can be a useful way of confirming what candidates know and understand.

Questions can be asked in a variety of forms, such as oral questions, short answer written questions, and multiple-choice.

You should be careful that the method of questioning does not go beyond the competence required for the SVQ and become a barrier to fair assessment. For example, some candidates will feel more comfortable with oral questions than written.

Unit D41 — *Help Plan and Prepare a Session*

Question: K7 — What types of information may be confidential?

Answer: When planning for an activity, I will need some information on the participants of the course, this includes any health issues which are confidential and this information is accessed only by the members of staff directly involved in the activity session.

Unit C21 — *Help to Maintain Facility Areas*

Question: K6 — Who should you report any problems to?

Answer: I report all problems to my line manager, however, in their absence, I will inform a senior colleague of any problems I encounter while I am checking the facilities in the sports centre.

Other methods of assessment

These methods, like questioning, are often used for authentication. See Section 3 for more about authenticating candidates' evidence.

Personal statements

You might sometimes find it helpful to ask a candidate to give an account of why they did an activity in a certain way or how they produced a product of their work. This is often referred to as a *personal statement*. You should take care to ensure that by asking candidates to produce such statements, you are not asking them to demonstrate competence beyond what is required by the standards. You should also be selective in the use of personal statements, and make sure they have not been produced as a substitute to a more valid, reliable and practical method of assessment.

Examples of where a personal statement can be used are:

- ◆ Where further details need to be recorded about the candidate's assessment.
- ◆ Where some assessments do not require direct observation from the assessor, ie dealing with customers and participants.

Witness testimony

For practical reasons, you may not be able to observe all the activities carried out by your candidates, but might feel that other people may be able to provide a statement on what your candidates have been doing or producing as part of their work. Statements of this kind are called *witness testimony*, and are often used to support other evidence produced by candidates. If witness testimony is used, you should, ideally, identify witnesses and opportunities for using their testimony as part of assessment planning.

You should bear in mind that the weight of the evidence will vary, depending on the knowledge and expertise of the person providing the witness testimony. You will have to take these factors into account as you make your judgement.

	Strongest	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards. This person may also be an assessor or internal verifier qualified with the A/V Units or 'D-Units'.
		Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards.
		Someone with considerable occupational expertise in the candidate's area of work, but with no knowledge of the standards.
		Someone who may be a colleague of the candidate, but with no knowledge of the standards.
	Weakest	Someone with no or little knowledge of the candidate's work or no knowledge of the standards.

Witness testimony is unlikely to be sufficient in itself for a decision about the candidate's competence, and would normally be supplemented by questioning candidates.

Examples of who can give witness statements are:

Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards.	A person in the same line of work as the candidate, ie other competent experienced centre staff who work at their centre, who are not the candidate's assessor.
Someone with considerable occupational expertise in the candidate's area of work, but with no knowledge of the standards.	A person in the same line of work as the candidate, ie sports coaches, fitness instructors, outdoor instructors, etc.
Someone who may be a colleague of the candidate, but with no knowledge of the standards.	A person who works alongside the candidate on a daily basis, ie office staff, domestic staff, leisure assistant, etc.
Someone with no or little knowledge of the candidate's work or no knowledge of the standards.	This person could be anyone who is in contact with the candidate, ie visiting clients, staff, participants, etc.

Simulation

Simulation is any structured assessment exercise involving a specific task which reproduces real-life situations.

On some occasions, it may not be practical to assess a candidate in real work. Examples might be where the standards require candidates to carry out emergency or contingency procedures, or where client confidentiality is an issue, or where a candidate's job role does not cover all aspects of the qualification.

Evidence Requirements and Assessment Guidance provided by SkillsActive. This document gives guidance to assessors on what aspects of the Unit(s):

- ◆ can be assessed by simulation or *must* be assessed by observation only
- ◆ the candidate has to do under the 'What you must cover' sections in the Elements
- ◆ covers the provision of evidence to confirm the candidate's knowledge and understanding

The SVQ 1 in Sport and Active Leisure at SCQF level 4, *Agreed Common Evidence Requirements and Assessment Guidance* states that ‘Simulation is **only allowed** for aspects of the mandatory Units’, this would mean all other aspects of this Unit will have to be demonstrated through candidate performance, for example:

- ◆ Unit C21 — *Help to Maintain Facility Areas*, C21.1 — Check facility areas — one aspect of ‘what you must cover’ section b (problem) and C21.2 — Tidy facility areas — 2 (identify and report any hazardous waste and rubbish to a senior colleague) and 5 (follow the correct procedures for dealing with customers’ property).

For more details on simulation and what constitutes performance in the workplace, look at the Assessment Strategy on SQA’s website: www.sqa.org.uk.

Other sources of evidence

Other sources of evidence can be previous experience or learning, case studies or assignments.

SQA’s *Guide to Assessment* (see section 5) has more advice on methods of assessment and how to ensure that your assessment is valid, reliable and practicable.

3 Generating evidence

The methods of assessment you use should generate sufficient evidence to demonstrate the candidate's competence.

We described earlier the circumstances in which you might choose to use different methods of assessment. Starting on the next page, this section gives you examples of forms which you can use to record and present evidence of:

- ◆ observation (by the assessor)
- ◆ questions and candidate responses
- ◆ personal statement (produced by the candidate)
- ◆ witness testimony

There are blank forms which you can copy and use in assessment in Appendix 1.

When an assessor is using observation as a form of assessment, a form of checklist is usually used. This checklist is linked to aspects of the Element that the candidate must do and cover through performance as stated in the *Agreed Common Evidence Requirements and Assessment Guidance* for the qualification. From this the assessor will ask a range of questions that will cover any aspects of what the candidate has not been able to cover through observation and also to cover any knowledge and understanding.

Candidates will also be required to generate **product evidence**. This type of evidence is gathered to back up candidate assessments as **proof** of the candidate carrying out a task, for example, for Unit C21 — *Help to Maintain Facility Areas*. In some cases it may be more appropriate that the candidate writes a short personal statement, providing details of how the candidate has completed a range of tasks set by the assessor, or when the assessor was not present, for example, Unit D15 — *Help to Give Good Levels of Service to Participants and Customers*.

Witnesses may be used to provide the assessor with evidence the candidate has completed one or more aspects of a Unit. The witness can cover a broad range of people, for example, a person who is:

- ◆ technically competent and knows the standards, eg another assessor
- ◆ technically competent, eg colleague, supervisor/line manager
- ◆ neither competent or knows the standards, but works with the candidate, eg works in a different department, bystander, spectator, etc

Observation

For observation, note that the form asks you to record the skills and activities observed. This helps you to make a judgement on how the activity was carried out and what it demonstrates.

Using observation as a form of assessment of a candidate may need to be planned by the assessor and agreed upon by the candidate, this is usually written down in the action plan. This is to ensure that both the candidate and assessor are both available in the workplace to carry out the assessment. During the candidate's assessment, the assessor should ensure that the candidate is carrying out their daily work duties, as agreed in the action plan. The assessor may use a type of checklist detailing what the candidate must do and what they must cover and may use integration over different Units and/or Elements.

Candidates may also be observed by others, for example, other colleagues, client group leaders, ie school teachers, etc. These are called witnesses and they too can provide evidence for the candidate to prove they have carried out tasks or work in their area of responsibility, for example in a statement.

Observation record

Unit/Element C21 — Help to Maintain Facility Areas
Element C21.2 — Tidy facility areas
Candidate's name Linda Till
Evidence index number C21.2 — E1
Date of observation 07/12/09

Skills/activities observed	PC covered
As part of Linda's daily duties, she has to ensure that the centres facilities are tidy before the centre is open for customers. She effectively tidied the facilities dealing with waste and rubbish dealing with it appropriately leaving areas in a safe and tidy condition. Linda also followed the correct centre procedures for dealing with lost property — a bag of swimming clothes and towels, which was left in the changing area.	1, 3, 4 and 5

Knowledge and understanding apparent from this observation

K1, K8 and K10

Other Units/Elements to which this evidence may contribute

C11

Assessor comments and feedback to candidate

Linda was able to carry out her centre duties competently. She is fully aware how to deal with any waste and rubbish and was also able to follow the relevant centre policies and procedures when dealing with customer's property that was left behind after a swimming session the previous evening.

I can confirm the candidate's performance was satisfactory.

Assessor's signature Yvonne Brown **Date** 07/12/10
Candidate's signature Linda Till **Date** 07/12/10

Questions and candidate responses

This form can be used to record any questions you might ask the candidate to establish what they know and understand. You should note the candidate's responses on this form too.

Note that there is a space near the top of the form for you to record when, where, how and why you asked the questions.

Where you want to give the candidate written questions, this form could also be used.

It is important that the candidate covers all the minimum requirements under 'what you must cover'. This type of questioning and candidate responses can be used to 'fill in the blanks'. The information contained in the National Occupational Standards, for example, in Unit C21, the candidate must show from their work they have tidied at least two (out of three) of the types of area which must be evidenced by the candidates work, for example, through observation. This leaves one out of the three not covered, therefore, the assessor should ask the candidate a question to answer — the question and candidate's response should be recorded.

Also the assessor may ask more questions relating to their performance during the assessment about specific tasks the candidate carried out and needed more clarification to complete their assessment.

Record of questions and candidate's answers

Unit	C21 — Help To Maintain Facility Areas
Elements	2
Evidence index number	C21.2 — E2
Circumstances of assessment	
Linda carried out her assessment of tidying facility areas, however she was not able to cover the following on the day of the assessment. Oral questions cover aspects of 'what you must cover':	
a area — three outdoor areas	
b property — two valuables and three suspicious objects	
List of questions and candidate's responses	
Q	a area — three outdoor areas How would you leave an outdoor area in a safe and tidy condition?
A	By ensuring that all activity equipment was put back in the correct stores, any waste and rubbish was dealt with according to centre policies and procedures.
Q	b property — two valuables What would you do if you found jewellery in the changing room areas?
A	Hand it into reception or the office and complete the lost property log.
Q	b property — three suspicious objects What would you do if you found a suspicious object in the centre?
A	I would leave the object where I found it, inform the duty manager of the object and its location and follow further instructions.

Assessor's signature Yvonne Brown **Date** 12/12/10

Candidate's signature Linda Till **Date** 12/12/10

Candidate's personal statement

If a personal statement is being used as evidence, it should be completed by the candidate. The statement should record what they did, how and why they chose to carry out an activity or produce work in a certain way. Where other people may have been present during an activity and they may be able to provide witness testimony, the candidate should record how the statement links to other evidence in the column provided.

A candidate's personal statement can be used when the candidate wishes to provide details of how they have carried out the agreed tasks against certain Performance Criteria. This can be due to the assessor not being present while the candidate had carried out these duties/tasks, for example, when the candidate and assessor are on different shifts or venues.

The personal statement may also highlight areas of knowledge and understanding that have been identified, or the candidate will need to take part in further training in specific areas, for example, 'Does the candidate have the knowledge and understanding for Unit C21 — *Help to Maintain Facility Areas*, K1 — What is the importance of health, safety, cleanliness and tidiness in a sport and recreation facility?'

Personal statements will usually come accompanied with other evidence to back up the candidate's statement of events, such as, witness statements, product evidence, etc.

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered
05/12/10	C21.2 — E3	<p>As part of my daily duties, I have to tidy facility areas before customers use the centre.</p> <p>I had to make sure that all rubbish and waste was dealt with and disposed of and ensuring that the areas were left in a safe and tidy condition.</p> <p>While checking the first aid room, there was blood soaked material left on the floor near to the medial waste bin. I ensured that I wore the correct protective clothing before tidying up the rubbish into the yellow medical waste bin and then cleaning the area thoroughly.</p> <p>I also had to check the changing room facilities where I found a bag of swimming clothing and towels. I took these to reception and completed the lost property log.</p>	C21.2 — E1, 2, 3, 4, 5 and 6	C21.2 PC 1, 2, 3, 4 and 5

Candidate's signature Linda Till

Date 12/12/10

Witness testimony

Remember when you begin to use witness testimony that it must be capable of being authenticated — even if the testimony itself is being used to authenticate a candidate's claim to competence.

To make sure the witness testimony is genuine, you must ensure that you have a record of who is acting as a witness, their relationship to the candidate (eg supervisor, client) address, telephone number and the date. There are spaces for this information in the form.

Witness testimonies are also a way of backing up other pieces of evidence the candidate has produced for their assessment, for example, personal statement, product evidence, etc.

Witness testimony

SVQ title and level	SVQ 1 in Sport and Active Leisure at SCQF level 4
Candidate's name	Linda Till
Evidence index no	C21.2 — E4
Index no of other evidence which this testimony relates to (if any)	C21.2 — E1, 2, 3, 5, 6 and 7
Element	C21 — Help To Maintain Facility Areas C21.2 — Tidy facility areas
Date of evidence	07/12/10
Name of witness	Michael Fuller
Designation/relationship to candidate	Receptionist — colleague
Details of testimony	While Linda was carrying out her duties this morning, she found property belonging to customers that had used the centre the previous evening. She bagged the items up and logged each on the lost property log, as per the centre's policies and procedures for dealing with lost property in the centre.

I can confirm the candidate's performance was satisfactory.

Witness's signature Michael Fuller **Date** 07/12/10

Witness (please select the appropriate box):

- Holds A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

Filling the gaps

There may come a time when your candidate has provided evidence for most of the Unit (or SVQ), but there are some gaps. For example, you may find that certain situations, such as handling contingencies, have not arisen during assessment. Often these will relate to dealing with health and safety issues, or unexpected problems with workflow like delays in receiving information from another part of the organisation.

In this SVQ, such gaps are likely to occur in generating evidence for some of the Units, however, you may be able to overcome these through using different methods of assessment, for example:

- ◆ oral questioning
- ◆ written questioning
- ◆ simulation/project

Before carrying out any of the above, assessors must consult the *Agreed Common Evidence Requirements and Assessment Guidance* provided by SkillsActive. This document gives guidance to assessors on what aspects of the Unit(s):

- ◆ can be assessed by simulation or *must* be assessed by observation only
- ◆ the candidate has to do under the 'What you must cover' sections in the Elements
- ◆ covers the provision of evidence to confirm the candidate's knowledge and understanding

The evidence will be closely examined by the External Verifier on their visits to ensure that centres are working to the Assessment Strategy and common Evidence Requirements. Do not be surprised if simulation is not allowed!

Guidance and support to candidates

At all times during the assessment process — from planning through to making your assessment decision — feedback should be on-going, clear and constructive. Feedback should be given against the national standards by relating it to the evidence provided, including the knowledge specifications.

Where there are any shortfalls in a candidate's competence, you should discuss these with your candidate and make plans for re-assessment.

Judging candidate evidence and making an assessment decision

In judging candidate evidence, you must be satisfied that your candidates can work consistently to the required standard, and that the evidence they have produced is their own. You must consider whether your candidate understands and applies the knowledge evidence and how this links to performance evidence.

Evidence must:

- ◆ be relevant to the SVQ
- ◆ be authentic
- ◆ show current competence
- ◆ be sufficient to help you form a decision about the candidate's competence

Insufficient evidence

You have to judge whether the candidate has produced enough evidence required by the standards for you to reach a decision about their evidence.

Where there is insufficient evidence, you should say this to your candidate. You should tell them that it is not that they are not yet competent — there is simply not enough evidence on which to make a decision.

In this situation, your feedback to your candidates must help them produce more evidence and/or plan for further assessment.

Authenticating candidates' evidence

Authentication is required where you have not observed candidates' performance at first hand.

You can check whether a candidate has produced evidence which they claim shows their competence by questioning them or, if this is appropriate, asking them to produce a personal statement, using witness testimony, or seeking peer reports from other colleagues of the candidate.

Example

Make sure that the candidate's work is authentic and:

- ◆ that any handwritten work, from the candidate or assessor, is in pen or has been photocopied (to avoid the work being tampered with)
- ◆ use 'real evidence', not 'manufactured evidence' (unless the evidence is from a simulation and therefore should be marked as such)
- ◆ that both the candidate and the assessor sign and date their work and any work that has been submitted as evidence

4 Recording achievement

You should retain all evidence — clearly referenced — for internal and external verification.

The candidate's evidence is normally kept in a file, often called a *portfolio*. These documents help you and your candidates to collect, present and cross-reference the evidence to the national standards. They are also a means of recording your assessment decisions, and they tell an External Verifier what stage a candidate has reached in achieving the SVQ.

SQA provide centres with material which can be used for both assessors and candidates in their portfolio. Centres may wish to develop and produce their own material to suit their centre or organisation. All material contained within the candidate's portfolio, assessment decisions and internal verification records will have to be presented for External Verifiers on their visits.

Recording documents do not need to be paper-based — it is possible to use an electronic format for collecting and structuring the evidence. Whatever format you and your candidates choose to use, the documents must show what evidence was generated, the assessment decisions you made, how the evidence meets the standards, and where the evidence can be located. You should avoid photocopying items simply to put them in a portfolio — a clear explanation of where the evidence can be found (for example, in a filing cabinet) may be sufficient for the External Verifier to follow it up and include it in the visit.

There are various reasons why record-keeping is so important:

- ◆ it provides a way of tracking a candidate's progress in achieving an SVQ
- ◆ it helps candidates to make claims for certification of their competence
- ◆ internal verifiers and External Verifiers use the records to sample assessment decisions
- ◆ it helps us to monitor the quality assurance of our qualifications

If your candidates' evidence is incomplete, or cannot be located, or if there is inaccurate cross-referencing to the standards, there is a risk that an internal verifier or External Verifier will be unable to confirm your assessment decisions.

To help you and your candidate present evidence and record your assessment decision, we have provided examples of the forms which you and your candidate might use to compile the portfolio.

- ◆ Completing the Unit progress record
- ◆ Using the evidence index
- ◆ Completing the Element achievement record

These forms are also used in SQA's portfolio.

Completing the Unit progress record

You should complete this form each time your candidate achieves a Unit from the SVQ by adding your signature and the date next to the relevant Unit.

At this stage, candidates should make sure they have completed the recording documents correctly and that their evidence can be easily located. Only then should they circle the relevant Unit number at the top of the form. This enables both of you to see at a glance what stage the candidate is at in their SVQ.

On the following page is an example of a Unit progress record. This form is used to show the progress of the candidate through their qualification. The Unit Checklist is used as a visual aid to show instantly what Units have been achieved so far, by crossing or circling the relevant Units.

Unit progress record

Qualification and level SVQ 1 in Sport and Active Leisure at SCQF level 4

Candidate's name Linda Till

To achieve the whole qualification, you must prove competence in **three mandatory** Units and **one optional** Unit.

Unit Checklist

Mandatory	C11	D15	C35						
Optional	C260	(C21)	D41	D42					

Mandatory Units achieved

Unit number	Title	Assessor's signature	Date
C11	Help to Provide Equipment for Activities		
D15	Help to Give Good Levels of Service to participants and customers		
C35	Deal with Accidents and Emergencies		

Optional Units achieved

Unit number	Title	Assessor's signature	Date
C260	Help to Maintain Activity Equipment		
C21	Help to Maintain Facility Areas	<i>Yvonne Brown</i>	05/01/11
D41	Help to Plan and Prepare a Session		
D42	Lead an Activity within a Session		

Using the index of evidence

The purpose of the index of evidence is to help you locate and work through the candidate's evidence. It should give you a summary of what evidence the candidate has collected, and where (eg in a portfolio) it can be found.

The index of evidence should be completed by entering:

- ◆ the index number for each piece of evidence
- ◆ a description of each piece of evidence
- ◆ the place or location where it can be found
- ◆ the initials of the internal verifier and the date (if they have sampled the candidate's evidence)

Ideally, it should be candidates themselves (with your support and encouragement) who complete the index.

You must make sure that the information in the evidence index is accurate when your candidates' portfolios are presented for assessment and verification — particularly the information about where the evidence can be located. This is important because we suggest that anything which has been produced as day-to-day work is kept in its normal location, but anything which has been produced through assessment for the SVQ, eg observation checklists, is filed in the candidate's portfolio. In this way, your candidate can avoid having to photocopy work products just for the sake of including them in a portfolio. It also means that evidence produced as a result of assessment is kept safely in a central file.

If the index of evidence is not completed with an accurate description and location of the evidence, there is a risk that an internal verifier or External Verifier might be unable to confirm your assessment decisions.

Index of evidence

SVQ title and level	SVQ 1 in Sport and Active Leisure at SCQF level 4
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Evidence number	Description of evidence	Included in portfolio (Yes/No) If no, state location	Sampled by the IV (initials and date)
C21.2 — E1	Observation record	Yes	CM 14/12/10
C21.2 — E2	Record of questions and candidate's answers	Yes	CM 19/12/10
C21.2 — E3	Personal statement	Yes	CM 19/12/10
C21.2 — E4	Witness testimony	Yes	CM 14/12/10
C21.2 — E5	Daily work sheet	Yes	CM
C21.2 — E6	Lost property log	Yes	CM 14/12/10
C21.2 — E7	Memo/note to manager	Yes	CM

Completing the Element achievement record

To help you and your candidates cross-reference the evidence to the standards of the SVQs, we have provided records similar to those produced in the SQA portfolio. Use one record for each Element. The grids should be completed by:

- ◆ entering the evidence index number in the first column
- ◆ giving a brief description of the evidence in the second
- ◆ ticking the relevant boxes for the Performance Criteria (or statements of competence as they are sometimes known)
- ◆ entering the areas of knowledge and understanding the piece of evidence covers

If integrated assessment is used (linking PC or Elements across different Units) the evidence should be cross-referenced back to the relevant Units.

We have provided a completed example to show how to use the record.

Element achievement record

Unit C21 — Help to Maintain Facility Areas

Element C21.2 — Tidy facility areas

Evidence Index No	Description of Evidence	What you must do					What you must know and understand												
		1	2	3	4	5	A1	A2	A3	B1	B2	B3		K1	K8	K9	K10	K11	
C21.2 — E1	Observation record	✓	✓	✓	✓	✓	✓	✓			✓				✓	✓		✓	
C21.2 — E2	Record of questions and answers	✓				✓			✓		✓	✓							
C21.2 — E3	Personal statement	✓	✓	✓	✓	✓	✓	✓		✓									
C21.2 — E4	Witness testimony					✓				✓									
C21.2 — E5	Daily work sheet	✓					✓	✓											
C21.2 — E6	Lost property log	✓				✓				✓									
C21.2 — E7	Memo/note to manager		✓			✓		✓		✓									

Unit C21 — Help to Maintain Facility Areas

Element C21.2 — Tidy facility areas

Notes/Comments

Linda is now competent at helping to maintain facility areas, in particular tidying the centre facility areas. She was able to demonstrate that she could deal with waste and rubbish, identify and report any hazardous waste and rubbish, by following the organisation's policies and procedures as well as reporting these incidents to the responsible colleague. While she carried out the daily tasks, she was able to leave the centre facilities in a safe and tidy condition ready for customers using the facility. Linda also had to deal with customers property that was left behind after a swimming session the previous evening, by again following the centre's policies and procedures and completing the relevant reports.

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature	<u><i>Linda Till</i></u>	Date	<u>05/01/10</u>
Assessor's signature	<u><i>Yvonne Brown</i></u>	Date	<u>05/01/10</u>
Internal verifier's signature	<u><i>Claire Monks</i></u>	Date	<u>05/01/10</u>

5 Further information

What else should I read?

The publications listed here provide additional information on how to implement SVQs. Details of these and other SQA publications are available on our website at **www.sqa.org.uk** on the 'Publications, Sales and Downloads' section. They can be ordered from SQA's Business Development and Customer Support Team — telephone 0303 333 0330. Please note that there may be a charge for some of these publications.

Assessor/Verifier Units: assessment guidance

External Verification: A Guide for Centres

Guide to Assessment

Introduction to Assessment Arrangements for Schools and Colleges

SQA's Quality Framework: a guide for centres

Operational Help Centre

The Operational Guide for Centres has been replaced by the online Operational Help Centre on **www.sqa.org.uk**

Appendix 1: Blank recording forms

Unit progress record

Qualification and level

Candidate

To achieve the whole qualification, you must prove competence in xx **mandatory** Units and xx **optional** Units.

Unit Checklist

Mandatory										
Optional										

Mandatory Units achieved

Unit Number	Title	Assessor's signature	Date

Optional Units achieved

Unit Number	Title	Assessor's signature	Date

Unit

Element

Notes/Comments

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature _____

Date _____

Assessor's signature _____

Date _____

Internal verifier's signature _____

Date _____

Assessment plan

Units Elements					
Activities	PC	Method of assessment/Sources of evidence	Date of assessment	Evidence already available	Links to other Units (PC and range)
Questioning for knowledge and understanding not apparent from performance to be identified from 2nd review					

Assessor's signature _____ 1st review due _____

Candidate's signature _____ 2nd review due _____

Date of agreement _____ Date of completion _____

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Units, Elements, PC, and Range covered

Candidate's signature _____ Date _____

Observation record

Unit/Element(s)

Candidate

Evidence index number

Date of observation

Skills/activities observed	PC covered

Knowledge and understanding apparent from this observation

Other Units/Elements to which this evidence may contribute

Assessor comments and feedback to candidate
--

I can confirm the candidate's performance was satisfactory.

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____

Witness testimony

SVQ title and level	
Candidate name	
Evidence index no	
Where applicable, evidence number to which this testimony relates	
Element(s)	
Range	
Date of evidence	
Witness name	
Designation/relationship to candidate	
Details of testimony	

I can confirm the candidate's performance was satisfactory.

Witness's signature _____ **Date** _____

Witness (please select the appropriate box):

- Holds A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

Record of questions and candidate’s answers

Unit	
Element(s)	
Evidence index number	
Circumstances of assessment	
List of questions and candidate’s responses	
Q	
A	
Q	
A	
Q	
A	
Q	
A	
Q	
A	

Assessor’s signature _____ **Date** _____
Candidate’s signature _____ **Date** _____