



**Higher National and Vocational Qualifications
Internal Assessment Report 2013–14
Legal Services**

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

Higher National Units

General comments

All centres externally verified within the cognate group were successful and had a clear and accurate understanding of the requirements set out in the national standards. More activity was carried out by this cognate group and this is exemplified in the number of Units verified this academic session.

For all centres verified significant strengths across all criteria was recorded.

Units externally verified were:

- ◆ Business Law: an Introduction – F849 34
- ◆ Business Contractual Relationships – F84N 34
- ◆ Scottish Private Law – F19P 34
- ◆ Accounting and Tax for Executries – F19S 35
- ◆ Law and the Communication Industries – DH8K 35
- ◆ Executry Law and Practice – F51W 35
- ◆ Legal Research Techniques – F131 35
- ◆ Ethics and Cash Handling in the Legal Office – F19N 35

External verification of NQ Units had not been carried out.

Unit specifications, instruments of assessment and exemplification materials

From the reports it is clear that the centres are aware of the current Unit specifications. The majority of centres used centrally-generated instruments of assessment and therefore are aware of exemplification materials provided by SQA. Some centres held materials online with access restricted to individuals involved in the delivery of the specific Units.

Evidence Requirements

All centres that were externally verified showed a clear understanding of the Evidence Requirements contained in the Unit specifications. From the reports provided, all centres were using the current SQA specifications.

The instruments of assessment used by the majority of the centres were SQA-generated and they met the standards as set out in the Unit specifications for the subject area. Centre-generated instruments of assessment all met the standards set out in the Unit specifications

Administration of assessments

Overall, all centres had used SQA exemplar packs. Some centres had prepared alternative assessments which had either been prior verified by SQA or met the standards set out in the Unit specifications.

All centres provided evidence that allowed External Verifiers to assess that a candidate's performance was at an appropriate level.

Standardisation and internal verification records showed that the consistency and quality of all assessor activity was being monitored. Evidence indicated support for new assessors and that good practice was being shared in the majority of the centres verified. Several centres now hold internal verification documentary evidence online; access was given to verifiers on the dates of visits.

All centres should be congratulated on the professional manner in which all Units that were externally verified had been managed.

General feedback

Feedback to candidates was excellent and any candidates interviewed were satisfied with their learning experience within this cognate group. All centres that were externally verified had procedures in place to allow fair access to all candidates.

One centre had made improvements to access to include all candidates.

No other significant points were identified relating to assessment within this cognate group.

Overall, the Risk Rating Outcome was Significant Strengths.

Areas of good practice

- ◆ Increasing use of Moodle in one centre, which candidates found helpful in the study of the Units
- ◆ E-mailed communications between the internal verifier and the lecturer were retained, along with the more formal records of internal verification and standardisation
- ◆ Plagiarism procedures are in place in all centres visited this academic session
- ◆ Use of online materials, assessment and internal verification documents ensures management control within centres — and is environmentally friendly

Specific areas for improvement

None identified from the verification activity carried out during this academic session.

Higher National Graded Units

Titles/levels of HN Graded Units verified:

F1HA 35 – Legal Services: Graded Unit 3 (Project)

F1H9 35 – Legal Services: Graded Unit 2 (Examination)

General comments

Visiting for Graded Unit projects took place in June. Centres had used the assessment exemplar pack and had a clear and accurate understanding of the requirements of the national standards.

Visiting for the examination-based Graded Unit took place in June. Centres had used the assessment exemplar pack and had a clear and accurate understanding of the requirements of the national standards.

Unit specifications, instruments of assessment and exemplification materials

Assessors were familiar with the knowledge, skills and Evidence Requirements set out in both Graded Unit specifications.

Centres had knowledge of materials provided by SQA and were using SQA generated exemplars.

Evidence Requirements

All assessors and internal verifiers had a clear understanding of the Evidence Requirements of this Unit. This is evident from the reports on successful visits carried out this academic session.

Administration of assessments

Internal verification processes were being carried out and administration of all assessment was according to the guidance provided in the Unit specification.

General feedback

Significant strengths were identified in the reports under Resources, Internal Assessment and Verification, Candidate Support and Records/Data Management.

Overall, the Risk Rating Outcome was Significant Strengths.

Areas of good practice

- ◆ Quality of student feedback was good; assessors are to be commended on their thoroughness
- ◆ Excellent marking was clearly identified on all scripts
- ◆ Use of double-marking

Specific areas for improvement

None identified.

SVQ Awards

The Level 3 SVQ Paralegal Practice (GH2W 23) is not yet being offered in centres.