



Scottish Qualifications Authority
Ùghdarras Theisteanas Na H-Alba

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SQA Co-ordinator

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Dear Colleagues

**FAO - All staff involved in the delivery of Learning & Development qualifications
Assessors/Internal Verifiers**

I would like to take this opportunity to remind you of the range of documents, specifically produced for the Learning & Development suite of qualifications, that are available on both the SQA open and secure websites.

Guidance documents recently updated:

"Choosing Appropriate Assessor and/or Verifier Qualifications" This document includes the type of qualifications/standards that can be assessed/verified in order to achieve SQA's range of assessor/verifier qualifications including the regulated assessor/verifier qualifications (I&D9DI and L&D11) .

"FAQs for Assessors and Verifiers" - now includes a revised definition of what constitutes an assessment* for the achievement of L&D9DI and L&D11.* *One full assessment cycle, i.e. Planning, Judging evidence, Providing feedback and recording a decision and as an approximation, each assessment should loosely be equivalent to 4 SCQF/QCF Credit Points*".

The Learning & Development qualification portfolio has also recently been expanded and now includes two new Professional Development Awards (PDAs;) details on the latest additions as well as an update on a newly revised HN Unit are as follows:

New additions to the suite of L& D qualifications:

PDA: Workplace Coaching (GK7E 47) - a new Group Award suitable for those whose roles in the workplace include: coach, supervisor, team leader, facilitator, mentor or assessor. An assessment support pack (ASP) has been produced for the Unit: **Enable Individual Learning through Workplace Coaching (H9DJ 34)** and is available from the SQA Secure website.

PDA: Training and Development for Delivery to Groups (GL16 47) - a new Group Award that covers the high-level transferable skills required by those who design and deliver training to groups (please note this replaces the PDA: Training and Development G7V1 16 which is now in its lapsing phase and will finish on 31/07/2017.)

Recently revised Unit:

HN Unit: Training and Developing the Workforce (A6HC 34) - this has recently undergone a major revision to the extent that it has been re-titled and re-coded. A finish date for this Unit is 31/07/2017 therefore, any new candidate registrations should be for the revised Unit: **Continuous Workforce Development (HA13 34.)** An assessment support pack (ASP) is in production and it is anticipated that it will be ready for use in the new session (August 2016.)

HN Unit: Planning and Delivering Training Session to Groups - this Unit is currently in the final phase of revision and expected to be ready in time for the new session commencing in August 2016. The Unit title reflects the planning and delivery of training rather than learning and will include a revised marking scheme.

Secure site resources (a full list of all Learning & Development resources available and links to their location is attached below for your information) :

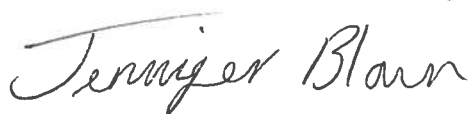
CPD recording exemplars and support for all SVQ assessors/verifiers: Please don't forget that there are many useful resources such as the CPD Toolkit and template to assist all SVQ Assessors and IVs prove they are working in line with the National Occupational Standard in assessment and verification.

CPD template and guidance for assessors and verifiers of L&D SVQ Units (including L&D9D/9DI and L&D11) : These documents help assessors and verifiers provide evidence that their CPD practice aligns with Unit L10 - which is an L&D Assessment Strategy requirement.

Evidence Trackers: The Evidence Trackers on SQA's Secure Site includes reference columns relating to three main components: Performance Criteria, Knowledge and Evidence Requirements of each Element/Unit. In order to show national standards are being met, all types of assessment recording documentation (if SQA Evidence Trackers are not being used,) must enable referencing to be made to all three components.

If you have any further query whatsoever, please do not hesitate to contact me.

Yours faithfully



Jennifer Blain
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People & Services