

creative  
& cultural  
skills

The National  
Skills Academy  
CREATIVE  
& CULTURAL



# **Creative and Cultural Skills Assessment Strategy for SVQs**

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## **1. Introduction**

This Assessment Strategy is applicable to all SVQ qualifications and units based on the National Occupational Standards for Design at all levels unless otherwise specified.

This document is designed to act as a set of assessment and quality assurance principles and practices which will be supplemented and expanded upon by the requirements of Awarding Bodies.

## **2. External Quality Control**

The monitoring and standardisation of assessment decisions must be achieved by robust and strong internal and external verification/quality assurance systems meeting the requirements of the qualifications Regulator, Awarding Bodies, Centres, Assessors and Verifiers/Quality Assurers must retain robust and transparent operational arrangements. They must preserve independence in assessment, quality assurance and certification processes.

Awarding Bodies will operate a Risk Rating system of Approved Centres. Awarding Bodies will provide details of their plans and criteria for risk rating at the time of SVQ submissions.

The Awarding Bodies will carry out risk assessment annually and risk rate each Approved Centre and will take appropriate action to ensure quality assurance is maintained.

Organisations must ensure clear separation of their qualification responsibilities from their industry, training, membership, accreditation and commercial interests, declaring and resolving any conflicts of interests. Individuals must also declare any potential conflicts of interest.

## **3. Simulation**

Any simulation allowed must provide an environment which replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

Unless otherwise indicated, it is a general principle that evidence from simulations should only be employed under the following circumstances:

- where for the candidate to be assessed performing this task in a real working environment could be deemed to pose risks to the themselves or others
- where the situation or task to be assessed arises so infrequently that it would be impractical to wait for an opportunity to assess it solely when it occurred for real
- at the discretion of the Awarding Body where it is considered the environment provided fully reflects a commercial working environment and that the demands on the candidate during simulation are neither more or less than they would be in a real work environment/situation.

Any simulation must be approved in advance by the External Verifier, and clear reasons must be given for its intended use. If approval is given, all Awarding Body guidance and requirements must be observed.

## **4. Evidence**

An holistic approach towards the collection of evidence should be encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks, This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence. Taken as a whole, the evidence must show that the learner consistently meets all the performance and knowledge criteria across any given scope/range over a period of time.

Workplace performance evidence should form the greatest proportion of each candidate's evidence, attesting to the fact that for an occupational qualification the candidate has demonstrated competence across the full range of performance requirements and that they are able to apply relevant knowledge and skills.

Other types of acceptable evidence include, but are not limited to:

- Witness Testimony (Details of acceptable witnesses are found in “Section 5: Expertise of assessors, verifiers and witnesses”)
- Logs/Diaries kept by Candidates
- Recorded answers to questions posed by the Assessor
- Recorded/Transcribed Interviews with the Candidate
- Recorded use of up-to-date commercial/industrial equipment
- E-portfolios and other forms of digital media
- Works documentation attributable to the candidate
- Both interim and final internal verification.

## **5. Expertise of assessors, verifiers and expert witnesses**

Assessors must:

- Be competent to make qualitative judgements about the units they are assessing. Illustrations of competence could include the assessor:
  - Having achieved the units themselves
  - Having substantial demonstrable experience in the job roles they are assessing
- Hold appropriate assessor qualifications as currently required by SQA Accreditation.
- Carry out their duties in accordance with current guidance on assessment practice issued by the regulatory authorities and the appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are fully up to date.
- Have a working knowledge of the NOS the qualifications and a full understanding of that part of the qualification for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Meet any additional requirements as specified by the Awarding Body.

**Internal verifiers must:**

- Hold relevant verifier qualifications as currently required by SQA Accreditation.
- Carry out their duties in accordance with current guidance on verification practice issued by the regulatory authorities and the appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding fully up to date.
- Have relevant experience within the sector, a working knowledge of the SVQ and a full understanding of that part of the SVQ/pathway for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Meet any additional requirements as specified by the Awarding Body.

**External verifiers must:**

- Be experienced in the relevant sector to be able to verify that candidate evidence has met the requirements of the SVQ and the requirements of the appropriate Awarding Body.
- Hold appropriate external verifier qualifications as currently required by SQA Accreditation.,
- Carry out their duties in accordance with the current guidance on verification practice issued by the regulatory authorities and appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational awareness are fully up to date.
- Not work with any centre in which they have a personal or financial interest.
- Meet any additional requirements as specified by the Awarding Body.

- Take part in continuing professional development activities offered by the Awarding Body or other relevant providers in the sector to keep up-to-date with developments relating to the qualification and changes taking place in the industry.

**Witnesses must:**

Be competent to make judgements about the activity for which they are providing the testimony. As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Verifier.