

A large, stylized logo featuring a white 'X' with a purple swoosh above it, followed by the letters 'SQA' in a white, serif font. The logo is set against a dark grey background.

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Senior External Verifier Induction Welcome

Matthew McCullagh
Quality Manager



Introduction

- Housekeeping
- Rationale for Change
- Piloting new processes
- Monitoring of SEV Role
- Working in partnership
- Looking to the future

Senior External Verifier Induction Overview

Juliette McGinley

Quality Assurance Logistics Manager



SEV Induction Objectives

5th & 6th May

- Defining Roles
- New EV Induction Process
- Identifying and providing support
- Monitoring Performance
- Providing Feedback
- QA 15 - 18
- Reporting structure
- Systems and processes

Senior External Verifier Induction

Workshop 1

Understanding the role of the
Senior External Verifier

Senior External Verifier Induction

SEV Role

Summary of role changes

- Coaching
- Mentoring
- Supporting
- Being proactive
- Working in partnership with SQA and Evs

Senior External Verifier Induction

SEV Role

- Role responsibilities, SQA, SEV, EV, SWP & mentors
- SQA Support
- Quality Assurance Support Pack (QASP)



Senior External Verifier - Induction

New Fee Structure

- Quarterly responsibility fee: £83.40
- Completion of QASP: £27.80
- IAR report: £13.90 per report (1-30 reports)
£9.27 per report (31+ reports, capped at 80)
- Evidence review: £17.10 per hour
- Normal Fee for QA activity remains, approval, qv activity and development visits

New EV Induction – 3 Stage Process

- Stage 1 - Pre Induction Day Course Work
 - Stage 2 - Induction Day
 - Stage 3 - Post Induction
-
- [SQA Appointee Website – SEV Pages](#)

Stage 1 – EV Induction

4 Modules of e-learning:

- Module A - Qualification Verification Practice
- Module B - Assessment: The purpose, principles and practice
- Module C - Internal Verification: Purpose Roles and Practices
- Module D – Quality Assurance and Roles within SQA

Multiple Choice Online Assessment – solar assessment



Stage 2 – EV Induction

- Prepare for Qualification Verification
- Planning for Qualification Verification
- Carry out Qualification Verification
- Communicate Qualification Verification Decisions
- Completing Qualification Verification Report

Retake of Multiple Choice Online Assessment

Senior External Verifier Induction Day 1

Tea Break



Stage 3 Induction

David Pirnie
Lead Verifier



Stage 3a – Post-Course Assignment

Principle aims, to help new EVs:

- become familiar with EV+, QAMS and the appointee website by using these sites ahead of visits
- get some practice at writing reports and receiving feedback from you, the SEV
- build some confidence early on at using QA systems
- clarify any points about using visit documentation and guidance

Stage 3a – Post-Course Assignment

Benefits to you as SEV:

- you start working with new EV straight away
- gives a natural support role for discussing verification issues and solutions
- provides you with some indication of what EV's strengths and weaknesses might be
- You can customise the assignment if you so wish to suit your subject area. If you wish to do so, you must submit it to the QA Logistics Officer for authorisation

Stage 3a – Post-Course Assignment

Workshop 2

To help you become familiar with the Post-Course Assignment you will be giving feedback on, think of yourself as new verifiers, and in your groups, try and work out which statement matches which criterion in the QV Report.

In addition, work out the RAG rating for each criterion based on the information you have.

Time: 20 minutes



Stage 3b – Standardisation

Generic Induction

- SQA's Quality Assurance Criteria: requirements and guidance (Annex 1)
- EV+/QAMs/QA Appointee Websites
- National standards in assessment, internal verification and external verification
- SQA's appeals process
- Requirements for information management, data protection and confidentiality (including name use in report forms)
- SQA's Conflict of Interest Policy

Stage 3b – Standardisation

EV Group Induction

- The requirements of the assessment environment including health and safety obligations
- The Unit/standards and Evidence Requirements for Units/Awards being verified
- Documents describing conditions for assessment - Assessment Strategy/Unit Specifications (VQs/QCF Units), Arrangements Documents/ Group Award Strategy Document (HN)
- Available SQA-devised assessment recording materials (including shell portfolios, evidence trackers, etc)

Stage 3b – Standardisation EV Group Induction (cnt'd)

- Packs and other exemplification materials)
- Minutes and standardisation log of past EV group standardisation meetings
- Discussion forum recorded messages set up by subject group area on SQA's QA Appointee web pages
- Key SQA and Sector Websites covering subjects to be verified

Stage 3c – QA Appointee Performance Report

Workshop 3

Discuss the exemplar QA Appointee Performance Report (Double Bank Report) in your groups.

Key Question – Is another accompanied visit required?

20 mins

Senior External Verifier Induction

Lunch



Senior External Verifier Induction Welcome Back

Moira Campbell
Senior without Portfolio



The SWP Experience

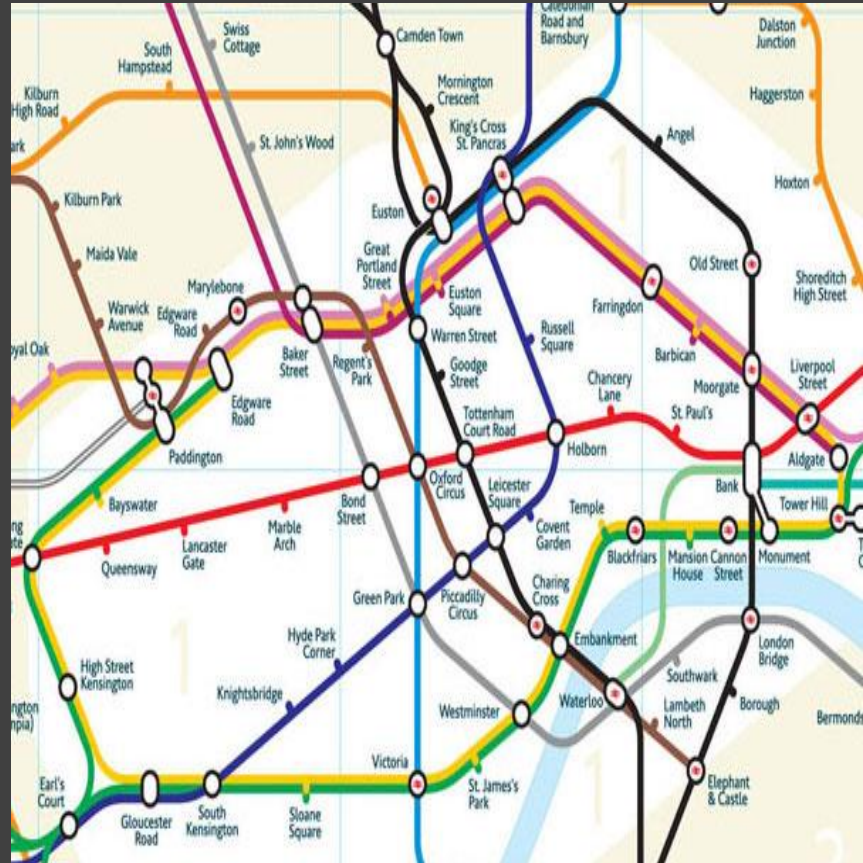


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Reflections

- Challenged
- Embraced
- Frustrated
- Stretched
- Rewarding



Identifying support needs

New verifiers

Quality of reports

Feedback from
SQA /colleagues

Input/contribution at
meetings

Observing EVs on
visits

Email exchanges

Feedback from
centres

Discussions

Revisions to Quality Assurance 2015-18 HN & Vocational Qualifications

David Pirnie



Why change?

- Responding to feedback from centres, SQA staff and appointees
- No need for major change to the approach to quality
- Refinement and improvement
- Takes effect from 1 August 2015
- Maintain steady state for 3 years
- Will undertake more fundamental review in developing approach for 2018 onwards

Scope of the Approach to QA

- Higher Nationals
- SVQ and other regulated qualifications
- Customised awards
- Now – expanding to include NQs other than National Courses , in colleges , training providers (not schools yet)

Improvements for Centres

- Clearer quality criteria
- More guidance on what the criteria mean and requirements that must be met
- Helping centres to succeed in approval and verification – guidance on evidence
- Fairer reporting on the outcomes of verification

Categories of Criteria

Retaining the 6 categories of quality criteria

- Management of a Centre
- Resources
- Candidate support
- Internal assessment and verification
- External assessment
- Data management

Outcomes

- Calculated from rating of evidence and impact rating of each criteria
- Retaining five statements – strengths and weaknesses
- Retaining outcome statement for each category
- Dropping the overall outcome for the centre (SV) or qualification (QV) being verified
- This should be a fairer representation of the centre

Red, Amber and Green (RAG) Rating

- Retaining RAG ratings for each criterion
- **Green** remains as sufficient evidence to meet the criterion
- **Amber** remains some, but insufficient, evidence, but needs narrowed down, so...
- **Red** changes from no evidence to little or no evidence (need to exemplify)
- More realistic and fair distinction

Changes to Criteria

- Reduced from 56 to 37 (29 covered in systems, 10 in qualifications, 2 in both)
- Rationalised and streamlined – combined some very closely-related criteria
- Some criteria become requirements under new criteria
- Shorter and more succinct criteria, but more guidance provided

Changes to criteria

- Revised criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification (QV and SV)
- Incorporates current 2.1, 2.2, 2.3 and 2.4
- More focus on outcome (staff being qualified and competent), rather than just on having documented procedures and records
- Current criterion 2.3 relating only to SVQs becomes a specific requirement under new criterion

Changes to criteria

- Moved from SV to QV: 3.3 Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.
- Conditions of assessment added to 4.4 – part of qualification-specific requirements, necessary for assessment to be valid

Changes to criteria

Splitting current criterion 4.1

- 4.1 Internal assessment and verification procedures must be documented, monitored and reviewed to meet SQA requirements (Systems Verification only)
- 4.2 Internal assessment and verification procedures must be implemented to ensure standardisation of assessment (Qualifications Verification only)

Changes to Criteria

- QVs no longer asked to report on current criterion 4.6: The centre must comply with requests for access to records, information, candidates, staff and premises for the purpose of external quality assurance activities
- Any issues experienced with access will be reported to Systems Verifiers to address

Escalation of issues from QV

Qualification Verifiers should use the box at the end of the report form to report issues outwith their remit to SQA/Systems Verifiers eg:

- Discrepancies between entries and live candidates
- IV procedures not meeting SQA requirements
- Management of assessment sites

Qualifications Approval

- Reviewing approval application form and guidance on evidence to be provided to prepare potential and current centres better for success
- Now no difference between approval and verification criteria (although different evidence)
- Including all criteria in approval

Approval Criteria

Adding:

- 3.2 Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.
- 3.3 Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.
- For both, evidence of how they intend to do this

Guidance

- Guides for each of the four QA processes – for centres and approvers/verifiers (website, June)
- Same guidance on criteria for verifiers and centres (transparency)
- Reason for including each criterion
- Defining regulations which must be met to fully meet the criterion (incl, qualification-specific)
- Providing guidance on evidence to be provided
- Links to other supporting guidance documents

Senior External Verifier Induction

Tea Break



Senior External Verifier Induction

Workshop 4

Working out compliance - Red, Amber and Green



Senior External Verifier Induction

Three stages of IV:

- Before Assessment
- During Assessment
- After Assessment

Senior External Verifier Induction

Summary and Close



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