



Qualification Verification Worksheet

Introduction

The purpose of this worksheet is to assist the Qualification Verifier undertaking a Qualification Verification visit. The Qualification Verifier should record notes on this worksheet and use them to populate the Qualification Verification Visit Report.

Centre Details

Centre Name

Centre Number

Address

Post Code

E-mail Address

Telephone Number

SQA Coordinator

Head of Centre

Qualification Details

Qualification Type

Verification Group Name

Number

Qualification Code

Qualification Name

Ready Reckoner

Rating	Significant Strengths	Strengths outweigh weaknesses	Some strengths and some weaknesses						Weaknesses outweigh strengths	Significant Weaknesses	
High	G	G G G G G G	G G G	A A A A A A A	A A A	R R R R R R R	R R R R R R R	R R R R R R R			
Medium	G	G G	A A A	R R R	G G G	A A A	R R R	G G G	A A A	R R R	R R R
Low	G	A R	G A R	G A R	G A R	G A R	G A R	G A R	G A R	G A R	G A R

Category

Resources

Candidate Support

Internal Assessment and Verification

Rating

Actual Units Verified:

Sites Visited:

Previous
Recommendations
and Updates:

Name	Role	Awards / Units sampled (e.g. enter codes and levels – G123 21)	Interviewed on Visit	Assessor / Verifier qualifications achieved if applicable	Assessor / Verifier qualifications being worked towards with target dates
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Assessor and
Internal
Verifier
information:

Centre Rep present during
feedback: Name

Job Title

Summary of Feedback to
Centre:

Evidence Seen:

Discussion with
Candidates:

Discussion with Staff:

Discussion with Assessors:

Spontaneous Sample:

Observation of Assessment
Practice:

General Information:

Feedback to ASV:

Feedback to QV:

Quality Assurance Criteria

This section relates to the relevant Quality Assurance Criteria categories for Qualification Verification.

Comments are mandatory for all criteria and if Not Applicable is selected then the comments should provide reasons why this was chosen.

2. Resources

The centre procedures for managing resources must be documented, implemented and monitored to meet SQA requirements.

2.1	Assessors and internal verifiers must be competent to assess and internally verify, where this is stipulated by SQA.	High	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

2.4	There must be evidence of initial and ongoing reviews of assessment environment(s), assessment procedures, equipment, learning and assessment materials.	High	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

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M	
L	

3. Candidate Support

Candidates are supported and guided through the qualifications for which they are entered.

3.2	Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.	Medium	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

3.3	Candidates must have scheduled contact with their assessor in order to review their progress and to revise their assessment plans accordingly.	Medium	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

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4. Internal Assessment and Verification

The centre's internal assessment and verification procedures must be documented, implemented and monitored to meet SQA requirements.

4.2	Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.	Medium	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

4.3	The selection and use of assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.	High	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

4.4	Assessment evidence must be the candidate's own work, generated under SQA's required conditions.	High	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

4.6	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.	High	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

4.7	Candidate evidence must be retained in line with SQA requirements.	High	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

4.9	Feedback from Qualification Verifiers must be disseminated to staff and used to inform assessment practice.	Medium	<input type="checkbox"/> Green - Sufficient evidence <input type="checkbox"/> Amber - Some evidence <input type="checkbox"/> Red - Little or no evidence <input type="checkbox"/> N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

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L	