

Qualification Verification Worksheet (China)

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

E-mail address

Telephone number

SQA Coordinator

Head of Centre E-mail
address

Qualification Details

Qualification Type

Verification Group Name

Number

Qualification Code

Qualification Name

Qualification Title	Product Code

Visit Details

Date of Visit

Double Bank Details

Name

Job Title

Centre Staff Present
at Feedback:

Feedback provided:

Staff Interviewed:

Candidates
Interviewed:

General Information:

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, in line with the requirements of the qualification.	High	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence 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 environments; equipment; and reference, learning and assessment materials.	High	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

H	
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	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

3.3	Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.	Medium	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

H	
M	
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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	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations

4.3	Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.	High	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence 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	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence 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	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence 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	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence 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	Green - Sufficient evidence Amber - Some evidence Red - Little or no evidence N/A - Not applicable
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Comments

Required Action

Good Practice

Recommendations