



SQA Approval Guidance

— SCQF Assessor and/or Verifier Awards

— SVQs in Learning and Development

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Introduction

This guidance has been written by External Verifiers from the SQA Learning and Development Verification Group. It has been informed by our practice in working with centres.

Purpose

The purpose of the guidance is to help your centre obtain the SQA approval needed to offer the:

- ◆ SCQF Assessor and/or Verifier Awards
- ◆ SVQs (or component Units) in Learning and Development at levels 3 and 4

It draws on the Independent Assessment Strategy for the Learning and Development SVQs (at levels 3 and 4) and also the Independent Assessment Strategy for the Management SVQs (for centres planning to offer any of the management Units as options within the Learning and Development SVQs).

Summary of SCQF Awards and Units available in Learning and Development from SQA

For more detailed Award and Unit information, search for the SQA Award Code on www.sqa.org.uk.

SCQF Learning and Development qualifications

Award	SQA code	SCQF level	SCQF credit	Who it is suitable for
SVQs				
Learning and Development level 3	GA29 23	3	48	People who deliver training in a workplace or training centre
Learning and Development level 4	GA2C 24	4	67	People who: design and deliver learning and development in a workplace or training centre or have responsibility for learning and development across most of the training cycle — needs identification, design, management of delivery, delivery, evaluation and improvement or manage learning and development mainly delivered by others
Professional Development Awards (PDAs)				
Workplace Assessment Using Direct Methods	GA28 47	7	8	Assessors of workplace standards, SVQs or in-company standards, using observation of candidate performance and, if applicable, asking questions and examining the work product created during the observation
Workplace Assessment Using Direct and Indirect Methods	GA2E 48	8	10	Assessors of workplace standards, SVQs or in-company standards, using observation of candidate performance plus at least three other assessment methods: asking questions, examining work product created or not created during the observation, discussion with

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Award	SQA code	SCQF level	SCQF credit	Who it is suitable for
				the candidate, witness testimony, candidate statements, or assessment in simulated environments
Internal Verification of Workplace Assessment	GA2F 48	8	12	Those who carry out internal quality assurance of workplace assessment
External Verification of Workplace Assessment	GA2G 49	9	12	Those who carry out external quality assurance of workplace assessment on behalf of an awarding organisation
Units for workplace assessment and verification				
Assess Workplace Competence Using Direct Methods	FD40 04	7	8	Assessors of workplace standards, SVQs or in-company standards, using observation of candidate performance and, if applicable, asking questions and examining the work product created during the observation
Assess Workplace Competence Using Direct and Indirect Methods	FD41 04	8	10	Assessors of workplace standards, SVQs or in-company standards, using observation of candidate performance plus at least three other assessment methods: asking questions, examining work product created or not created during the observation, discussion with the candidate, witness testimony, candidate statements, or assessment in simulated environments
Internally Monitor and Maintain the Quality of Workplace Assessment	FD43 04	8	12	Those who carry out internal quality assurance of workplace assessment
Externally Monitor and Maintain the Quality of Workplace Assessment	FD44 04	9	12	Those who carry out external quality assurance of workplace assessment on behalf of an awarding organisation

As with all other occupational areas, candidates may be entered for any of the individual Units in Learning and Development. For the SVQs and PDAs, the selection of the appropriate optional Units will depend on the work role of the candidate. Some trainers design whole training programmes, whilst others design individual sessions within a given programme.

The methods of assessment used will also vary with the level and nature of the Awards/Units selected. Some candidates do not assess their learners in the workplace. However, they may monitor and review their learners' progress and provide further support.

It is important to spend time establishing the existing competence of candidates prior to beginning the assessment process. This enables the appropriate Units to be selected and any required development and/or assessment to be planned.

SVQs/Units in Learning and Development can also contribute towards a Modern Apprenticeship in Learning and Development which consists of the SVQ level 3 plus relevant Core Skills and an additional SVQ Unit.

For further information see the Modern Apprenticeship pages on LLUK's website at www.lluk.org. If you wish to offer this Modern Apprenticeship, your centre will have to be approved to offer the specified Core Skills or you must have access to certification from a centre which is approved.

Assessor and verifier requirements

For the Learning and Development SVQs, assessors, internal verifiers and External Verifiers need to meet the occupational competence requirements of the Assessment Strategy for Learning and Development. See Annexe 2 for the requirements to assess and verify Learning and Development SVQs and Workplace Assessor/Verifier Awards.

All those assessing or verifying the Awards need to be occupationally competent to the standards they assess or verify. In addition your centre will have to ensure that they continuously update their knowledge and skills and that their continuing professional development (CPD) is recorded.

Getting ready for approval

An overview

There are two types of approval:

- ◆ approval as an SQA centre and to offer specific qualifications (new centre approval)
- ◆ approval to offer specific qualifications (existing centre approval)

For approval as a centre, SQA makes sure that your centre has the management structure and quality assurance systems to support the delivery, assessment and internal verification of SQA qualifications.

For approval to offer specific qualifications, SQA will check that your centre has the staff, reference and learning materials, assessment materials, equipment and accommodation you will need to deliver and assess the specific qualification(s). Your internal verification system is also checked to ensure that it meets SQA's quality requirements.

For both types of approval, you must demonstrate your potential to meet SQA's approval criteria. After approval, you will have to show that you are continuing to meet SQA's criteria as you deliver and assess qualifications. For further information, you can:

- ◆ download the *Guide to Approval* and *SQA's Quality Framework: a guide to centres* from www.sqa.org.uk/approval
- ◆ or e-mail mycentre@sqa.org.uk
- ◆ or call the SQA Regional Business Development and Customer Support Team on 0303 333 0330

Three stages

There are three main stages:

- 1 Choosing the Awards/Units you wish to offer.
- 2 Reviewing your existing quality procedures in relation to the Awards/Units you wish to offer.
- 3 Making the application.

The following pages provide guidance on each of these stages. They are followed by some brief scenarios.

Stage 1: Choosing the Awards/Units you wish to offer

What you will need	What to do	Tips
Information on the Awards that SQA offers.	Refer to SQA's website for complete Award and Unit listings.	SQA has made decisions on the range of Awards offered based on market research and the consultations carried out in 2009 and 2010. SQA offers both SCQF and the QCF qualifications. Check SQA's website for the latest information.
Gather information on the potential number of candidates.	<p>Review your past and current experience of offering Awards in this area and check information on your potential client group — how many, what is their job role?</p> <p>Check the assessment environment in which potential candidates work. This is particularly important for assessor candidates.</p>	<p>Consider the selection of the Awards you want to offer carefully, eg there may be a limited market for level 4 SVQ Learning and Development in comparison to, eg Assessor Awards. There is no requirement for you to offer the entire suite of SVQs at every level.</p> <p>Some qualifications look like SVQs but are assessed in a way that does not meet the Learning and Development Assessment Strategy because they are not assessed in the workplace. For candidates who assess outwith their trainees' workplace, the HN Awards (G9DA 47 and G9DC 48) may be more appropriate. See SQA's website for more information.</p> <p>Check the Evidence Requirements for each Unit. These can be accessed through the SQA Secure website.</p>
Resources within your centre or available to your centre.	<p>Check the qualifications and CPD records of your staff or potential staff. Check physical resources, eg learning materials, reference materials, etc.</p> <p>Identify the resources you will offer your candidates.</p>	Consider carefully whether you have the resources to offer all the optional Units available within the SVQs and PDAs. For example, in the level 4 Learning and Development SVQ, there are a number of Management Units. You may not feel that you have the in-house expertise to deal with these Units, and therefore could choose not to apply for approval to offer them or you could outsource any learning provision and/or assessment relevant to these Units.
The Assessment Strategy for Learning and Development.	Check that you have the staff resources to meet the requirements of the Assessment Strategy.	The Assessment Strategy for Learning and Development applies only to Learning and Development Awards (Annexe 1). It defines what staff your centre has to have and how you use their skills and experience to deliver the Awards.

Stage 2: Reviewing your existing quality procedures

What you will need	What to do	Tips
<p>Centre procedures which meet SQA quality criteria to offer Learning and Development Awards.</p>	<p>Review existing procedures.</p> <p>Check the Learning and Development Assessment Strategy.</p> <p>Check the Evidence Requirements for the Learning and Development Awards you want to offer.</p>	<p>Find out when you last had a visit from an SQA Quality Enhancement Manager and what, if any, changes were made to the procedures following that visit. This will give you an indication of how up to date your procedures are in terms of SQA's quality criteria for the operation of centres.</p> <p>It is worth looking at SQA's <i>Quality Framework: a guide for centres</i> on www.sqa.org.uk/approval. This gives you up to date information on SQA's quality requirements for the operation of a centre. It provides headings under which you can research whether your centre has the resources to offer the Awards you've chosen.</p>

Stage 3: Making the application

What you will need	What to do	Tips
<p>Completed Approval Forms and staff information sheets for all those likely to be involved in assessment and verification of the Awards.</p>	<p>Go to the SQA website (www.sqa.org.uk/approval) to download the forms.</p> <p>The staff information sheet is part of the form. Collect CVs, qualifications and continuing professional development records for all potential assessors and verifiers and check these against the Assessment Strategy requirements.</p>	<p>As a minimum, you are going to need an assessor and an internal verifier for the Learning and Development Award(s) that you offer. Both must have the experience and qualifications specified in the Assessment Strategy.</p>
<p>Sufficient assessors and verifiers.</p>	<p>Check who you have and what time commitment they will have to make, as well as their qualifications and experience.</p>	<p>Ensure that your assessors and verifiers keep their CPD records up to date.</p> <p>Plan your CPD carefully. At various points in the year, there will be occasions when a member of staff will attend, eg a standardisation meeting, or some development work has to be done in relation to the Learning and Development Awards you offer. This can be used as CPD.</p> <p>A CPD record template and guidance on possible CPD activities is provided in Annexe 3.</p>
<p>Resources — reference and learning materials</p>	<p>Provide access to learning opportunities appropriate to candidates' needs — workshops, reference books/materials, handouts, etc.</p> <p>Learning materials provide candidates/employees with support on 'learning the job', eg induction materials, text books, videos, handouts from course/workshops. They are also available on the SQA Secure website.</p> <p>In addition, SQA has a Professional Development Workshop programme — details are on the SQA website.</p>	<p>Candidates can be referred to your in-house library and websites to get reference material, eg the SQA website.</p> <p>Try a web search using 'SVQ <your subject> books' as key words to find possible sources of materials. It can be helpful for candidates to be given a list of publications, learning materials, etc so that they are aware of the support on offer.</p>

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What you will need	What to do	Tips
	Reference materials allow candidates/employees to continue to perform effectively, eg centre/company policies and procedures, in-house manuals/guidance, professional magazines, the internet.	
Assessment records	Select or create an assessment recording system for candidates to use to present their evidence so that it provides an audit trail for their assessor, internal verifier and External Verifier to follow.	<p>SQA has devised an Evidence Tracker for all the Learning and Development Awards. It can be downloaded from the SQA Secure site.</p> <p>If you are offering Assessor Awards, you may wish to choose an evidence portfolio format for candidates similar to that used by candidates for other SVQs that you offer. This should reduce the potential for confusion — the L&D candidates will be using the same format as their trainees.</p>
The resources to provide for all stages of each candidate's path to achieving their Award.		Ask your assessors and verifiers to research or develop materials and procedures to meet the standards for the Awards. It's a good way of developing their understanding of the Evidence Requirements and of getting consistency — and also counts as CPD.
An internal verification system which meets the Learning and Development Assessment Strategy and SQA's quality criteria.	<p>Check that you have a system for:</p> <ul style="list-style-type: none"> ◆ inducting assessors/verifiers ◆ supporting them ◆ reviewing candidate evidence for consistency ◆ standardising assessment decisions ◆ sampling evidence for internal verifying ◆ feeding back ◆ planning and recording CPD 	<p>Look at the L&D11 standards for guidance on how your internal verification system should operate.</p> <p>Internal verifiers of Assessor/Verifier Units have to have current evidence of CPD relevant to assessment/verification of the Learning and Development Awards you offer (Annexe 1).</p> <p>Keep up to date — check the SQA website.</p> <p>Have regular standardisation meetings of assessors and verifiers. Refer to sample agenda at Annexe 5.</p>

Brief scenarios

Scenario 1 — Which Awards?

North Caledonia Council has a training department responsible for managing and co-ordinating training for the 4,500 employees of the Council. The Council is committed to the use of SVQs in its Youth Recruitment Programme and offers them as training and development opportunities to existing staff. The training department co-ordinates the assessment of SVQs in a wide range of occupational areas relevant to the work of the Council and therefore has a need for qualified workplace assessors and verifiers with a variety of occupational competences.

While it would like to offer Learning and Development SVQs, the only staff who have these Awards identified as a priority in their Personal Development Plans are members of the training department, all of whom already have SVQs in Learning and Development. Turnover in this department is very low. The centre has therefore decided not to apply for approval for the Learning and Development SVQs as maintaining CPD for these Awards for a small number of candidates is not cost effective. However, given the constant need for workplace assessors and verifiers for the other SVQs offered by the Council, they have a need to train and assess 40-plus assessors and at least 10 verifiers per year. The assessor candidates will be assessing SVQs in:

- ◆ Hospitality levels 1 and 2
- ◆ Horticulture levels 1 and 2
- ◆ Care level 2
- ◆ Business and Administration level 2
- ◆ Customer Service levels 2 and 3

They consulted the Assessment Strategies and Evidence Requirements for the SVQs they offer and identified that the some of their assessors need to be qualified to assess by observation and others to assess by a wider range of methods.

They have decided to seek approval for:

- ◆ 9DI for assessors working with SVQs in Care at level 2 and above and for assessors working with level 3 SVQs in other areas
- ◆ 9D for assessors working with level 2 SVQs where the majority of assessment is carried out by observation and questioning, eg Catering and Hospitality, Administration, Vehicle Maintenance
- ◆ L&D11 for internal verifiers of these Awards

Scenario 2 — Which Awards?

Fisk HR plc has a large number of client companies of varying sizes throughout the UK. The services they are likely to provide to their client companies include not only establishing and maintaining assessment and verification systems for SVQs and NVQs, but also ensuring that staff in training and HR departments in these companies have appropriate qualifications. They have identified that they have sufficient potential candidates for the full range of Learning and Development Awards — SVQs and SCQF Assessor/Verifier Units. Prior to approval, they engaged in an exercise in which they reviewed the experience and qualifications of their own staff in relation to each of the Award areas for which they wished to seek approval. This involved matching individuals' specific experience and qualifications against each Award area and its assessment strategy. This gave the company an accurate picture of what HR resources it could potentially use and what was still required.

As a result of this exercise, they identified the need to train, assess and qualify staff in their own company and in client companies with:

- ◆ L&D9D as workplace assessors
- ◆ L&D9DI as peripatetic assessors
- ◆ L&D 11 as IVs
- ◆ SVQs at levels 3 and 4 in Learning and Development

Scenario 3 — Enough in-house assessors?

Mulligan Training Services (MTS) offers SVQs across a number of occupational areas. They decided to offer Assessor Units to ensure that their workplace assessors in Care, Administration and Waste Management were appropriately trained and qualified. The centre's SVQ candidates come from a large geographical area and have different shift patterns. This makes it not cost effective for MTS to have observation of candidate performance carried out by assessors based in the home office. The centre has identified a number of managers and supervisors in candidates' workplaces who can carry out observations and wishes to offer them training and an assessor qualification to ensure consistency in assessment. This will also ensure that MTS has sufficient assessor resource in the right place and also that it operates an integrated quality assurance system across its SVQs. They identified the need to train, assess and qualify staff with:

- ◆ L&D9D as workplace assessors
- ◆ L&D9DI as peripatetic assessors

Scenario 4 — Keeping assessors/verifiers current

Jimbo HR Development set up a system which involved rotating roles so that all staff members were allocated as assessor and internal verifier to different candidates.

The company also made it a mandatory job requirement that to continue to operate as an assessor or verifier, CPD records have to be submitted on an annual basis.

It inducted staff to its CPD system and looked for development opportunities from planned work activity, eg a member of staff attending an SQA Professional Development Workshop on Learning and Development Awards fed-back to other members of staff. Both the individual feedback and those who received the feedback entered that in their CPD record form. Refer to Annexe 3 for a sample CPD recording format.

Scenario 5 — Which Assessor/Verifier Awards?

Inverbay Learning Centre provides training and assessment for Core Skills in Communication, ICT and Numeracy for Modern Apprentices employed by local businesses. Candidates are given computer learning packages and e-assessment. They wish all their staff to become qualified as assessors or verifiers. As the assessment is not carried out in the workplace of the Modern Apprentices, the staff cannot achieve L&D9D/9DI or L&D 11 so the Learning Centre will need to train, assess and qualify staff using the HN Awards: Carry out the Assessment Process and Internally Verify the Assessment Process.

Annexe 1: Assessment Strategy

Assessment Strategy for:

- ◆ SVQ level 3 in Learning and Development
- ◆ SVQ level 4 in Learning and Development
- ◆ LLUK Unit L&D12 — Externally Monitor and Maintain the Quality of Workplace Assessment

Scope of this assessment strategy

This assessment strategy applies to the 2010 level 3 and level 4 SVQs in Learning and Development and the Units that make them up in whatever other qualifications they are used. This assessment strategy also applies to LLUK Unit L&D12 Externally Monitor and Maintain the Quality of Workplace Assessment in whatever qualifications it may be used.

The SVQ Units for Learning and Development

All of the Units that make up the SVQs for Learning and Development are based on the Learning and Development National Occupational Standards that were approved in February 2010 and the National Occupational Standards for Management and Leadership approved in 2008.

For the purposes of assessing workplace competence, Learning and Development Standard 9: Assess Learner Achievement has been contextualised to create two separate SVQ Units:

- ◆ Unit L&D9D Assess workplace competence using direct methods
- ◆ Unit L&D9DI Assess workplace competence using direct and indirect methods

For these SVQs the following contextualised range of assessment methods must apply to each Unit.

Unit L&D9D Assess workplace competence using direct methods

This Unit must cover direct assessment methods including:

- ◆ observation
- ◆ related questioning
- ◆ inspecting work products (created at the time of the observation)

Unit L&D9DI Assess workplace competence using direct and indirect methods

This Unit must cover direct assessment methods including:

- ◆ observation
- ◆ related questioning
- ◆ inspecting work products (created at the time of the observation)

and must also cover indirect assessment methods including:

- ◆ examination of work products (created at the time of observation and not created at the time of observation)
- ◆ discussion with candidates
- ◆ testimony of others (witnesses)
- ◆ examination of candidate statements
- ◆ assessment of candidates in simulated environments
- ◆ accreditation of prior learning or achievement (APL or APA)

For each Unit, an appropriate range of methods will allow a trainee assessor to meet the requirements of the standards.

For the purposes of evaluating and improving Learning and Development, Learning and Development Standard 13 has been contextualised to create a new Unit for the level 3 SVQ:

- ◆ Unit L&D13S Evaluate and improve learning and development sessions

For the purposes of evaluating and improving Learning and Development, Learning and Development Standard 13 has been contextualised to create a new Unit for the level 4 SVQ:

- ◆ Unit L&D13P Evaluate and improve learning and development programmes

Quality assurance

Centres offering these qualifications must provide internal quality assurance to ensure that assessment meets all awarding body requirements and is standardised across individual assessors, assessment locations and learners. In addition, the awarding body must ensure there is a robust system of external quality assurance to ensure quality and standardisation across centres.

Awarding bodies should apply appropriate risk-rating measures to individual assessment centres and ensure that robust quality assurance systems are in place to manage these risks on an individual basis.

Workplace evidence and simulation

All performance evidence must come from real workplace practice in Learning and Development, Assessment and Verification. The use of simulation is not allowed for these qualifications.

Requirements for assessors

All those who assess these qualifications or Units must:

- ◆ have up-to-date working knowledge and experience of best practice in the relevant area of practice
- ◆ hold or be working towards one of the following:
 - L&D9DI Assess workplace competence using direct and indirect methods
 - A1 Assess candidate performance using a range of methods
 - any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation
- ◆ or hold D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

If they are assessing either L&D9D, L&D9DI, L&D11 or L&D12, they must hold one of the Assessor qualifications specified above, not just be working towards it.

All assessors must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 Reflect on, develop and maintain own skills and practice in learning and development.

Requirements for internal verification

All those who internally verify these qualifications or Units must:

- ◆ have up-to-date working knowledge and experience of best practice in the relevant area of practice
- ◆ hold one of the following:
 - L&D9DI Assess workplace competence using direct and indirect methods
 - A1 Assess candidate performance using a range of methods
 - any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

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They must either hold or be working towards one of the following internal quality assurance qualifications:

- ◆ L&D11 Internally monitor and maintain the quality of workplace assessment
- ◆ V1 Conduct internal quality assurance of the assessment process

Or hold D34 Internally verify the assessment process.

If they are internally verifying either L&D9D, L&D9DI, L&D11 or L&D12, they must hold one of the specified internal verifier qualifications, not just be working towards it.

All internal verifiers must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 Reflect on, develop and maintain own skills and practice in learning and development.

Requirements for external verification

All those who externally verify these qualifications or Units must:

- ◆ have up-to-date working knowledge and experience of best practice in the relevant area of practice
- ◆ hold one of the following:
 - L&D9DI Assess workplace competence using direct and indirect methods
 - A1 Assess candidate performance using a range of methods
 - any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence

They must hold one of the following internal quality assurance qualifications:

- ◆ L&D11 internally monitor and maintain the quality of workplace assessment
- ◆ V1 Conduct internal quality assurance of the assessment process
- ◆ any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation
- ◆ D34 internally verify the assessment process

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They must hold or be working towards one of the following external quality assurance qualifications:

- ◆ L&D12 Externally monitor and maintain the quality of workplace assessment
- ◆ V2 Conduct external quality assurance of the assessment process
- ◆ any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation
- ◆ D35 Externally verify the assessment process

If they are externally verifying either L&D9D, L&D9DI, L&D11 or L&D12, they must hold one of the specified external verifier qualifications, not just be working towards it.

All External Verifiers must show current evidence of continuing professional development in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 Reflect on, develop and maintain own skills and practice in learning and development.

Annexe 2: Requirements for assessors and internal verifiers of the SCQF Assessor and Internal Verifier provision

Introduction

This document has been created to provide a summary of the qualification requirements for those involved in the assessment and verification of the SQCF Assessor and Internal Verifier qualifications/Units.

The document has been split into two parts: the qualification requirements for the SCQF Units, followed by the associated assessment strategy.

Qualification requirements for assessors of the SCQF Assessor and Internal Verifier qualifications

<p>If you are assessing the following qualifications/Units: —————→</p>	<p>L&D9DI Assess workplace competence using direct and indirect methods</p> <p>L&D9D Assess workplace competence using direct methods</p>
<p>You must already hold the following qualifications: —————→</p> <p><i>Please also refer to the full Assessment Strategy which covers all assessor requirements</i></p>	<p>L&D9DI Assess workplace competence using direct and indirect methods</p> <p>or</p> <p>A1 Assess candidate performance using a range of methods</p> <p>or</p> <p>D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence</p> <p>or</p> <p>any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation</p>

Qualification requirements for assessors of the SCQF Assessor and Internal Verifier qualifications

<p>If you are assessing the following qualification/Unit:</p> <p>—————→</p>	<p>L&D11 Internally monitor and maintain the quality of workplace assessment</p>
<p>You must already hold the following qualifications:</p> <p>—————→</p> <p><i>Please also refer to the full Assessment Strategy which covers all assessor requirements</i></p>	<p>L&D9DI Assess workplace competence using direct and indirect methods</p> <p>or</p> <p>A1 Assess candidate performance using a range of methods</p> <p>or</p> <p>D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence</p> <p>or</p> <p>any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation</p> <p>AND</p> <p>L&D11 Internally monitor and maintain the quality of workplace assessment</p> <p>or</p> <p>V1 Conduct internal quality assurance of the assessment process</p> <p>or</p> <p>D34 Internally verify the assessment process</p>

Qualification requirements for internal verifiers of the SCQF Assessor and Internal Verifier qualifications

<p>If you are internally verifying the following qualifications/Units: →</p> <p>You must already hold the following qualifications: →</p> <p><i>Please also refer to the full Assessment Strategy which covers all assessor requirements</i></p>	<p>L&D9DI Assess workplace competence using direct and indirect methods L&D9D Assess workplace competence using direct methods L&D11 Internally monitor and maintain the quality of workplace assessment</p> <p>L&D9DI Assess workplace competence using direct and indirect methods or A1 Assess candidate performance using a range of methods or D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence or any appropriate QCF qualifications and/or Units as recognised by SQA Accreditation</p> <p>AND</p> <p>L&D11 Internally monitor and maintain the quality of workplace assessment or V1 Conduct internal quality assurance of the assessment process or D34 Internally verify the assessment process</p>
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Annexe 3: Continuing professional development record

Continuing professional development (CPD) is about how you use a variety of learning experiences to develop yourself professionally and personally. There is a common principle in how you approach CPD, whether you think of it in terms of self-development or lifelong learning. It is about the learning and development that you undertake and the methods you use to reflect on and record this learning.

Putting evidence of attendance at a learning event into a portfolio does not provide evidence of development. The Learning and Development Assessment Strategy requires you to demonstrate that you have updated and enhanced your competence, within the last year, by completing at least two development activities.

Continuing Professional Development Record

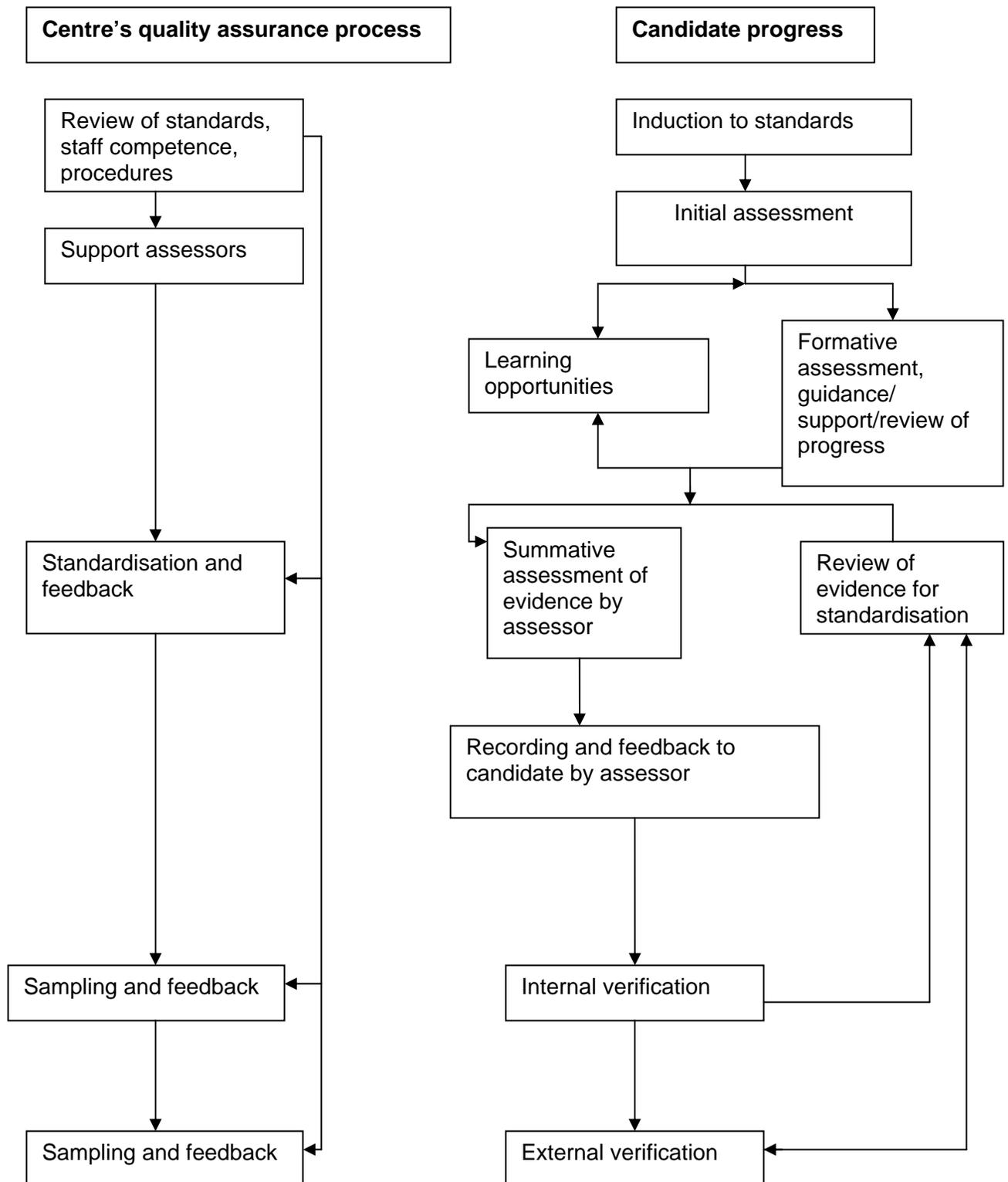
Name: _____

Covering the period from: _____ to: _____

Date of activity	What did you do that contributes to your CPD?	Link activity to specific objectives in your Development Plan	What did you learn from this activity that relates to some aspect of your CPD?	How would you implement this learning? Is there any further action?

Signature: _____

Annexe 4: Candidate path to achievement of an Award



Annexe 5: Standardisation meeting — Agenda

- ◆ Review of candidate progress
- ◆ Review of selected candidate evidence
- ◆ Issues from assessment
- ◆ Issues from internal verification
- ◆ Issues from external verification
- ◆ Plans for CPD activity
- ◆ Action points
 - by whom
 - how
 - by when

Annexe 6: Management Standards Centre

Assessment Strategy for Management and Leadership, February 2010

Scottish Vocational Qualifications (SVQs) and National Vocational Qualifications (NQF) and Units

The Management Standards Centre (MSC) is the government-recognised standards setting body for Management and Leadership. This document sets out the overarching assessment strategy for National Vocational Qualifications, NQF and related Units, and Scottish Vocational Qualifications (SVQs) in Management and Leadership based on the National Occupational Standards (NOS) for Management and Leadership.

Achieving external quality control of assessment

The following measures are proposed in order to achieve external quality control of assessment:

- ◆ Application of risk management. The MSC will expect awarding bodies to apply such risk management systems to the awarding of NVQs and SVQs in Management and Leadership, and to deploy resources accordingly to tackle identified risks.
- ◆ The existing Management and Leadership Qualifications Forum (M&LQF) will take on a more active role in relation to the ongoing assessment and quality assurance of NVQs and SVQs in Management and Leadership.
- ◆ Standardisation activities/exercises across centres (assessors and internal verifiers) and External Verifiers.

Assessment through performance in the workplace

The NVQs and SVQs in Management and Leadership are to be assessed using evidence from the workplace, ie observable performance, physical products of work (such as reports, plans, correspondence, etc), witness testimony, discussion and questioning, etc.

Assessment by simulation

Simulation is not allowed.

Requirements for assessors and verifiers

Assessors and verifiers must demonstrate that they:

- ◆ have credible expertise in management and leadership relevant to the level(s)/Units they are assessing or verifying
- ◆ keep themselves up-to-date with developments in management and leadership practice
- ◆ have a thorough understanding of the NOS for management and leadership at the Unit(s)/level(s) they are assessing or verifying

In addition, assessors and verifiers must have:

- ◆ an accredited Assessor and/or Verifier qualification
- ◆ a related qualification in assessment and/or verification that has been mapped to the National Occupational Standards for assessment and/or verification
- ◆ evidence of undertaking an employer assessment programme that has been mapped to the National Occupational Standards for assessment and/or verification