



**Scottish Vocational Qualifications
Internal Assessment Report 2014
Laundry and Dry-cleaning**

The purpose of this report is to provide feedback to centres on verification in Scottish Vocational Qualifications in this subject.

SVQ awards

General comments

All of the centres that were visited had an accurate understanding of the requirements of the national standards. They were all interested in the upcoming review of the standards and would like to be involved in this process.

Unit specifications, instruments of assessment and exemplification materials

All the assessors that were interviewed during the visits had a very clear understanding of the Unit specifications and the evidence required for these. There was evidence of standardisation meetings in the centres to ensure that there was fairness to all the candidates in the assessment process.

The centres had various instruments of assessment, but all were appropriate for the award.

Evidence Requirements

All of the centres visited have shown that they understand the Units and the Evidence Requirements for these. Candidate portfolios sampled at the visits showed that the evidence was appropriate for the Unit specification in all cases.

Administration of assessments

The centres visited all had documented evidence of site checklists. These included quality assurance through effective sampling, assessment decisions, the appropriate ratio of assessors/internal verifiers, and comprehensive sampling strategies.

On each occasion, we observed a live assessment. This was carried out in a professional manner and all the criteria were met. The candidates were given feedback after the assessment and appropriate language was used.

General feedback

As mentioned, the feedback to candidates in all centres was good and the assessors followed laid-down procedures.

We discussed the selection and induction process that the candidates received prior to commencing the award — and the support and guidance they had received from the assessor. Sufficient time to be mentored through each Unit of the award was given, as was the amount of support. Candidates were enjoying working through the Units as this gave them a theoretical understanding of each of the processes.

Areas of good practice

All the centres have developed candidate portfolios for the candidate evidence. In one particular centre, this was exceptionally good. The internal verifier had gone into great detail for each Unit statement to ensure that the candidates had enough evidence.