



**Scottish Vocational Qualifications
Internal Assessment Report 2014
Road Passenger Carrying Vehicles
(Bus & Coach)**

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

SVQ awards

Units verified: G8GD, GF3A

General comments

Staff involved in delivering the qualification are fully work qualified, hold the required certification and meet NOS requirements.

One centre has organisational charts which show the roles and responsibilities of the personnel. These are also evidenced in job specifications.

Staff are inducted using locally devised and centre-devised checklists. Induction records are retained.

Staff development programmes are in place with individual staff CPD records.

Evidence was provided of development meetings, course reviews, and standardisation meetings.

There were sufficient assessors for candidates and portfolios were verified to SQA standards.

Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

Assessment and verification policies are in place and comply with SQA assessment requirements.

Assessment schedules for candidates were allocated to each assessor with clear targets and dates provided.

Assessment agreements were in place.

The assessments were well recorded in candidate portfolios along with assessor feedback and guidance reports.

Opportunities for re-assessment were available.

One centre operates a Skill Scan process with the results pointing to opportunities to develop where there are skill shortfalls.

There was no evidence of unfair treatment or disadvantaging of any candidates.

Assessment is usually carried out on the job in the workplace.

Evidence Requirements

Centres continue to show a good understanding of the Evidence Requirements of the qualifications.

The main assessment method used is direct observation involving video capture. Other methods such as Q&A, checklists and witness statements are used to a lesser degree.

All the Evidence Requirements are based on the NOS and involve well laid out portfolios giving clear evidence trails, supported by various materials, and assessor and internal verifier feedback.

Assessments were valid, reliable, equitable and fair.

Administration of assessments

There are well-established assessment and internal verification policies and retention of records procedures.

There were clear assessor schedules and lists of allocated learners to individual assessors.

Portfolios were standardised and accurate. They were dated and signed by candidate and assessor — and, when sampled, by the internal verifier.

Access statements and procedures were in place, such as access agreement letters giving access to information.

Areas of good practice

The following areas of good practice were identified:

- ◆ Good use of video/audio to help the candidates and enable their work to be easily identified
- ◆ The candidates' abilities were well matched to the award requirements via centre induction processes
- ◆ Use of a holistic assessment process using direct observation which allows the assessors to measure the candidates' evidence against up to date NOS
- ◆ Use of the Skill Scan program helps to point out skill shortfalls

Specific areas for improvement

No areas for improvement were identified.