



**Scottish Vocational Qualifications
Internal Assessment Report 2016
Sport and Recreation:
Active Leisure**

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 centres delivering qualifications in this verification group have been delivering them for some time. Their experience showed through the quality of the work produced.

Centres also showed a good understanding of the requirements laid out in the National Occupational Standards (NOS).

All centres complied with the assessment strategies for the qualifications they were delivering ensuring that their staff had the appropriate qualifications and experience to deliver. Assessments were evidenced and candidates' product evidence was appropriate.

SQA policies and procedures had been implemented and records maintained by all centres.

Unit specifications, instruments of assessment and exemplification materials

Centres demonstrated that all assessors and internal verifiers were familiar with the NOS and contributed to the development of training and assessment materials, portfolio building and candidate evidence required for the qualification.

All centres administered the qualifications in line with SQA's policy on retention of evidence.

Candidates in all centres had the necessary support and access to their assessors and internal verifiers throughout their training and assessment. There was good evidence of assessment planning from all centres.

Evidence requirements

All centres demonstrated that they had a clear understanding of the evidence requirements for the qualifications in this verification group. There were excellent demonstrations of cross-referencing of assessment materials to the NOS, ensuring that the evidence requirements were met on all occasions.

Administration of assessments

Centres had good evidence that regular meetings were held to standardise assessment and internal verification practices. Detailed minutes were available that showed clearly how centres developed, adjusted and altered their materials. There was also improved communication in centres that have multiple sites or campuses — which also ensured standardisation of assessments and internal verification.

Most centres had excellent policies and procedures in relation to assessment and internal verification. External verifiers had reported that these were very comprehensive and available whether in paper or electronic format.

General feedback

The SVQs are delivered in a variety of ways in centres in a range of different sporting environments. All centres had a course schedule of learning, assessment and internal verification. Most centres have been assessing and internally verifying SVQs for a number of years with experienced assessors and internal verifiers.

Centres' assessment materials were shown to be developing annually and this was recorded during standardisation meetings.

Continuing professional development was evidenced very well in all centres, ensuring that records of every assessor and internal verifier were available for external verification.

Assessment paperwork was of a high standard, but some attention to cross-referencing to the NOS would allow centres to easily ensure all evidence requirements were covered. Candidates' portfolios were well organised and it was easy to link their evidence to the NOS. Some centres currently use, or are moving towards, electronic portfolios.

Internal verification had been carried out and was of a high quality, which provided feedback to assessors and indicated where further action was required. Where multiple sites or campuses were used, there was good evidence of standardisation of all sites.

Feedback from candidates showed that they:

- ◆ had enjoyed the course and had talked about their future career plans
- ◆ had gained considerably from the award and the skills and knowledge they had learned
- ◆ understood how to gather evidence to complete the assessments required using a range of media eg video, photographic evidence

Areas of good practice

Most centres received feedback on good practice being carried out at their centre. Below is a summary of external verifier feedback.

In relation to policies, procedures and staff:

- ◆ Centres are giving opportunities for staff to qualify as assessors and internal verifiers.
- ◆ Excellent recording of CPD, staff training and development.

In relation to internal verification:

- ◆ Good standardisation of internal verification policies across campuses or sites.
- ◆ Thorough and supportive internal verification taking place providing feedback to assessors and candidates.

In relation to candidate assessments:

- ◆ Good organised SVQ courses — plans for candidates' training, development and assessment for the duration of their course.
- ◆ Feedback from assessors to candidates was supportive and of high quality.
- ◆ High-quality cross-referencing from NOS to assessment materials and candidates' training development workshops.
- ◆ Good examples of use of electronic portfolios.

Specific areas for improvement

Most centres received feedback on areas for improvement. Below is a summary of external verifier feedback:

- ◆ Ensure that SQA policies and procedures are checked and that the centre's quality assurance documents are updated regularly.
- ◆ Centres should timetable scheduled standardisation meetings. These structured meetings should incorporate standardisation of assessment and internal verification practices.
- ◆ Ensure that candidates have contact with assessors. This can be difficult in some cases due to different work shift patterns.
- ◆ In relation to assessment paperwork and cross-referencing assessment paperwork to NOS — PCs and knowledge and understanding could be made clearer to ensure that the NOS requirements and evidence requirements are met.
- ◆ Ensure candidates' work is their own — eg authentication by assessors or witnesses on product evidence or statements.
- ◆ Ensure candidates are given feedback on their knowledge and understanding responses where appropriate.