



**Vocational Qualifications
Internal Assessment Report 2015
Warehousing and Distribution
(Ofqual)**

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

Ofqual awards

Warehousing and Distribution awards verified:

GA7H 58, GA7J 54, GA7L 55

General comments

Centres continue to have a clear and accurate understanding of the requirements of the Units and all staff are well qualified in their fields of expertise.

Induction is offered to all candidates and good printed literature is provided, which includes health and safety requirements.

No candidates are disadvantaged and all have equal opportunities to assessment.

Candidates are supported throughout the course of their training, treated fairly and equally. They all have the opportunity to have prior achievement recognised and accredited prior to starting their learning.

There are good opportunities for all candidates to have good contact time with their assessors.

All staff received full induction and undertake continuous staff development.

Unit specifications, instruments of assessment and exemplification materials

The internal quality assurance teams have a good understanding of their roles and are in constant contact with candidates and other team members. They are very familiar with the Unit specifications and instruments of assessment.

Evidence Requirements

Assessment is internally verified and standardisation activity is carried out regularly.

Assessors ensure the authenticity of the candidates' work. There was no evidence of impropriety.

All assessment was valid, reliable, equitable and fair and met SQA standards.

Evidence records were up to date, signed and met the centres' management criteria.

The Evidence Requirements of the Units were fully met and assessment and internal verification met SQA requirements.

Administration of assessment

Assessment is conducted within the candidate's workplace and complies with workplace health and safety requirements. In addition, there is the opportunity at both centres for assessment to be carried out in centre accommodation if needed. Accommodation was of a high standard, comprehensively equipped and pleasant with supporting recreation and support facilities.

Candidates have the opportunity for re-assessment if required, and all assessment results are agreed with the assessor, internal verifier (if sampled) and the candidates themselves.

There is comprehensive and appropriate feedback to candidates by assessors and to assessors by internal verifiers.

Candidates sign and record assessments with dates and times.

Both centres use a similar range of assessment methods, pre-prepared workbooks, throughout the assessment process and the assessment teams have sufficient time and resources to deliver their assessment and internal verification duties effectively.

Areas of good practice

The following areas of good practice were identified:

- ◆ At one centre the development of a specific course, 'Warehouse to Wheels', includes the GA7H 58 Award in Warehouse and Storage Level 1 in partnership with employers. This serves 18 year old school leavers and is designed to move them through the logistics process, covering driving and warehouse operations including forklift. This is a very sound and exciting initiative which the centre is hoping to expand.
- ◆ High quality cross-referencing of evidence in relation to Unit assessment criteria. This is applied to both paper and video evidence.
- ◆ At one centre the Centre Control Folder is of a particularly high standard and very inclusive. Besides Award information, CPD records, etc it also includes:
 - Data protection policy
 - Bullying and harassment policy
 - Computer security policy
 - Whistle blower policy
 - Business ethics and conduct
- ◆ A very high level of health and safety, including security, is very apparent at one centre. This originates from the host organisation's requirements which are very demanding and comprehensive.

Specific areas for improvement

No areas for improvement were identified.