



SQA/Council for Licensed Conveyancers (CLC) Diploma Qualifications

Assessment Strategy

Requirements of Assessors, Internal Verifiers and External Verifiers

Date of original publication: August 2016

Version: 02 (March 2018)

Contents

1	Qualification and experience requirements for Assessors, Internal Verifiers and External Verifiers	1
---	--	---

1 Qualification and experience requirements for assessors, internal verifiers and external verifiers

General statement applicable to all roles

Assessors, internal verifiers and external verifiers must have relevant occupational knowledge and experience for the level of the Diploma they are assessing or verifying, and must be able to provide current evidence of their skills and knowledge in the context of a relevant role directly related to the units they intend to assess or verify. Assessors and verifiers must be familiar with the units in the qualifications, and must be able to interpret and make judgements on current working practices and technologies within the area of work.

Individuals should maintain the currency of both their occupational and technical assessor/verifier practice by actively engaging in continuous professional development (CPD) activities annually.

The SQA Diplomas in Conveyancing/Probate Law and Practice are jointly awarded by SQA and CLC. The assessment strategy sets out the agreed CLC/SQA requirements to underpin the awarding body's quality assurance policies and procedures. In the event of there being any doubt about how to interpret these requirements, centres should contact SQA.

Requirements for assessors

Assessors are subject specialists who are responsible for making a judgement about a candidate's competence against the requirements of the end of unit (summative) assessment. All assessors of these qualifications or units must:

- (i) have up-to-date working knowledge and experience of best practice in the occupational area, evidenced by:
 - ◆ for the SQA level 4 and 6 Diplomas, a relevant qualification in English Law, and/or Conveyancing and/or Probate at a minimum of RQF level 4 or level 6 respectively.

International legal qualifications may be acceptable when combined with evidence of up-to-date continuous professional development (CPD) covering relevant English Law; and

- ◆ a minimum of two years in a relevant occupational role within the previous four years, in at least one of the following:
 - (a) conveyancing and/or probate practice;
 - (b) legal regulation;
 - (c) teaching (law) in England or Wales.

and

- (ii) have up-to-date working knowledge and experience of best practice in assessment, evidenced by prior achievement of one of the following workplace or non-workplace assessor qualifications, plus CPD evidence of the currency of their assessor practice:

D32	Assess candidate performance
D33	Assess candidates using differing sources of evidence
A1	Assess candidate performance using a range of methods
L&D9D	Assess workplace competence using direct methods
L&D9DI	Assess workplace competence using direct and indirect methods
PGCE	Postgraduate Certificate in Education

OR

New assessors should work towards completing one of the following non-workplace assessor qualifications, aiming to complete ideally within 12–18 months of registering on an assessor award:

- ◆ RQF level 3 Award in Assessing Vocationally Related Achievement; or
- ◆ SQA unit 'Conduct the Assessment Process' (GM4L 48/HP01 48)

Requirements for internal verifiers (IVs)

Internal verification is an essential component of an SQA approved centre's internal quality assurance processes and aims to ensure that assessment decisions are accurate and consistent, ie standardised.

All internal verifiers of these qualifications must:

- (i) have up-to-date working knowledge and experience of best practice in the occupational area, evidenced by:
- ◆ for the level 4 and level 6 Diplomas, a relevant qualification in English Law and/or Conveyancing and/or Probate at a minimum of RQF level 4 or level 6 respectively.
- International legal qualifications may be acceptable when combined with evidence of up-to-date continuous professional development (CPD) covering relevant English Law; and
- ◆ A minimum of two years in a relevant occupational role within the previous four years in at least one of the following:
 - (a) conveyancing and/or probate practice;
 - (b) legal regulation;
 - (c) teaching (law) in England and Wales.

and

(ii) have up-to-date working knowledge and experience of best practice in internal verification, evidenced by:

- ◆ prior achievement of one of the following qualifications, plus CPD to evidence the currency of their internal verification practice. Acceptable prior qualifications include one of the following:

V1 Conduct internal quality assurance of the assessment process

D34 Internally verify the assessment process

L&D11 Internally monitor and maintain the quality of workplace assessment

OR

New internal verifiers should work towards a suitable internal verification qualification, ideally aiming to complete within 12–18 months of registering on the qualification:

- ◆ SQA unit ‘Conduct the Internal Verification Process’ (GM4M 48); or
- ◆ RQF level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice; or
- ◆ RQF level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Requirements for external verifiers

External verifiers are SQA appointees and make decisions on centre approval and prior verification of assessment instruments, as well as carrying out centre external verification visits.

External verifiers of these qualifications or units must:

(i) have up-to-date working knowledge and experience of best practice in the occupational area, evidenced by:

- ◆ a qualification at a minimum of RQF level 6, or equivalent, in English Law and/or Conveyancing and/or Probate.

International legal qualifications may be acceptable when combined with evidence of up-to-date continuous professional development (CPD) covering relevant English Law; and

- ◆ desirable experience is a minimum of three years’ experience in a relevant occupational role within conveyancing and/or probate practice, legal regulation or teaching law. This experience should ideally be within the last two years and have been undertaken in England or Wales.

and

- (ii) have up-to-date working knowledge and experience of best practice in external verification. External verifiers are appointed, trained and deployed by SQA and SQA will require successful applicants to undertake a relevant qualification if they do not already have one. Acceptable prior qualifications include the following:
- ◆ RQF Award in the External Quality Assurance of Assessment Processes and Practice; or
 - ◆ RQF Certificate in Leading the External Quality Assurance of Assessment Processes and Practice

External verifiers who are not prior qualified will undertake SQA's unit 'Conduct External Verification of the Assessment Process.'

All external verifiers must demonstrate annual CPD to evidence that they meet the standard set out in L&D10 'Reflect on, develop and maintain own skills and practice in learning and development.'

March 2018