



SQA/CLC Diploma Qualifications

Assessment Strategy

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

General statement applicable to all roles

Individuals must have relevant occupational competence for the level of the Diploma they intend to assess or verify, and be able to provide current records of their skills and knowledge in the context of a recent role directly related to the component Units they intend to assess or verify. Individuals 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 their occupational competence by actively engaging in continuous professional development (CPD) activities annually in order to keep up to date with developments relating to the changes taking place in the legal services sector in England and Wales.

These new Diploma qualifications will be jointly awarded by SQA and the Council for Licensed Conveyancers (CLC) and are based on the content of the current CLC awards.

Requirements for Assessors

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 qualification at a minimum of QCF Level 5/Level 6 respectively, 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. Desirable experience is a minimum of two years in a relevant occupational role within conveyancing, and/or probate practice, and/or legal regulation, and/or teaching in England or Wales within the previous two years.

- (ii) hold one of the following:

- ◆ PGCE
- ◆ D32 — Assess learner performance and D33 Assess learners using differing sources of evidence
- ◆ A1 — Assess learner performance using a range of methods
- ◆ L&D9D — Assess workplace competence using direct methods, or L&D9DI Assess workplace competence using direct and indirect methods

OR be working towards one of the following:

- ◆ any appropriate QCF qualification and/or Unit recognised by Ofqual, such as QCF Level 3 Award in Assessing Vocationally Related Achievement

All assessors must show current evidence of CPD in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 'Reflect on, develop and maintain own skills and practice in learning and development.'

Requirements for Internal Verifiers (IVs)

All IVs 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 Diplomas, a qualification at a minimum of QCF Level 5 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. Desirable experience would be a minimum of two years' experience in a relevant occupational role within conveyancing and/or probate practice, and/or legal regulation and/or teaching in England or Wales within the previous two years.
 - ◆ for the Level 6 Diplomas, a qualification at a minimum of QCF 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. It is desirable they would have a minimum of three years' experience in a relevant occupational role within conveyancing and/or probate practice, and/or legal regulation and/or teaching in England or Wales within the previous two years.
- (ii) hold 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 be working towards one of the following:

- ◆ QCF Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice;
- ◆ QCF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice.

All internal verifiers must show current evidence of CPD in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 'Reflect on, develop and maintain own skills and practice in learning and development.'

Requirements for External Verifiers

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 QCF 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
 - ◆ a minimum of three years' experience in a relevant occupational role within conveyancing and/or probate practice, legal regulation or teaching. This experience should ideally be within the last two years and have been undertaken in England or Wales.
- (ii) hold one of the following qualifications in External Quality Assurance:
 - ◆ D35 — Externally verify the assessment process
 - ◆ V2 — Conduct external quality assurance of the assessment process
 - ◆ L&D12 — Externally monitor and maintain the quality of workplace assessment

OR be working towards one of the following:

- ◆ QCF Award in the External Quality Assurance of Assessment Processes and Practice
- ◆ QCF Certificate in Leading the External Quality Assurance of Assessment Processes and Practice

All external verifiers must show current evidence of CPD in the relevant area of practice by demonstrating they continue to meet the standard set out in L&D10 'Reflect on, develop and maintain own skills and practice in learning and development.'

2 Conditions of assessment

The end of Unit assessments for all component Units in the Diploma qualifications will be administered and marked in the SQA approved centres, subject to both internal verification within the approved centre and external verification carried out by SQA.

For Session 16/17, SQA will provide Unit assessment support materials for each Unit, which should be kept securely so that they remain confidential and are not made available to learners in advance until the assessment is carried out. There will be no externally set or marked examination by SQA.

Centres may elect to produce their own additional end of Unit assessment materials, in which case they should be submitted to SQA for prior verification before use to ensure they meet the conditions of assessment.

Those end of Unit assessments to be administered under supervised (exam) conditions are the two Level 4 Understanding Accounting Procedures Units and all Level 6 Units. Individual Unit specifications will make it clear whether the exam conditions are open or closed book (ie whether any materials or equipment can be taken into the exam) and the duration of each assessment.

Type of Evidence

Evidence for the summative end of Unit assessments is specified in the individual Unit specifications under the section 'Evidence Requirements for the Unit'. Evidence from the workplace is not required for the Level 4 and Level 6 Diplomas.

3 Qualification Structures

Qualification title		SQA Level 4 Diploma in Conveyancing Law and Practice			
Qualification Level		SQA Level 4			
Total Qualification Time (TQT)		500			
Guided learning hours (GLH)		250			
Mandatory credits/credit value		50			
SQA code	Regulator code	Title	Level	Credits	GLH
HG12 53	A/615/0542	The English Legal System	4	6	32
HG13 53	T/615/0541	Law of Contract	4	12	60
HG14 53	F/615/0543	Land Law	4	12	60
HG17 53	M/615/0635	Understanding Accounting Procedures for Conveyancing Transactions*	4	8	38
HG19 53	T/615/0636	Standard Conveyancing Transactions	4	12	60

Qualification title		SQA Level 4 Diploma in Probate Law and Practice			
Qualification Level		SQA Level 4			
Total Qualification Time (TQT)		500			
Guided learning hours (GLH)		250			
Mandatory credits/credit value		50			

SQA code	Regulator code	Title	Level	Credits	GLH
HG12 53	A/615/0542	The English Legal System	4	6	32
HG13 53	T/615/0541	Law of Contract	4	12	60
HG14 53	F/615/0543	Land Law	4	12	60
HG15 53	A/615/0668	Understanding Accounting Procedures for Probate Transactions*	4	8	38
HG16 53	F/615/0669	Law of Wills, Succession and Grants of Representation	4	12	60

*End of Unit assessment in supervised (exam) conditions.

All Level 6 end of Unit assessments are in supervised (exam) conditions for the undernoted Diplomas.

Qualification title		SQA Level 6 Diploma in Conveyancing Law and Practice			
Qualification Level		SQA Level 6			
Total Qualification Time (TQT)		436			
Guided learning hours (GLH)		218			
Mandatory credits/credit value		44			
SQA code	Regulator code	Title	Level	Credits	GLH
HG1E 86	T/615/0670	Landlord and Tenant	6	15	75
HG1F 86	A/615/0671	Conveyancing Law and Practice	6	14	68
HG1G 86	H/615/0678	Managing Client and Office Accounts (Conveyancing)	6	15	75

Qualification title		SQA Level 6 Diploma in Probate Law and Practice			
Qualification Level		SQA Level 6			
Total Qualification Time (TQT)		430			
Guided learning hours (GLH)		211			
Mandatory credits/credit value		43			
SQA code	Regulator code	Title	Level	Credits	GLH
HG1A 86	J/615/0673	Wills, Succession and Grants of Representation	6	14	68
HG1C 86	K/615/0679	Administration of Estates	6	14	68
HG1D 86	D/615/0680	Managing Client and Office Accounts (Probate)	6	15	75

4 Retention of Learner Evidence

SQA's *Systems and Qualification Approval Guide* dated July 2015, (publication code AA7091) Criterion 4.7 refers:

Learner evidence must be retained in line with SQA requirements.

Rationale for this criterion

SQA requires that learner assessment evidence is retained by centres for defined periods for the purposes of internal and external verification, and in case of any resulting queries, learner internal assessment appeals or suspected malpractice.

Specific requirements

In most cases, centres are required to retain learner assessment evidence for three weeks after the learner Unit completion date the centre has notified to SQA.

However, if a centre has been notified by SQA that it has been selected for external verification, the learner assessment evidence for the selected Units must be retained for the qualification verification visit or central verification event. This may be physical evidence or records of the evidence (where the evidence is ephemeral).

In the case of an appeal to SQA against an internal assessment result in a regulated qualification, centres must retain records, including all materials and learner evidence, until the appeal has been resolved. Thereafter, assessment and internal verification records for appeals cases should be retained for five years.

Where an investigation of suspected malpractice is carried out, centres must retain related records and documentation for three years. Records should include any work of the learner and assessment or verification records relevant to the investigation. In an investigation involving a criminal prosecution or civil claim, records and documentation will be retained for five years after the case has been heard. In the case of an appeal to SQA against the outcome of a malpractice investigation, assessment records must be retained for five years.

Further information

The requirements for retention of learner evidence must be stated in your assessment policies and procedures and covered in induction for assessors and internal verifiers.

Learner assessment evidence may be in electronic, paper, visual or audio formats. It must be stored securely (see Criterion 4.5).

There are separate requirements for retention of records of assessment Learning Outcomes/learner achievement (see Criterion 6.4).