

Creative and Cultural Skills

Assessment Principles

SQA Accredited Competence Based Qualifications

Version 1.1

May 2013

1. Introduction

These Assessment Principles are applicable to all Competence Based Qualifications (CBQs) developed in Scotland at all levels within the Creative and Cultural footprint unless otherwise specified.

These Assessment Principles are designed to supplement the guidance issued by Awarding Bodies.

2. Simulation

Any simulation allowed must:

- provide an environment which replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

Unless otherwise indicated, it is a general principle that evidence from simulations should only be used under the following circumstances:

- where requiring the candidate to perform a particular task in a real working environment would pose a risk to their own or others health and safety. where the situation or task to be assessed arises so infrequently that it would be impractical to wait for an opportunity to assess it through naturally occurring workplace evidence
- at the discretion of the Awarding Body, where it is considered the environment provided fully reflects a commercial working environment and that the demands on the candidate during simulation are neither more or less than they would be in a real work environment/situation

Any simulation must be approved in advance by the External Verifier, and clear reasons must be given for its intended use. If approval is given, all Awarding Body guidance and requirements must be observed.

Evidence

Workplace performance evidence should form the greatest proportion of each candidate's evidence attesting to the fact that for an occupational qualification, the candidate has demonstrated competence across the full range of performance requirements and that they are able to apply relevant knowledge and skills.

Other types of acceptable evidence include, but are not limited to:

- Witness testimony (details of acceptable witnesses are found in "Section 4: Expertise of assessors, verifiers and witnesses")
- Logs/diaries kept by candidates
- Recorded answers to questions posed by the assessor
- Recorded/transcribed interviews with the candidate
- Recorded use of up-to-date commercial/industrial equipment
- E-portfolios and other forms of digital media
- Works documentation attributable to the candidate
- Both interim and final internal verification

3. Expertise of assessors, verifiers and expert witnesses

Assessors must:

- Be competent to make qualitative judgements about the units they are assessing. Illustrations of competence could include the assessor:
 - Having achieved the qualification/units themselves
 - Having substantial demonstrable experience in the job roles they are assessing
- Hold appropriate assessor qualifications, as currently required by SQA Accreditation.
- Carry out their duties in accordance with current guidance on assessment practice issued by the regulatory authorities and the appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are fully up to date.
- Have a working knowledge of the NOS, the qualifications and a full understanding of that part of the qualification for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Meet any additional requirements as specified by the Awarding Body.

Internal verifiers must:

- Hold appropriate verifier qualifications, as currently required by SQA Accreditation
- Carry out their duties in accordance with current guidance on verification practice issued by the regulatory authorities and the appropriate Awarding Body
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are fully up to date
- Have relevant experience within the sector, a working knowledge of the units/qualification and a full understanding of that part of the units/qualification for which they have responsibility. The Awarding Body will confirm this through examination of relevant Curriculum Vitae, supported by relevant references.
- Meet any additional requirements as specified by the Awarding Body

External verifiers must:

- Be familiar with and/or experienced in the relevant sector and/or context to be able to verify that candidate evidence has met the requirements of the award and the requirements of the appropriate Awarding Body
- Hold appropriate verifier qualifications, as currently required by SQA Accreditation
- Carry out their duties in accordance with the current guidance on verification practice issued by the regulatory authorities and appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational awareness are fully up to date.
- Not work with any centre in which they have a personal or financial interest.
- Meet any additional requirements as specified by the Awarding Body
- Take part in continuing professional development activities offered by the Awarding Body or other relevant providers in the sector to keep up-to-date with developments relating to the award and changes taking place in the industry

Expert Witnesses must:

Be competent to make judgements about the activity for which they are providing the testimony. As the assessment decision lies with the Assessor, it is their responsibility to verify this and where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Verifier.