



**Regulated qualifications for England and Wales**

**Qualification Verification Summary Report 2017**

**Creative and Cultural Skills**

## Introduction

This report relates to the findings of external verification activity within the verification group Creative and Cultural Skills (434, 436). Specific units verified are listed below.

Overall, the criteria were generally successfully met. However, there were some issues in relation to the use of non-valid instruments of assessment and evidence types. Centres are advised to make use of SQA's prior verification service. Evidence of active, consistent approaches to plagiarism was weak on occasion.

H82D 62 Support the Planning of a Live Event  
H8G8 70 Ensure Responsibilities for Actions to Reduce Risks to Health and Safety  
H89H 70 Prepare and Maintain a Budget for a Live Event  
H8F2 70 Contribute to the Preparation of Contracts for a Live Event  
H89E 70 Plan How to Let Customers Know about Products and Services  
H8C9 70 Support Venue and Stage Crew in the Preparation of a Performance at a Live Event  
H87F 62 Manage Change to a Live Event Schedule  
H8DK 70 Work Effectively with Other People in a Creative and Cultural Context  
H8G8 04 Ensure Responsibilities for Actions to Reduce Risks to Health and Safety  
H6HN 04 Support the Planning of a Live Event  
H8DK 04 Work Effectively with Other People in a Creative and Cultural Context  
H89H 04 Prepare and Maintain a Budget for a Live Event  
H6K0 04 Undertake Activities to Secure Funding for a Live event  
H82D 62 Support the Planning of a Live Event  
H6KA 04 Understand the Production of Promotional Material for the Music Industry  
H6KB 04 Identify New Opportunities and Revenue Streams for the Music Industry  
H6KD 04 Identify and Recommend Music with Commercial Potential  
H6HV 04 Understand the Impact of Emerging Technology On the Music Industry  
H8F2 70 Contribute to the Preparation of Contracts for a Live Event  
H8DK 04 Work Effectively with Other People in a Creative and Cultural Context  
H885 04 Provide Administrative Support to the Planning of a Live Event  
H86R 62 Give Customers a Positive Impression of Yourself and Your Organisation  
H862 62 Contribute to the Production and Distribution of Publicity Material for a Live Event  
H83F 62 Awareness of Health and Safety in the Creative and Cultural Sector  
H83E 04 Understand How to Support the Planning of Live Events  
H82D 04 Support the Planning of a Live Event  
H8A8 70 Research a Design Concept  
H8EJ 70 Collaborate in a Creative Process  
H8FR 70 Develop a Presentation  
H8FK 70 Deliver a Presentation  
H8F9 70 Create 2D Designs using a Computer Aided Design Program  
H8EX70 Contribute to Running a Project  
H8FX 70 Develop Effective Working Relationships with Colleagues in a Theatre Setting  
H8G8 70 Ensure Responsibility for Actions to Reduce Risks to Health and Safety  
H8A6 70 Rehearsing and Plotting the Lighting  
H8AW 70 Sourcing Lighting and Special Effects Equipment and Consumable

H892 70 Operating Lighting for a Live Performance in the Theatre  
H8EL 70 Conduct a Health and Safety Risk Assessment of the Workplace  
H86H 62 Develop Design Principles and Techniques and Processes for Designing Products  
H82J 62 Understanding the Design Brief  
H86X 62 How to Follow a Design Process  
H84T 62 Assist in Following a Design Process  
H84K 62 Application of Techniques for the Design of Products  
H8N1 54 Research, Test and Apply Techniques for the Design of Products  
H83Y 62 Working in a Team  
H84L 62 Apply Research on the History and Theory of Design Activities  
H852 62 Assist in the Production of Prototypes, Models, Mock-ups, Artwork, Samples or Test Pieces  
H86M 62 Explore the Use of Colour in a Creative Environment  
H888 62 Provide Written Information in Relation to Design Work  
H8A8 70 Research a Design Concept  
H8DP 70 Write a Design Brief  
H8MY 57 Interpret a Design Brief and Follow the Design Process  
H8D2 70 Understand the Concept and Techniques used in Branding  
H8FV 70 Develop and Extend Critical and Creative Thinking Skills  
H8EJ 70 Collaborate in a Creative Process  
H8CX 70 Understand Market Research  
H8FR 70 Develop a Presentation

## **Category 2: Resources**

**Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

Staff at all centres undertook appropriate professional and vocational continuing professional development (CPD) activities to ensure that they maintained currency. CPD records were completed effectively by staff at all centres.

**Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**

All centres had evidence of initial and ongoing reviews of assessment environments, equipment; and reference, learning and assessment materials. Master folders were in place for all units. Documented minutes contained evidence of ongoing reviews and actions therein.

## **Category 3: Candidate support**

### **Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.**

All centres matched candidates' development needs and prior achievements through interview and induction processes. Development needs were identified at an early stage and ongoing development needs were identified throughout the awards. Candidate reviews, assessment plans and skills profiles were evidenced across the centres and awards.

### **Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.**

Almost all centres offered candidates regular one-to-one meetings with their assessor to review their progress and revise their assessment plans accordingly. Very few centres had no evidence of documented review plans. Assessors either communicated with their candidates remotely or during candidate day release attendance at the centre. Assessors, employers and candidates met regularly on a 4 to 6 week or quarterly basis with a view to reviewing the candidates' assessment progress.

## **Category 4: Internal assessment and verification**

### **Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.**

Documented evidence was available in almost all centres showing that the internal verification process was effectively being implemented for pre-delivery and ongoing verification. Very few centres demonstrated a requirement to have a more rigorous implementation of their internal verification procedures.

### **Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.**

Most centres demonstrated the effective selection and use of assessment methods/instruments of assessment ensuring validity, reliability, equitability and fairness. Most centres had evidence of a pre-delivery internal verification process being implemented which ensured the suitability of the assessment methods/instruments. More than a few centres had issues with non-valid instruments of assessment. This generally related to incorrect types of evidence.

### **Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.**

Most centres demonstrated the implementation of processes and procedures that were in place to ensure it was the candidate's own work generated under SQA required conditions. Most centres employed a signed disclaimer by the candidate relating to plagiarism. More than a few centres demonstrated an inconsistent approach to the monitoring of plagiarism.

### **Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.**

Most centres made accurate and consistent judgements of candidates' work against SQA requirements. More than a few centres demonstrated a tendency to provide little or no assessor commentary on how assessment judgements had been made. There were a few centres which had used incorrect evidence types for assessment.

### **Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

All centres retained evidence in line with SQA requirements. All centres provided the requested candidate evidence and this was password protected where appropriate. Almost all centres employed VQ management software with only very few centres using a paper-based system.

### **Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

All centres demonstrated effective dissemination of feedback from qualification verifiers. This was evidenced through minutes of standardisation/team/course committee meetings.

## **Areas of good practice report by qualification verifiers**

The following good practice was reported during session 2016–17:

- ◆ Nil

## **Specific areas for development**

The following areas for development were reported during session 2016–17:

- ◆ Valid instruments of assessment
- ◆ Use of SQA's prior verification service