



**Scottish Vocational Qualification**

**Qualification Verification Summary Report 2017**

**Food Manufacture**

## Introduction

GFOH 23	Food Manufacture Excellence SCQF 6
GG6C 23	Meat & Poultry Skills SCQF 6
GG54 23	Meat & Poultry Skills SCQF 6
GG4T 22	Food & Drink Operations (Dairy Skills) SCQF 5
GFOG 22	Food Manufacture Excellence SCQF 5
GG4W 22	Food & Drink Operations (Distribution Skills) SCQF 5
GG6A 22	Food & Drink Operations (Meat & Poultry Skills) SCQF 5
GG50 22	Food & Drink Operations (Food Sales & Service Skills) SCQF 5
GG4Y 22	Food & Drink Operations (Production & Processing Skills) SCQF 5
GG4V 22	Food & Drink Operations (Craft Bakery Skills) SCQF 5
GG55 22	Food & Drink Operations (Meat & Poultry Skills) SCQF 5

Eight centres were visited during the year. Four centres were training providers, one was college, and three were workplace centres.

## 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.**

All centre staff have the relevant assessor and verifier awards. Assessors received support and guidance from their internal verifier. Most centres have staff with the relevant qualifications and occupational competence for the awards delivered. Where centres are offering awards in other food and drink sectors, they must ensure that assessors have the relevant competence for the specific industry sector. Almost all centre staff provided sufficient, current, and relevant evidence of CPD.

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

Almost all centres have very effective ongoing reviews; they provided documented evidence to demonstrate that they completed scheduled reviews of assessment environments, assessment procedures, equipment, learning resources, and assessment materials. Checklists were available for each workplace where candidates are located.

One centre was advised to ensure that published reference and learning materials are current and in line with industry practice, and that assessments meet the National Occupational Standards for the award.

## **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 have application and induction processes and procedures that identify prior achievements and individual development needs. Candidates with additional learning and support needs received support, and their individual plans were shared with assessors and verifiers. Where required, special assessment requirements are included in individual assessment/learning plans.

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

All candidates have regular contact with their assessor during timetabled visits. One centre offers the award via distance learning for SCQF 5 using e-portfolios, email, and telephone. All candidates have assessment plans in place, and feedback from the assessor allowed them to review their own progress and development. Distance learning candidates would have benefited from additional face-to-face visits, and more detailed feedback on their performance from their assessor, to allow them to review their own progress.

All SCQF 6 candidates have regular contact with assessors via email, text, and telephone.

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

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

All assessors and internal verifiers apply their centre's policies and procedures for assessment and verification appropriately. Centres presented completed pre-delivery documentation before delivering units; meeting notes confirmed that assessments were appropriate and up-to-date, with action points and internal verification feedback recorded and acted upon accordingly. All centres reviewed their policies and procedures for assessment and internal verification annually, and recorded the reviews.

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

All centres completed pre-delivery checklist/unit summary forms to confirm that assessment instruments were valid, reliable, practical, equitable, and fair. All centres are using the current National Occupational Standards (NOS) for the awards and the completed checklists confirmed that the assessments were fit for purpose. Centres use appropriate assessment methods for the awards, which include witness testimony, observation, photographs, and personal statements.

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

All centres ensure candidates sign and date a disclaimer at the start of the award, after each assessor visit and on completion of each unit, confirming the work is their own. Disclaimers are reviewed regularly and documented evidence was available in the centre's master folders.

Assessors countersign all completed candidate units confirming the evidence generated is the candidates' own work.

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

All assessors complete unit checklists to match evidence in portfolios against SQA requirements and NOS. For awards at SCQF 5 level, assessment is via observation, and knowledge and understanding questions. External verification visits confirm that candidates completing SCQF 6 awards have full access to any company documentation required to complete units. The evidence provided confirmed that all candidate work is consistently and accurately judged by assessors across all units and awards.

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

All centres retain candidate evidence according to their centre policies and procedures. Evidence was available in quality manuals. Where requested, evidence was available for external verification. Centre policies and procedures all meet SQA retention requirements. Internal verification procedures and sampling forms confirmed that evidence was available for internal verification.

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

Almost all centres included feedback from qualification verification as an agenda item for their verification/moderation meetings and any action points were recorded. Good practice was discussed, any areas for improvement recorded, and actions implemented. Meeting notes were available to relevant staff and circulated as appropriate. Centres were advised that assessors and internal verifiers may wish to use this as CPD evidence.

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

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

- ◆ Excellent minutes of quarterly meetings confirming assessment and learning materials are discussed at every stage of delivery.
- ◆ Candidates undertake and complete food hygiene training prior to starting a qualification.
- ◆ All centres have sound policies and procedures in place for assessment and internal verification, all regularly updated and recorded.
- ◆ All centres use the current National Occupational Standards and Assessment Strategy for the awards.
- ◆ Candidates and assessors complete statements for each unit on completion, confirming that the work is the candidates' own.
- ◆ There is an increase in the number of candidates and centres using e-portfolios.

## **Specific areas for development**

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

- ◆ To conduct and record standardisation reviews and team meetings, reviews should include assessment instruments, learning materials, and assessment practices.
- ◆ Feedback from the qualification verification report should be discussed, recorded, and disseminated to all centre staff.
- ◆ CPD should be relevant for the awards — assessors and verifiers need to demonstrate competency for the food and drink area that they are assessing.
- ◆ Centre staff should use standardisation meetings as evidence for CPD.