



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2017**

**Life Sciences**

## Introduction

Three external verification visits were carried out by the team this session. All centres had a clear understanding of the standards required and the visits were successful.

The units externally verified were as follows:

H6F1 04	Follow Health and Safety Procedures in Life Sciences and Related Industries
H6F2 04	Maintain Effective and Efficient Working Relationships in Life Sciences and Related Industries
H6F5 04	Maintain Stocks of Resources, Equipment and Consumables in Life Sciences and Related Industries
H6F6 04	Use Information Recording Systems in Life Sciences and Related Industries
H6FA 04	Drawing Blood Samples from Patients for Investigation in Life Sciences and Related Industries
H6FC 04	Preparing Reagents in Life Sciences and Related Industries
H6FE 04	Maintaining Equipment in Life Sciences and Related Industries
H6FF 04	Operating in a Clean Room or Aseptic Facility in Life Sciences and Related Industries
H6FM 04	Diagnose Faults, Repair and Maintain Equipment in Life Sciences and Related Industries
H6G1 04	Carry Out Investigation in Life Sciences and Related Industries

## 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 assessors and internal verifiers involved in the delivery of the qualifications were competent to assess and internally verify, in line with the requirements of the assessment strategy and in accordance with SQA's policies and procedures.

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

All centres visited had internal quality control procedures in line with the requirements of the assessment strategy and in accordance with SQA's policies and procedures. These were robust, effective and routinely applied. Centre staff had a good understanding of the resources required for each of the units verified, and there was documented evidence of effective reviews on an ongoing basis.

## 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 visited had processes in place to ensure that candidates' development needs and any prior achievements were taken into consideration.

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

All centres visited ensured that candidates had scheduled contact with assessors to review their progress and, where appropriate, to revise assessment plans. This was carried out in line with the requirements of the assessment strategy, the relevant funding organisation, and in accordance with SQA's policies and procedures. There was clear evidence that candidates received excellent support throughout the duration of their course.

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

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

Almost all centres implemented internal assessment and verification procedures in line with the requirements of the assessment strategy and in accordance with SQA's policies and procedures. Centres must ensure that assessment instruments and methods are standardised across all sites and assessors.

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

Internal verification of assessment instruments was universally applied by all centres verified. Almost all centres visited had effectively utilised e-portfolio systems to administer feedback to candidates and retain candidate evidence.

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

All centres visited ensured the authenticity of candidate submissions.

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

All centres visited had clear evidence that candidates' work was accurately and consistently judged in line with SQA's requirements.

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

All centres visited complied with SQA's policies and procedures regarding the retention of candidate evidence.

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

All centres visited had policies and procedures to ensure that feedback from qualification verifiers is disseminated to staff and used to inform assessment practice.

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

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

- ◆ Excellent feedback support notes included in candidate portfolios. These provided detail of the progress of the candidate throughout the programme. It was reported that candidates found them useful and motivating.
- ◆ Regular feedback to candidates via the e-portfolio system.
- ◆ Evidence was mapped against the mandatory and optional units to reduce the assessment burden.
- ◆ Retention of all evidence in electronic form, especially video recordings.
- ◆ Excellent use of monitoring forms and therefore evidence of on-going assessor observation by the Internal Verifier to improve standardisation and CPD for assessors.
- ◆ A form was developed to ensure that candidates had been through an induction process and understood the qualification. This included prior experience, equal opportunities, the qualification structure and processes, planning assessment process and their involvement, appeals process, where assessment takes place, types of evidence, when the first assessment takes place, how often the candidate sees their assessor, and input/feedback checking that the process is right and whether the candidate feels they need more support from their assessor.
- ◆ An enhancement lecturer reviewed the quality of work assessed and verified to ensure that the review process was fully implemented in a large organisation.

**Specific areas for development**

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

- ◆ To ensure the reliability of assessment across all sites and assessors, assessment instruments and methods must be standardised by centres.
- ◆ Where knowledge is inferred within a portfolio of evidence, assessor feedback statements or similar should be added.