



Higher National Qualifications

Qualification Verification Summary Report 2018

Food Processing

Introduction

F4TL 34 Food Hygiene Intermediate
DC0K 10 Food Hygiene Elementary

Four centres were selected for visiting verification in session 2017–18 for award F4TL 34. The unit is delivered as part of the HNC in Hospitality and HNC in Professional Cookery programmes, and is a mandatory unit in these awards. One centre was selected for visiting verification in session 2017–18 for award DC0K 10.

Category 2: Resources

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 very effective ongoing reviews; they provided documented evidence to demonstrate that they have completed scheduled reviews of assessment environments, assessment procedures, equipment, learning resources, and assessment materials.

Almost all centres are using the current unit specification for award F4TL 34 (updated October 2017). One centre had started the delivery of the award prior to the unit update. The centre will use the updated unit specification for new courses.

One centre is delivering award DC0K 10, Food Hygiene Elementary, and is using the current unit specification.

All centres use material which covers allergens in their learning and teaching. This is not currently included in the unit specification.

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. Centres have excellent support and guidance in place. Prior achievements are matched against the unit outcomes and credit awarded where appropriate. Candidates with additional learning and support needs are identified and individual plans are shared with teaching staff. Where required, special assessment requirements are included.

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 classes. Centres have individual candidate assessment plans in place and feedback from the assessor allows them to

review their own progress and development. Support and guidance are given to candidates as required.

Category 4: Internal assessment and verification

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

Almost all assessors and internal verifiers apply their centre's assessment and verification policies and procedures. Centres completed pre-delivery documentation before delivering the unit. Team meeting notes confirmed that assessments were appropriate and up to date. Action points and internal verification feedback were recorded and acted on accordingly.

One centre did not record and date action points on the pre-delivery checklist.

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

All centres provided documented evidence in 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 SQA assessment support pack for unit F4TL 34, and the completed checklists at the start of the academic year for all units confirmed that the assessments were fit for purpose.

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

All centres use closed-book supervised examination conditions for assessment, and assessments are signed and dated by candidates. Assessors give candidates detailed feedback on their performance, and these are signed and dated by the assessor. Centres all provided quality manuals that included processes and procedures for malpractice, plagiarism, and appeals. Candidates all had access to the centre's processes and procedures for malpractice, plagiarism, and appeals. All candidate evidence is generated in accordance with the centre's policies and procedures and SQA's requirements.

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

All centres use marking checklists to ensure that unit outcomes and evidence requirements meet the required standards. Feedback and checklists completed by assessors confirmed that candidate progress is recorded and consistently measured. This ensures that candidates' work is accurately and consistently judged against SQA's requirements. Internal verification sampling confirmed that assessors' judgements were accurate and consistent.

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

All centres retained candidate evidence according to their centre policies and procedures. Evidence was available in the centre's quality manual and, where requested, evidence was made available for external verification. Centre policies and procedures all met 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.

All centres included feedback from qualification verification in their verification/moderation meetings. Good practice is discussed, any areas for improvement recorded, and required actions implemented. Centres circulate QAMs reports and meeting notes to other sites and relevant staff as appropriate.

Areas of good practice report by qualification verifiers

The following good practice was reported during session 2017–18:

- ◆ Very effective internal verification that identified variation in marking standards.
- ◆ Learning materials are prepared to a very high standard to support the delivery/assessment, providing high quality learning. These are regularly reviewed by the team.
- ◆ Excellent PowerPoints, case studies, and some innovative teaching approaches to illustrate the food production procedures for the awards.
- ◆ An innovative tracking system is used to ensure that candidates are supported at all stages and problems are identified at an early stage.

Specific areas for development

The following areas for development were reported during session 2017–18:

- ◆ Internal policies and procedures should be reviewed regularly and dated accordingly.
- ◆ Learning materials (publications) should be current and up to date. These should be reviewed regularly. Record sheets need to reflect when these were completed, signed, and dated.
- ◆ Assessment checklists should be signed and dated, and include the assessor and candidate names.
- ◆ Assessors should give all candidates detailed feedback on their performance to aid their progress and assessment planning.