****

**Assessment Strategy**

|  |  |
| --- | --- |
| **Sector** | Print |
| **Qualification Title(s)** | SVQ in Print Administration at SCQF L6 |
| **Developed by** | National Skills Academy for Food and Drink |
| **Date approved by ACG** | 17 February 2021 |
| **Version** | 1 |

**Introduction**

The purpose of an assessment strategy is to provide awarding bodies with a consistent approach to assessment that complies with SQA Accreditation’s regulatory requirements.

The key areas this assessment strategy will cover are:

* how external quality control of assessment will be achieved
* which aspects must always be assessed through performance in the workplace
* the extent to which a realistic work environment and simulated working conditions may be used to assess competence
* the occupational expertise requirements for assessors and verifiers

Awarding bodies must use the assessment strategy as the basis for developing and defining the evidence requirements and assessment methods their providers will use. This includes specifying how the qualification will be internally and externally quality assured.

## **External quality control**

The External Quality Control will be through enhanced external verification and enhanced internal verification – the latter moderated or monitored by the External Verifier.

***Enhanced Internal Verification Strategy***

All Internal Verifiers must provide evidence of having verified:

* Evidence supporting any key units (where specified in the award specific guidance) and evidence supporting at least one other unit from the award

**OR**

* The evidence supporting at least two distinct units (or as documented in the Award Specific Guidance) for each award per annum.

As well as:

* All evidence from all simulations/simulators
* Over time, an example of each unit the Assessor is qualified to assess
* Over time, an example of each assessment method used in the centre
* Evidence of internal verification

***Enhanced External Verification Strategy***

External Verifiers must carry out regular risk assessments and subsequent statistical analysis for each of the centres for which they have verification responsibilities. Where problems are identified through this procedure, the External Verifier will take further measures to ensure that the centre is performing to an acceptable level.

This could include, but should not be limited to:

* Verifying a representative sample of candidates’ work from each Assessor, covering all Assessors in the centre over an agreed period of time, including:
  + Evidence supporting any key units from the award (where specified in the award specific guidance)
  + Selected evidence supporting distinct units identified by the External Verifier in response to issues raised through risk assessment
  + All evidence from all simulations
* Verifying selected evidence of Internal Verification procedures identified by the External Verifier in response to issues raised through risk assessment
* Externally-set banks of questions and answers that will test the presence of “essential” knowledge and understanding for selected candidates

## **Workplace assessment**

## ***Evidence***

## The majority of the Candidate’s evidence should come from direct observations of competence in the real workplace. Other types of acceptable evidence include, but are not limited to:

## Witness Testimony (Details of acceptable witnesses are found in Occupational expertise of quality assurers section)

## 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.

## ***Location of Assessment***

## Although the majority of the Candidate’s evidence should come from direct observations of competence in the real workplace, in exceptional circumstances simulation of the real workplace may be allowed. Occasions in which this may be approved are listed under Realistic work environment and simulation section.

## **Realistic work environment and simulation**

## Simulation is generally not acceptable. The exceptions to this are:

## Dealing with emergencies

## Dealing with accidents

## Certain pre-approved real time simulators

## Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence cannot be collected through other means.

## 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

## Simulation should not be the primary source of a candidate’s claim to competence

## Simulation must enable the individual to demonstrate competence in a real or realistic work environment. In this context this means in locations which replicate the workplace in terms of equipment and environment, reflect normal working situations and use relevant industrial or commercial standards and procedures. Short work placements or non-realistic work environments which do not replicate the pressures and requirements of normal commercial or industrial activities will not be acceptable. The bulk of the candidate’s evidence should be drawn from their normal working activity and not consist of artificially contrived opportunities for one-off demonstration of competence. Similarly equipment must be that used in current commercial and industrial contexts. Procedures and standards used should be those which are nationally or internationally recognised or devised by specific companies as standard operating procedure.

## **Occupational expertise of quality assurers**

Third party 'witnesses' must also be competent to make judgements about the activity(ies) 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.

Assessors must:

* Be registered and recognised by an approved centre. The appointment of Assessors may require the prior approval of the Awarding Body.
* Be competent to make qualitative judgements about the units they are assessing. Illustrations of competence could include the assessor:
  + Having achieved the award themselves
  + Having substantial demonstrable experience in the job roles they are assessing
  + Being in a day-to-day line management or quality assurance role with responsibility for the job roles they are assessing
* Hold, or are working towards the appropriate qualification as listed within SQA Accreditation Assessor and Verifier Competence, or the qualifications listed below
  + L&D 9DI Assess workplace competence using direct and indirect methods (SCQF level 8)
  + L&D 9D Assess workplace competence using direct methods (SCQF level 7)
  + Level 3 Assessing Competence in the Work Environment (RQF)
  + Level 3 Certificate in Assessing Vocational Achievement (RQF)
  + A1 Assess candidates using a range of methods
  + D32/33 Assess candidate performance, using differing sources of evidence

*Holders of A1 and D32/33 must assess to the revised National Occupational Standards (NOS) for Learning and Development.*

* Carry out their duties in accordance with the current NOS for Assessment, and in line 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 current (CPD)
* Have a working knowledge of awards and a full understanding of that part of the award for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
* Must maintain records demonstrating how they meet the assessment strategy.
* Meet any additional requirements as specified by the Awarding Body

Internal Verifiers must:

* Be registered and recognised by an approved centre .The appointment of Internal Verifiers may require the prior approval of the Awarding Body
* Hold, or are working towards the appropriate qualification as listed within SQA Accreditation Assessor and Verifier Competence (2013), or the qualifications listed below
  + L&D 11 Internally monitor and maintain the quality of workplace assessment (SCQF level 8)
  + Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice (RQF)
  + Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice (RQF)

**or** hold one of the following

* + V1 Conduct internal verification of the assessment process
  + D34 Internally verify the assessment process

*Holders of V1/D34 must quality assure to the revised National Occupational Standards (NOS) for Learning and Development.*

* Carry out their duties in accordance with the current NOS for Verification, and in line 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 verification skills and occupational understanding are current (CPD)
* Have expertise and knowledge of awards and a full understanding of that part of the award for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
* Must maintain records demonstrating how they meet the assessment strategy.
* Meet any additional requirements as specified by the Awarding Body.

External Verifiers must:

* Be registered and recognised by an approved Awarding Body
* Be familiar with and/or experienced in the relevant sector and/or context to be able to verify that candidate evidence has met the National Occupational Standards and the requirements of the appropriate Awarding Body
* Hold, or are working towards the appropriate qualification as listed within SQA Accreditation Assessor and Verifier Competence (2013), or the qualifications listed below:
  + L&D 12 Externally monitor and maintain the quality of workplace assessment (SCQF level 9)
  + Level 4 Award in the External Quality Assurance of the Assessment Process and Practice (RQF)
  + Level 4 Certificate in Leading the External Quality Assurance of Assessment (RQF)

**or** hold one of the following

* + V2 Conduct external verification of the assessment process
  + D35 Externally verify the assessment process

*Holders of V2/D35 must quality assure to the revised National Occupational Standards (NOS) for Learning and Development*

* Carry out their duties in accordance with the current National Occupational Standards for Assessment and Verification and current guidance on best 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 current (CPD)
* Not work with any centre in which they have a personal or financial interest.
* Meet any additional requirements as specified by the Awarding Body