



## **Group Award Specification for:**

**PDA: Conduct the Assessment Process**

**at SCQF level 8**

**and**

**PDA: Conduct the Internal Verification Process at**

**SCQF level 8**

**Group Award Codes: GF8P 48/GF8R 48**

**Unit Codes: H290 35/H291 35**

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# 1. Introduction

The purpose of this document is to:

- Assist centres to implement, deliver and manage the qualification.
- Provide a guide for new staff involved in offering the qualification.
- Inform course managers teaching staff, assessors, learners, employers and higher education institutes (HEIs) of the aims and purpose of the qualification.

Provide details of the range of learners the qualification is suitable for and progression opportunities.

The Professional Development Awards (PDAs) have been developed to mirror the National Occupational Standards in assessment and internal verification without the stipulation that assessment and/or internal verification must be within the workplace or realistic workplace environment, as would be the case for Scottish Vocational Qualifications (SVQs) or other work-based qualifications, for example.

The PDAs, therefore, provide a benchmark standard for those assess and/or internally-verify within a wide variety of different, non-workplace settings; for example, teachers or lecturers involved in the delivery of Skills for Work (SfW) courses or National Progression Awards (NPAs); training providers and Further Education (FE) centres offering Higher National (HN) qualifications.

## 2. Qualification structure

Each group award is made up of a single unit credit of 8 SCQF credit points at SCQF level 8.

### 2.1 Structure

#### Mandatory unit: PDA: Conduct the Assessment Process (GF8P 48)

4 code	2 code	Unit title	Qualifications Scotland credit	SCQF credit points	SCQF level
H290	35	Conduct the Assessment Process	1	8	8

#### Mandatory unit: PDA: Conduct the Internal Verification Process (GF8R 48)

4 code	2 code	Unit title	Qualifications Scotland credit	SCQF credit points	SCQF level
H291	35	Conduct the Internal Verification Process	1	8	8

## 3. Recommended entry to the qualification

### PDA: Conduct the Assessment Process at SCQF level 8

Entry to this qualification is at the discretion of the centre.

Assessor -candidates should have a good understanding of the assessment cycle, that is, preparing for, planning, and carrying out assessment. This may have been gained through already having had some involvement in the teaching/learning and/or assessment processes.

## **PDA: Conduct the Internal Verification Process at SCQF level 8**

Entry to this qualification is at the discretion of the centre.

Internal verifier-candidates should have a good understanding of internal quality assurance and how it relates to the assessment cycle. This may have been gained through already having had some involvement in teaching and/or learning, assessment or internal verification processes.



## **5 Resource requirements**

### **Requirements for assessor- candidates**

The Assessor unit (H290 35) requires the assessor-candidate to assess the work of at least two learners.

On commencing assessment, assessor-candidates should already be in an assessor role that allows them to meet all of the requirements of the unit specification: *Conduct the Assessment Process* (H290 35).

### **Requirements for internal verifier- candidates**

The Internal verifier unit (H291 35) requires internal verifier-candidates to verify the work of at least two assessors. Internal verifier-candidates should already have a suitable internal verifier role on commencement of the verification that allows them to meet all of the requirements of the unit specification: *Conduct the Internal Verification Process* (H291 35).

### **Requirements for Assessors and Internal Verifiers of the PDAs**

#### **Assessors**

All assessors must have a sound working knowledge of the content of the unit specifications they are assessing and all requirements.

All assessors must have a relevant qualification to assess the units and these may include one of the following, although this is not an exhaustive list:

J8RR 04 (CLDLD9DI), L&D9DI, A1, D32/D33 or TQFE

G9DA 47/F7BW 35 Carry Out the Assessment Process

PDAs Teaching in Further Education;

A teaching qualification recognised for registration with the GTCS or other equivalent bodies in the UK or Eire;

HN unit: Assessment and Moderation (DA3F 04)

Assessors of assessor-candidates are required to have achieved their relevant assessor qualification prior to the assessment of assessor-candidate evidence.

Assessors of internal verifier-candidates must have achieved their assessor and internal verifier qualifications prior to the assessment of internal-verifier candidate evidence.

### **Internal Verifiers**

All internal verifiers must have sufficient experience of having conducted assessments of assessor or verifier-type qualifications (depending on what they are proposing to internally-verify).

Internal verifiers of the HN unit: Conduct the Internal Verification Process (H291 35) must have achieved their internal verifier qualification prior to undertaking any formal internal verification activity (such as internally verifying any assessment decisions made in a non-workplace context and/or monitoring of assessment practice in a non-workplace context).

Suitable internal verifier qualifications include the following:

J8RT 04: Internally Monitor and Maintain the Quality of Workplace Assessment (CLDLD11Qualifications Scotland),

L&D11, V1 or D34,

HN unit: Assessment and Moderation (DA3F 04)

G9DC 48/ F7BW 35: Internally verify the Assessment Process

## **Continuing Professional Development (CPD)**

All assessors and verifiers should maintain CPD records showing how their practice is in line with current national standards and how they keep up to date with new information and practices associated with assessment and internal verification.

## 6. General information for centres

### Equality and inclusion

The unit specifications making up this group award have been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners will be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website:

[Qualifications Scotland Assessment Arrangements](http://www.sqa.org.uk/assessmentarrangements)

([www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements)).

### Internal and external verification

All assessments used within these qualifications should be internally verified, using the appropriate policy within the centre and the guidelines set by Qualifications Scotland.

External verification will be carried out by Qualifications Scotland to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in Qualifications Scotland's Guide to Assessment [Guide to Assessment](http://www.sqa.org.uk/files_ccc/Guide_To_Assessment.pdf) ([www.sqa.org.uk/files\\_ccc/Guide\\_To\\_Assessment.pdf](http://www.sqa.org.uk/files_ccc/Guide_To_Assessment.pdf))

## 7. Glossary of terms

**Qualifications Scotland credit value:** The credit value allocated to a unit gives an indication of the contribution the unit makes to a Qualifications Scotland group award. A Qualifications Scotland credit value of 1 given to a Qualifications Scotland unit represents approximately 40 hours of programmed learning, teaching and assessment.

**SCQF:** The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk).

**SCQF credit points:** SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National Unit credit is equivalent to 6 SCQF credit points. One National Unit credit at Advanced Higher and one Higher National Unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

**SCQF levels:** The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8, respectively. Higher National Units will normally be at levels 6 to 9 and graded units will be at levels 7 and 8. National Qualification Group Awards are available at SCQF levels 2 to 6 and will normally be made up of National Units which are available from SCQF levels 2 to 7.

## History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check Qualifications Scotland's APS Navigator to confirm they are using the up-to-date qualification structure.

**Please note:** Where a unit is revised by another unit:

- No new centres may be approved to offer the unit which has been revised.
- Centres should only enter learners and /or candidates for the unit which has been revised where they are expected to complete the unit before its finish date.

Version number	Description	Date
2	Transposing of content to latest GAS template.	June 2026

## Acknowledgement

Qualifications Scotland acknowledges the valuable contribution that Scotland's colleges have made to the development of this qualification.

Template version: February 2025

## 8. General information for learners

This information will help you decide whether this is the qualification for you by explaining what the qualification is about, what you should know or be able to do before you start, what you will need to do during the qualification and opportunities for further learning and employment.

### **Conduct the Assessment Process at SCQF level 8 (GF8P 48)**

This PDA is for assessors of non-workplace standards, that is, HNs or qualifications assessed during training courses or as part of off-the-job training.

The single unit-PDA has been developed to align with the SVQ unit: J8RR 04 *Assess Learner Achievement in the Workplace Using Direct and Indirect Methods\** (aka CLDLD9DI) omitting the requirement for the assessor-candidate to assess in the learner's workplace.

The PDA, therefore, provides a benchmark standard for those who assess from a wide variety of different, non-workplace settings. These may include, for example, teachers or lecturers involved in the delivery of Skills for Work (SfW) courses or National Progression Awards (NPAs); training providers and Further Education (FE) centres offering Higher National (HN) qualifications and PDAs.

This PDA is not for those who are assessing **SVQs** or other qualifications that are **assessed in the workplace** (who should undertake the either of the single SVQ unit-PDA or SVQ units; J8RR 04\* (aka CLDLD9DI) or J8RP 04\* (aka CLDLD9D)).

*\* SVQ units developed from the NOS: Assess Learner Achievement (CLDLD09) but contextualised to the workplace.*

### **PDA: Conduct the Internal Verification Process at SCQF level 8 (GF8R 48)**

This Professional Development Award (PDA) is relevant to teachers, lecturers and tutors who may have a role in quality assuring the delivery of a range of qualifications that are assessed in a non-workplace context and in ensuring consistency of assessment decisions made within their delivering centre.

The PDA is a benchmark standard for anyone who is internally verifying qualifications such as National Qualifications, National Progression Awards (NPAs), Higher National (HN) units or Customised Awards.

The single unit-PDA aligns to the SVQ unit: *Internally Monitor and Maintain the Quality of Workplace Assessment (J8RT 04 aka CLDLD11Qualifications Scotland)* \* omitting the requirement for the internal verifier-candidate to verify in a workplace context.

The PDA is not relevant for internally verifying qualifications such as Scottish Vocational Qualifications (SVQs) where assessment is carried out in the workplace of the person being assessed.

*\* The SVQ unit was developed from the NOS: Internally Monitor and Maintain the Quality of Assessment (CLDLD11) but contextualised to the workplace.*