**SVQ BUSINESS & ADMINISTRATION NETWORK EVENT 2017 – QUALIFICATION QUALITY ASSURANCE TASK**

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| **Issue Identified by Qualification Verifier** | **Identify Relevant Criteria** | **Identify Required Action** |
| 1. An out of date Unit specification is in use
 | **Target criteria****4.3** The Unit specification and therefore associated instruments and assessment criteria are no longer valid**2.4** Review has not identified that an out of date Unit specifications is being used**4.6** If candidates are enrolled for the current Unit but being assessed against the old Unit specification then there will **likely** be an issue with accuracy of assessment decisions. This will be influenced by the difference between the old and new specifications**Possible other criteria****4.2** If the centre’s IV procedure has not picked up on an outdated Unit specification being used | **Example Required Action (4.3, 2.4, 4.2)**Provide evidence of implementing centre procedures by sending minutes of a Standardisation Meeting and a completed IV Pre-Assessment Check confirming that the current Unit specification, agreed assessment approaches and referencing matrices will be used from April onwards.**Example Required Action (4.6)**Provide evidence of having assessed a sample of 8 candidates in relation to the current Unit specification |
| 1. Unit 344 evidence signed-off as complete by assessor but evidence falls short of meeting SQA requirements
 | **Target criterion****4.6** There is a shortfall in evidence, therefore assessor judgement is inaccurate in relation to SQA requirements**Possible other criteria****4.2** Internal Verification failed to pick this up | **Example Required Action (4.6, 4.2)**Provide evidence of having re-assessed Unit 344 in relation to all 8 candidates sampled today.Include evidence that re-assessed Units have been subject to successful Internal Verification. |

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| **Issue Identified by Qualification Verifier** | **Identify Relevant Criteria** | **Identify Required Action** |
| 1. Cross referencing/mapping of evidence to performance indicators/knowledge is unclear
 | **Target criteria****4.2** Ensuring accurate referencing is ultimately an assessor responsibility (although the candidate may do the referencing) and checking is part of the IV process**Possible other criteria****4.6** There may be a shortfall in evidence as linkage/mapping is unclear and therefore competence across all performance and knowledge cannot be verified with confidence | **Example Required Action (4.2, 4.6)**Provide referencing for Units 3,7 and 18 covering performance and knowledge for each UnitProvide evidence that the referenced evidence has been subject to successful Internal Verification |
| 1. Centre provides evidence that learning materials have been updated since the last EV visit, but no evidence of centre having consciously reviewed assessment procedures and materials.The assessment environment and equipment is reviewed via a site checklist
 | **Target criterion****2.4** There is partial evidence covering the ongoing review of assessment environments and equipment via completed site checklists.Centre to provide evidence that they have reviewed assessment procedures and materials. This could be – minutes of meetings/IV records/reports etc.It may be the case that no update to procedures or material are required, however there should be a system in place for review of these and it should be documented | **Example Required Action (2.4)**As per the centre’s systems, provide evidence of the review of assessment procedures and materials (in the specific case of this centre – via minutes of a Standardisation Meeting). |