



Scottish Vocational Qualifications

Qualification Verification Summary Report 2019

Food Manufacture

Verification group: 60

Introduction

The following qualifications were externally verified in 2018–19:

GFOH 23	Food Manufacture Excellence SCQF level 6
GG6C 23	Food and Drink Operations (Meat and Poultry Skills) SCQF level 6
GJ1M 23	Food and Drink Operations (Fish and Shellfish Industry Skills) SCQF level 6
GG51 23	Food and Drink Operations SCQF level 6
GP1Y 23	Food Manufacturing Excellence SCQF level 6
GP1X 23	Food and Drink Operations SCQF level 6
GP1T 23	Food and Drink Operations (Supply Chain Skills) SCQF level 6
GG49 23	Food and Drinks Operations (Supply Chain Skills) SCQF level 6
GG4T 22	Food and Drinks Operations (Dairy Skills) SCQF level 5
GJ3M 22	Food and Drinks Operations (Automated Plant Bakery Skills) SCQF level 5
GP21 22	Food and Drink Operations (Distribution Skills) SCQF level 5
GP23 22	Food and Drink Operations (Craft Bakery Skills) SCQF level 5
GP1V 22	Food and Drink Operations (Production and Processing Skills) SCQF level 5
GFOG 22	Food Manufacture Excellence SCQF level 5
GG4W 22	Food and Drink Operations (Distribution Skills) SCQF level 5
GG6A 22	Food and Drink Operations (Meat and Poultry Skills) SCQF level 5
GG50 22	Food and Drink Operations (Food Sales and Service Skills) SCQF level 5
GG4Y 22	Food and Drink Operations (Production and Processing Skills) SCQF level 5
GG55 22	Food and Drink Operations (Meat and Poultry Skills) SCQF level 5
GG68 22	Food and Drink Operations (Food Sales and Service Skills) SCQF level 5
GG52 22	Food and Drink Operations (Fish and Shellfish Processing Skills) SCQF level 5
GP1W 22	Food and Drink Operations (Food Sales and Service Skills) SCQF level 5

Seven centres that offer awards across the range of Food and Drink Operations portfolio at SCQF levels 5 and 6 were visited during the year. Five centres are training providers, one centre is a college and one centre is a workplace.

SVQs in Food and Drink Operations were reaccredited in October 2018. Some candidates completed the old awards, and some completed the new awards.

In session 2018–19 candidates enrolled for two new awards, Dairy Skills and Automated Plant Bakery Skills at SCQF level 5.

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 centre staff have the relevant assessor and verifier awards. Almost all assessors were given adequate support and guidance from the internal verifier. At one centre, the internal verifier did not support the assessor and was not available for the visit.

Almost all centres have staff with the relevant qualifications and occupational competence required to offer the awards. At one centre, the assessor did not have a relevant qualification in food hygiene/safety as recommended in the sector skills council (SSC) assessment strategy for the awards. The centre also did not have an assessor and internal verifier with a relevant qualification in SIGMA for assessment and internal verification of the Food Manufacture Excellence award, which is recommended in the SSC assessment strategy.

Almost all centre staff provided sufficient currently relevant CPD evidence. One centre did not provide sufficient CPD evidence relating to the Food Manufacturing Excellence award.

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

All candidates are workplace based at sites throughout Scotland. All centres have very effective ongoing reviews, and they provided documented evidence to demonstrate that they completed scheduled reviews of assessment environments, assessment procedures, equipment, learning resources and assessment materials. Checklists were available for each workplace where candidates are located. All centres regularly review their quality manual and policies and procedures on an annual basis.

All centres carry out risk assessment and health and safety checks prior to the start of the qualification in the workplace.

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. Candidates with additional learning and support needs are identified and individual plans are shared with assessors and verifiers. Where required, special assessment requirements are included in individual assessment/learning plans.

In all centres where SCQF level 6 candidates have English as a second language, the candidates are assessed before undertaking the awards to ensure they have the required level of oral and written English.

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 visits. All candidates have assessment plans in place and feedback from the assessor allows them to review their own progress and development. All centres have candidate review and progress records which the assessor and candidate sign, and they are used to plan the next assessment activity.

All candidates have regular contact with assessors via email, text or telephone.

Category 4: Internal assessment and verification

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

All assessors and internal verifiers apply their centre's policies and procedures for assessment and verification appropriately. Almost all centres have pre-delivery documentation completed before delivering units. Meeting notes confirmed that assessments were appropriate and up to date, and action points and internal verification feedback are recorded and acted upon accordingly.

One centre had not completed pre-delivery documentation. Some centres carried out assessment comparison exercises where assessors check each other's work to compare evidence and standards. All centres reviewed their policies and procedures for assessment and internal verification annually and recorded the reviews. All centres have minutes of assessment/verification standardisation meetings.

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

All centres completed checklist/unit summary forms to confirm that assessment instruments were valid, reliable, practical, equitable and fair for the awards. All centres are using the current SSC National Occupational Standards (NOS) for the awards, and the completed checklists confirmed that the assessments were fit for purpose.

Centres use appropriate assessment methods for the awards, including witness testimony, observation, photographs and personal statements, which are frequently reviewed.

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

All centres ensure candidates sign and date a disclaimer at the start of the award, after each assessor visit, and on completion of each unit confirming the work is their own. Disclaimers are regularly reviewed, and documented evidence was available in quality manuals. All assessors countersign and date all completed candidate units, confirming the evidence generated is the candidate's own work.

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

All centres have internal and assessor records, reports, and minutes of team meetings that confirm the centre's internal verification policy is implemented.

All assessors complete unit checklists to match evidence in portfolios against SQA requirements and NOS. For awards at SCQF level 5, assessment is via observation, and knowledge and understanding questions. Candidate evidence confirmed there was consistency in assessment decisions.

External verification visits confirm that almost all candidates completing SCQF level 6 awards have full access to any company documentation required to complete units. There was a difference in the depth of evidence presented at some centres for SCQF level 6.

The evidence provided confirmed that almost all candidate work is consistently and accurately judged by assessors across all units and awards.

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

All centres retain candidate evidence according to their centre policies and procedures. Evidence was available in quality manuals for external verification. All centre policies and procedures meet 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 include feedback from qualification verification as an agenda item for their verification/moderation meetings, and any action points are recorded. Good practice is discussed and any areas for improvement/actions are recorded and implemented. Meeting notes are available to relevant staff and circulated as appropriate.

Centres were advised that assessors and internal verifiers may wish to use this as CPD evidence.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2018–19:

- ◆ Assessors and internal verifiers have the relevant assessor and internal verifier qualification and demonstrated they are up to date with work practices in the area they are assessing.
- ◆ Assessment and learning materials are prepared to a very high standard to support high quality learning and are reviewed on an ongoing basis for currency.
- ◆ Centres are using e-portfolios for candidate evidence at SCQF level 6, allowing remote access for external verification purposes.
- ◆ Centres provided excellent minutes of team and standardisation meetings, and internal verifiers chaired meetings on a rota.
- ◆ Recording of CPD for assessors and internal verifiers is detailed, and meets the standards for the awards.
- ◆ Centres are using technology to record and capture assessment observations.

Specific areas for development

The following areas for development were reported during session 2018–19:

- ◆ Assessors and internal verifiers involved in the assessment and internal verification for SVQ in Food Manufacture Excellence at SCQF level 5 and SCQF level 6 need to meet additional requirements for assessment and quality assurance and occupational competence.
- ◆ Candidates whose first language is not English would benefit from additional support and guidance when completing units at SCQF level 6.
- ◆ Centre policies and procedures must be reviewed regularly to ensure that they are up to date and fit for purpose.