



Customised Awards

Qualification Verification Summary Report 2019

**Food and Drink Manufacturing
Operations: Distilling**

Introduction

As this is a Customised Award, it is offered by a small number of centres.

G8FR 04 Spirit Industry Vocational Qualification (SIVQ)

Two centres are offering the SIVQ.

GL49 04 Diploma in Single Malt Whisky

One centre is offering the Diploma in Single Malt Whisky

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.

Almost all centres have very effective ongoing reviews. They provided documented evidence to demonstrate that they complete scheduled reviews of assessment environments, assessment procedures, equipment, learning resources and assessment materials. Signed and dated checklists were available from pre-, during and post-activity.

The centre delivering the Diploma in Single Malt Whisky GL49 04 did not document where they had changed the assessment instruments. This must be recorded and dated.

Category 3: Candidate support

Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.

Almost all centres have application and induction processes and procedures that identify prior achievements and individual development needs. One centre for the Diploma in Single Malt Whisky GL49 04 did not identify a prior achievement record and did not have systems to identify individual development needs.

Candidate learning plans are shared with assessors and verifiers. Special assessment requirements are included in individual assessment/learning plans. All centres give candidates a full set of policies and procedures including information on assessment, equality, appeals and malpractice. Induction checklists are signed and dated by candidates.

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 scheduled visits. Candidates for award SIVQ G8FR 04 are all workplace-based in spirit distilling industries. All candidates have assessment plans in place and feedback from the assessor allowed them to review their own progress and development.

Almost all centres have a candidate review and progress record which the assessor and candidate sign. This is used to plan the next assessment activity.

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 the centre's assessment and verification according to their policies and procedures. Pre-delivery documentation is completed before delivering the unit. Meeting notes confirmed that assessments were appropriate and up-to-date, and action points and internal verification feedback were recorded and actioned.

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

All centres complete pre-delivery checklist/unit summary forms, confirming that assessment instruments are valid, reliable, practical, equitable and fair. All centres are using the current SQA units for the customised awards, and checklists confirm that the assessments are fit for purpose.

Distance learning candidates for the Diploma in Single Malt Whisky GL49 04 complete the assessments under invigilated closed book examination conditions. Assessments are sent securely to the invigilator, who then returns them securely to centre for the assessor to mark.

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

Almost all assessors give candidates detailed written feedback on their performance, which is signed and dated by the assessor. All centres had quality manuals that include processes and procedures for malpractice, plagiarism and appeals. All candidates have access to the centre's processes and procedures.

For the Diploma in Single Malt Whisky, it was recommended that each candidate prints, signs and dates a cover sheet for their written assessment confirming that it is their own work.

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

All centres used marking checklists to ensure that unit outcomes and evidence requirements are met to the required standards.

For the SIVQ award, the feedback from assessors to candidates confirmed that candidate progress is recorded; this ensures that a candidate's work is judged accurately and consistently against SQA's requirements. Internal verification sampling confirmed that assessor judgements were accurate and consistent.

For the Diploma in Single Malt Whisky, the evidence provided showed consistent marking.

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, with evidence available in their quality manuals. 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 was discussed, any areas for improvement were recorded, and required actions were implemented. Meeting notes were made available to relevant staff and circulated as appropriate.

Areas of good practice reported by qualification verifiers

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

- ◆ Effective pre-course candidate support and signed induction checklists.
- ◆ Internal verification records demonstrated that the SQA Code of Practice and customised awards Code of Practice were in place.
- ◆ Procedures for distance learning candidates ensured that assessments were conducted securely.
- ◆ Evidence that policies and procedures are reviewed and updated annually.

Specific areas for development

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

- ◆ Candidates should sign and date written any assessment to confirm it is their own work.
- ◆ Centres need to provide evidence confirming that assessment and learning materials (publications) are current and up-to-date.
- ◆ Assessors should give all candidates detailed feedback on their performance to aid their progress and assessment planning.