



Higher National Qualifications

Qualification Verification Summary Report 2019

Food Processing

Verification group: 55

Introduction

F4TL 34: Food Hygiene Intermediate

Two centres were selected for verification in session 2018–19. The unit is mandatory in the HNC Hospitality and HNC Professional Cookery awards.

DC0K 10: Food Hygiene Elementary

One centre was selected for visiting verification in session 2018–19.

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 in China have relevant qualifications and teaching experience for the award. CPD activities were available and these meet almost all of the required criteria; additional occupational knowledge to demonstrate that they are keeping up to date with current industry standards for food hygiene is required.

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

All centres have very effective and systematic approaches to delivery, including ongoing reviews. They provided documented evidence to demonstrate that they have scheduled reviews of assessment environments, assessment procedures, equipment, learning resources and assessment materials.

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 candidates' development needs.

For award F4TL 34, candidates with prior achievements have those matched to the unit outcomes, and credit is awarded as appropriate. Candidates with additional learning and support needs are identified, and individual plans are shared with teaching staff. Where necessary, special assessment arrangements are included.

For award DC0K 10, all candidates are screened prior to course commencement. Support needs are identified and include English language and literacy.

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 the day or timetabled classes. Candidates all have assessment plans in place and feedback from the assessor allows them to review their own progress and development.

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 assessment and verification policies and procedures appropriately. They complete pre-delivery documentation and checklists before delivering the units. Meeting notes confirmed that assessments are appropriate and up to date. Internal verification feedback and actions are constructive and support the enhancement of delivery.

Minutes of standardisation meetings were available for all centres, with delivery, assessment and internal verification all discussed.

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

All centres completed pre-delivery checklist/unit summary forms to confirm that assessment instruments were valid, reliable, practical, equitable and fair.

All centres are using the current SQA ASPs for the units, and the completed checklists confirmed that the assessments were fit for purpose.

Class checklists were available at all centres, listing pass and re-assessment rates.

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

For unit F4TL 34, centres used closed-book examination conditions for the assessment. Assessments are signed and dated by candidates as part of the centre's plagiarism policy. Assessors give candidates detailed written feedback on their performance, which is signed and dated by the assessor.

All centres provided quality manuals that include processes and procedures for malpractice, plagiarism and information on appeals. Candidates all had access to the centre's processes and procedures for malpractice, plagiarism and appeals.

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

All centres use assessment marking checklists to ensure that unit outcomes and evidence requirements are met to the required standards. Feedback from assessors to candidates confirmed candidate progress is recorded. This ensures that candidates' work is judged accurately and consistently against SQA's requirements. Internal verification identified the support given to assessors to assist them when making decisions to the standards.

Sampling for F4TL 34 confirmed that assessor judgements were accurate and consistent. Some internal verification sampled for DC0K 10 was not consistently signed and dated.

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

All centres retained candidate evidence according to their own centre policies and procedures, available in the centres' 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 is discussed and any areas for improvement recorded, with required actions implemented. Meeting notes are 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:

- ◆ There is very effective internal verification, which identified a variation in marking standards.
- ◆ SQA updates and feedback from qualification verifiers is circulated by email by the centre to staff involved in the delivery of the awards.
- ◆ Assessment instruments are prepared to a high standard and are frequently reviewed by the team, ensuring standardisation is implemented.
- ◆ Teaching and learning materials are prepared to a very high standard to support high quality learning.

Specific areas for development

The following area for development was reported during session 2018–19:

- ◆ It is necessary to make sure that occupational knowledge is up to date by reading journals, attending workshops/seminars and undertaking research.