



Scottish Vocational Qualifications

Qualification Verification Summary Report 2019

Sport and Active Leisure

Sport and Active Leisure: Exercise and Fitness

**Sport and Active Leisure: Facilities
Management/Development**

Sport and Active Leisure: Outdoor Programmes

Verification groups: 199, 200, 202, 204

Introduction

There were 22 visits for these verification groups during session 2018–19:

- ◆ 10 visits for verification group 199
- ◆ 3 visits for verification group 200
- ◆ 6 visits for verification group 202
- ◆ 3 visits for verification group 204

The following SVQs were looked at by the qualification verification team:

GL39 22 SVQ 2 Sports Coaching at SCQF level 6
GA02 22 SVQ Activity Leadership at level 2
G927 23 SVQ 3 Achieving Excellence in Sports Performance at SCQF level 8 (lapsing)
GK77 23 SVQ 3 Achieving Excellence in Sports Performance at SCQF level 8
GA01 21 SVQ Sport and Active Leisure at level 1
GL9H 22 SVQ Instructing Exercise and Fitness
GK78 23 SVQ Personal Training
GG8M 23 SVQ 3 Leisure Management
GA00 22 SVQ Sport and Active Leisure: Operational Services
G8GF 23 SVQ 3 Outdoor Programmes (Outdoor Education) at SCQF level 6
GL67 23 SVQ 3 in Outdoor Programmes at SCQF level 6 (current)

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 centres were compliant with this criterion. For all of the qualification verification activity for SVQ provision carried out over the session 2018–19, it was found that assessors and internal verifiers were qualified and occupationally competent to assess and verify the awards being delivered, in line with the assessment strategy. In most centres staff have considerable industry experience and/or licence level qualifications. CPD records were up to date, logged and available for external verification.

Good practice

- ◆ Assessors' previous industry experience has allowed for a depth of knowledge in terms of the needs of the industry and this has led to effective industry placements being found for candidates.

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

All centres were compliant with this criterion. Centres demonstrated that a variety of methods are being used to record evidence for this criterion including site selection checklists, risk assessments and checking SQA's website to ensure the most up-to-date version of a qualification is used. Checklists to support this criterion were signed and dated. Evidence presented showed that almost all centres conduct regular standardisation meetings to ensure that all aspects of this criterion are being met. There were examples of up-to-date teaching and learning materials being accessed and updated using governing body websites to ensure the most up-to-date information is being used in the teaching of the award.

Good practice

- ◆ One centre had an extensive overview of annual reviews of SQA policies and procedures, which included what version the document is, its last review, and whether any changes were made.
- ◆ All documents for this criterion were stored electronically and remote access granted to appropriate staff, for example, assessors, internal verifiers and facility managers.

Recommendation

It is advantageous for a centre to have a master folder for each SVQ being delivered. This will ensure a smooth process and mean all documentation relevant to the qualification is at hand for reference and ease of access.

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 were compliant with this criterion. From the review of reports, it was clear that appropriate processes were in place to show evidence for this criterion. Centres assess candidates' needs either during the application stage, or at interview, and the required arrangements are put in place to support these needs.

Good practice

- ◆ In one centre a good variety of forms were used to capture information, for example individual training plans and quality, diversity and quality monitoring forms.
- ◆ One centre invites potential candidates to a two-day practical interview where they have a snapshot of what the course will entail. The two-day event takes in all aspects of their course — coaching/group work, maintenance, skill levels.
- ◆ In one centre it was noted that positive feedback is received from external partners on how well some of the candidates have progressed over their time in a placement. Although not a requirement of the SVQ 2 in Activity Leadership, it was recommended that this feedback form part of the candidate portfolios to allow it to be captured in order to demonstrate to others the strong influences that the placements have.
- ◆ Centre sends a 'welcome' email and uses a candidate feedback questionnaire.

Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.

All centres were compliant with this criterion. The review of reports showed that different models were in place, all appropriate for supporting candidates to monitor progress and allowing for flexibility of approach for assessors and candidates. Some centres were using electronic portfolios and candidates have access to the assessor's comments at any time. Where observation is being carried out there was evidence of an electronic agenda being used to notify candidates. Skype and phone calls were also used to maintain contact with candidates. There were action plans and records available showing where revisions had been made to the original plans. In some centres, candidates were supported by a learning development tutor and any concerns regarding progress are discussed with them.

Good practice

- ◆ The assessor regularly goes out on placement visits to ensure students are settling in well. There was also regular contact with placement staff to ensure candidates are progressing well and gaining as much experience as possible.

Recommendations

- ◆ A matrix grid form covering each of the mandatory and optional units for both the SVQ Level 2 in Instructing Exercise and Fitness (SCQF level 5) and the SVQ Level 3 in Personal

Training (SCQF level 6) should form part of the candidate portfolios as this allows for effective tracking of candidate progress throughout delivery of their qualification.

- ◆ A master matrix grid would be beneficial for all staff involved in the delivery of the SVQ as a master tracker for each candidate portfolio. This would allow candidates to also view their progress throughout the academic year.

Category 4: Internal assessment and verification

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

All centres were compliant with this criterion. Assessment and verification procedures were effective and met SQA requirements and National Occupational Standards. Standardisation meeting minutes showed discussion of units within the awards being delivered in centres to ensure a standardised approach to assessment. Internal verification was robust and feedback to assessors was consistent and supportive. Feedback to candidates was of a good standard and there was evidence of assessment planning taking place.

Good practice

- ◆ Extensive records of sampling are retained in line with an overall matrix of what units are live, what has been sampled and what is completed.
- ◆ The internal verification process was of a very high standard with regard to the quality and quantity of feedback provided by the internal verifier to the assessor.
- ◆ Quality assurance managers carry out observations on assessors and internal verifiers.

Recommendations

- ◆ Centre to carry out pre-delivery internal verification to ensure that all units and assessments are accurate and meet the standards of the unit prior to delivery.
- ◆ In order to maintain the integrity of the assessment process, it would be advantageous for internal verification to take place periodically throughout the life of the qualification in line with SQA requirements to ensure a robust internal verification system. This allows for evidence to be checked periodically and maintains the assessment plan for each candidate.

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

Almost all centres were compliant with this criterion. Centres use a range of assessment methods that are appropriate in meeting the unit evidence requirements, the assessment strategy and the National Occupational Standards. Assessment instruments range from observation/s, work product/s, professional discussion, witness statement/s and some reflective accounts. They were all used to gather appropriate evidence for candidates' portfolios. There was evidence of documentation being completed to ensure that centres meet the diverse needs of all candidates.

Good practice

- ◆ One centre has introduced cards into candidate portfolios for candidates to complete a written account on what has been produced in their portfolio. It is easy to add documents, handouts or training plans into the candidate's evidence, but the inclusion of the cards allows the candidate to reflect on how it is personalised to them and how it impacts on their development. The assessor has also used the cards to record feedback on completion of the work to inform the candidate of their progress.

- ◆ As part of the SVQ, candidates are assessed on two occasions, practically, to ensure they are competent in their delivery in relation to HG7W 04 Instruct and Deliver Gym Based Exercise. The initial assessment is completed internally to check for competence, with the second being completed externally on placement. This shows that the candidate is able to transfer skills from one environment to another.

Recommendations

- ◆ The candidate portfolios would benefit from being appropriately referenced to reflect the candidate evidence within the portfolios and which performance criteria that evidence satisfies across the mandatory and optional units for both the SVQ Level 2 in Instructing Exercise and Fitness (SCQF level 5) and SVQ level 3 in Personal Training (SCQF level 6).
- ◆ Having a range of evidence methods to generate and collect evidence of the candidate's competence in the units will assist, not only the candidate to understand the criteria within each unit, but also allow the assessor to have time to develop other areas within the candidate portfolios. The portfolios would benefit from being subdivided into each of the four mandatory and optional units to make completion of evidence more manageable for candidates and to allow both assessor and internal verifier easy access to evidence being generated for each criterion.

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

All centres were compliant with this criterion. Assessment evidence is generated by different methods. Where candidates are in a live environment they are directly observed by the assessor. If the assessor is not present, witness statements, video recordings or photographs are presented. In almost all centres candidates sign a plagiarism statement as part of their induction booklet and/or electronic portfolio. Electronic portfolios are accessed via secure password entry.

Recommendation

- ◆ Where a candidate declaration is being included as part of the candidate portfolio it is important that this is signed and dated by all candidates.

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

Almost all centres were compliant with this criterion. It was clear from the review of reports that the evidence sampled by external verifiers during a centre visit found that assessor judgements were consistent, accurate and met the requirements of the SVQ awards being sampled. Standardisation meetings were used in all centres to support this process. Candidate evidence was mapped against the evidence requirements in the units within each SVQ. Internal verification was robust, and where actions were noted these were clear and time bound.

Good practice

- ◆ Witness statements contained very detailed information and feedback to candidates.

Recommendations

- ◆ Assessor to consider including a short summary feedback statement to candidates on all knowledge and understanding questions.
- ◆ Candidate feedback should be of a good standard to show where the strengths and weaknesses lie within each piece of candidate evidence being produced as part of the qualification.

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

All centres were compliant with this criterion with most centres retaining the candidate evidence for longer than SQA requirements.

Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.

All centres were compliant with this criterion. It is clear from review of reports that feedback from external verifiers is disseminated to various parties within centres and stored on a shared drive. Content of qualification verifier reports is then discussed at standardisation meetings. Minutes from these meetings record action points and how assessment practice is informed.

Areas of good practice reported by qualification verifiers

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

- ◆ Assessor's previous industry experience has allowed for a depth of knowledge in terms of the needs of the industry and this has led to effective industry placements being found for candidates.
- ◆ One centre had an extensive overview of annual reviews of SQA policies and procedures, which included what version the document is, its last review, and whether any changes were made.
- ◆ All documents for this criterion were stored electronically and remote access is granted to appropriate staff, for example assessors, internal verifiers and facility managers.
- ◆ In one centre a good variety of forms were used to capture information, for example individual training plans and quality, diversity and quality monitoring forms.
- ◆ One centre invites potential candidates to a two-day practical interview where they have a snapshot of what the course will entail. The two-day event takes in all aspects of their course — coaching/group work, maintenance and skill levels.
- ◆ In one centre it was noted that positive feedback is received from external partners on how well some of the candidates have progressed over their time in a placement. Although not a requirement of the SVQ 2 in Activity Leadership, it was recommended that this feedback form part of the candidate portfolios to allow it to be captured in order to demonstrate to others the strong influences that the placements have.
- ◆ Centre sends a 'welcome' email and uses a candidate feedback questionnaire.
- ◆ Assessor regularly goes out on placement visits to ensure students are settling in well. There was also regular contact with placement staff to ensure candidates are progressing well and gaining as much experience as possible.
- ◆ Extensive records of sampling are retained in line with an overall matrix of what units are live, what has been sampled and what is completed.
- ◆ The internal verification process was of a very high standard with regard to the quality and quantity of feedback provided by the internal verifier to the assessor.
- ◆ Quality assurance managers carry out observations on assessors and internal verifiers.
- ◆ One centre has introduced cards into candidate portfolios for candidates to complete a written account on what has been produced in their portfolio. It is easy to add documents, handouts or training plans into the candidate's evidence, but the inclusion of the cards allows the candidate to reflect on how it is personalised to them and how it impacts on their development. The assessor has also used the cards to record feedback on completion of the work to inform the candidate of their progress.
- ◆ As part of the SVQ, candidates are assessed on two occasions practically to ensure they are competent in their delivery in relation to HG7W 04 Instruct and Deliver Gym Based Exercise. The initial assessment is completed internally to check for competence, with the second being completed externally on placement. This shows that the candidate is able to transfer skills from one environment to another.
- ◆ Witness statements contained very detailed information and feedback to candidates.

Specific areas for development

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

- ◆ It is advantageous for a centre to have a master folder for each SVQ being delivered. This will ensure a smooth process and mean all documentation relevant to the qualification is at hand for reference and ease of access.
- ◆ A matrix grid form covering each of the mandatory and optional units for both the SVQ Level 2 in Instructing Exercise and Fitness (SCQF level 5) and the SVQ Level 3 in Personal Training (SCQF level 6) should form part of the candidate portfolios as this allows for effective tracking of candidate progress throughout delivery of their qualification.
- ◆ A master matrix grid would be beneficial for all staff involved in the delivery of the SVQ qualification, as a master tracker for each candidate portfolio. This would allow candidates to also view their progress throughout the academic year.
- ◆ Centre to carry out pre-delivery internal verification to ensure that all units and assessments are accurate and meet the standards of the unit prior to delivery.
- ◆ In order to maintain the integrity of the assessment process, it would be advantageous for internal verification to take place periodically throughout the life of the qualification in line with the SQA requirements to ensure a robust internal verification system. This allows for evidence to be checked periodically and maintains the assessment plan for each candidate.
- ◆ The candidate portfolios would benefit from being appropriately referenced to reflect the candidate evidence within the portfolios and which performance criteria that evidence satisfies across the mandatory and optional units for both the SVQ Level 2 in Instructing Exercise and Fitness (SCQF level 5) and SVQ Level 3 in Personal Training (SCQF level 6).
- ◆ Having a range of evidence methods to generate and collect evidence of the candidate's competence in the units will assist, not only the candidate to understand the criteria within each unit, but also allow the assessor to have time to develop other areas within the candidate portfolios. The portfolios would benefit from being subdivided into each of the four mandatory and optional units to make completion of evidence more manageable for candidates and allow both assessor and internal verifier easy access to evidence being generated for each criterion.
- ◆ Where a candidate declaration is being included as part of the candidate portfolio it is important that this is signed and dated by all candidates.
- ◆ Assessor to consider including a short summary feedback statement to candidates, on all knowledge and understanding questions.
- ◆ Candidate feedback should be of a good standard to show where the strengths and weaknesses lie within each piece of candidate evidence being produced as part of the qualification.