



Regulated Qualifications Framework (Ofqual/CLC)

Qualification Verification Summary Report 2019

Conveyancing Law and Practice
Probate Law and Practice

Introduction

Three qualification verification visits were carried out for Verification Group 649 Ofqual CLC: Conveyancing Law and Practice and one qualification verification visit for Verification Group 690 Ofqual CLC: Probate Law and Practice.

Following the first steering group meeting with representatives from SQA approved centres it was confirmed that centres wanted the existing qualifications to bed down and, therefore, no wholesale review and revision to the suite of qualifications is required. Additional ASPs were deemed to be a priority and work has been ongoing to prepare these during this session.

GL7H 53 SQA Level 4 Diploma in Conveyancing Law and Practice

GL7K 86 SQA Level 6 Diploma in Conveyancing Law and Practice

GL7J 53 SQA Level 4 Diploma in Probate Law and Practice

GL7L 86 SQA Level 6 Diploma in Probate Law and Practice

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 staff in centres visited are qualified and competent to assess and internally verify the awards being delivered, in line with the assessment strategy. In many centres there was evidence of CPD, appropriate to the qualifications being delivered and assessed. In other centres there was limited evidence made available at the time of the visit. However, this was provided as a follow-up action.

Good practice

- ◆ The use of a standardised CPD record sheet was deemed good practice. It was also held on an electronic administrative system. This is easy for assessors and internal verifiers to complete and helpful to external verifiers when carrying out a visit.

Recommendations

- ◆ Where centres operate on different sites it is recommended that a standard pro forma is used for recording CPD. CPD should reflect a combination of teaching skills and development plus an awareness of current themes within the conveyancing market.

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. Qualification verification evidenced, in all cases, that there were either initial and/or ongoing reviews of assessment environment, equipment, and reference, learning and assessment materials. There were appropriate procedures in place at all centres to support this criterion.

Good practice

- ◆ Centres developing their own materials, as well as those provided by SQA, to include a law library, webinars and quizzes, revision resources and flash cards.

Category 3: Candidate support

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

Good practice

- ◆ The use, in one centre, of a 'Profiler' tool. 'Profiler' is used to determine a candidate's competence against the standards of the particular award. It is then reviewed regularly to show the candidate where, within the course of the award, they are at and where they should be. 'Profiler' allows for effective and positive conversations to take place between the assessor and the candidate from the outset and during the life of the course.

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 delivery models at the centres varied from classroom delivery to a fully online delivery. The classroom delivery model was supplemented by using email to give feedback on written work, an online forum and monthly webinars. There was evidence of a scheme of work being used, with a supporting timetable. For the online delivery there was oral evidence given of a tutorial schedule, assessment arrangements, assessment plans, and personal learning support plans with one-to-one reviews taking place for assessment feedback.

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. Centres follow SQA guidance in relation to internal assessment and verification procedures. The evidence seen in centres demonstrated a consistent application of those procedures and they were documented and met the National Occupational Standards. Centres conducted regular standardisation meetings.

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

All centres were compliant with this criterion. Most centres are using SQA assessment support packs which are valid and meet the unit specifications. One centre is using centre-devised assessments which have been prior verified.

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. Evidence presented showed that centres' policies and procedures are being applied in line with SQA requirements. Where examinations are being carried out, these are conducted in controlled environments.

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

In many centres, the candidate scripts sampled during visits showed that SQA requirements were being met with regard to unit specifications, assessment evidence and reference to marking schemes.

Recommendations

- ◆ Centres should ensure that they show clearly where marks are being awarded. This assists internal and external verifiers by indicating which marks available in the ASP have been allocated to the text being marked.

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

All centres were compliant with this criterion. During qualification verification activity it was found that candidate assessment evidence was held securely and met with, or exceeded, SQA's retention guidelines.

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. Various ways of disseminating information from qualification verification activity was carried out in centres, including standardisation/team meetings and using One File. There was evidence of the feedback from qualification verification reports being discussed, used to inform practice and any recommendations actioned.

Areas of good practice reported by qualification verifiers

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

- ◆ The use of a standardised CPD record sheet held on an electronic administrative system was deemed good practice. This is easy for assessors and internal verifiers to complete and helpful to external verifiers when carrying out a visit.
- ◆ Centres developing their own materials, as well as those provided by SQA, to include a law library, webinars and quizzes, revision resources and flash cards.
- ◆ The use, in one centre, of a 'Profiler' tool. 'Profiler' is used to determine a candidate's competence against the standards of the particular award. It is then reviewed regularly to show the candidate where, within the course of the award, they are at and where they should be. 'Profiler' allows for effective and positive conversations to take place between the assessor and the candidate from the outset and during the life of the course.

Specific areas for development

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

- ◆ Where centres operate on different sites it is recommended that a standard pro forma is used for recording CPD. CPD should reflect a combination of teaching skills and development plus an awareness of current themes within the conveyancing market.
- ◆ Centres should ensure that they show clearly where marks are being awarded. This assists internal and external verifiers by indicating which marks available in the ASP have been allocated to the text being marked.