



Scottish Vocational Qualifications

**Qualification Verification Summary Report 2019
Road Haulage**

Verification group: 79

Introduction

There were four visits in the 2018–19 session. The following units were verified:

| | |
|---------|---|
| FG1J 54 | Prepare the vehicle for driving |
| FG1K 54 | Protect the van and load |
| FG1L 54 | Operate the van systems |
| FG1M 54 | Manoeuvre the van in restricted spaces |
| FG14 54 | Obtain information on the collection and delivery of loads |
| FG1W 54 | Unload the van correctly |
| FG1T 54 | Load the van correctly |
| FG1N 54 | Drive the van on public roads in a safe and fuel efficient manner |
| FG1E 70 | Plan the route and timings for the collection and delivery of goods |

The four centres were all very experienced, established and competent and have well-qualified and knowledgeable staff and deliver a sound, well-documented and organised qualification. Their candidates enjoy the training and are usually successful. Centre policies continue to be well set-up and extensive and are frequently monitored and modified.

Technology has helped with improved broadband access. Three of the four centres have invested in online assessment programmes to allow assessors and candidates more flexibility.

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.

Assessors and internal verifiers in the centres sampled were occupationally competent and fully met industry requirements.

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

Candidates at all centres had access to reference and learning materials. Centre staff checked that health and safety requirements were regularly reviewed to ensure best practice was being used.

Category 3: Candidate support

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

Candidates at all centres had completed a comprehensive initial assessment during their induction process. Previous certificates, Core Skills profiles and candidate job roles were reviewed to ensure appropriate selection of units and level of award.

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

There was clear evidence of assessment planning to support all candidates. Mostly, assessments were well planned and carried out, with good feedback being given. In all the centres visited, there was good documentation to support the assessment planning process.

All candidates were given ongoing assessor support and feedback. Candidate interviews mentioned the excellent support provided.

Category 4: Internal assessment and verification

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

In almost all centres, assessment and internal verification procedures were fully documented. The candidate portfolios, internal verification reports, and sampling plan confirmed implementation. Regular standardisation meetings took place and minutes were available, which detailed the discussions that had taken place.

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

Candidate portfolios were well-presented and well-assessed. All candidates had access to the assessment process. There was a good variety of evidence with a good account of performance evidence and supporting evidence. Examples of work product evidence included video capture to confirm assessments were applied to all candidates.

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

Three out of four centres use e-portfolios that are password protected to ensure authenticity.

There was evidence of signed declarations to confirm that all work produced for the candidate portfolio was the candidate's own work.

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

In the four centres visited, the assessment decisions were consistently and accurately judged against the standards.

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

All centres were aware of SQA retention rules, ie assessment and verification records to be retained for a minimum period of one year, with portfolios retained for a minimum of three weeks after the date of completion held by SQA — unless the centre is notified of an impending verification visit.

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

All four centres visited have either weekly or monthly staff verification meetings, where copies of external verification reports are distributed to all staff.

Areas of good practice reported by qualification verifiers

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

- ◆ Good use of technology regarding e-portfolio and preparing user-friendly information for the qualification verifier to sample when visiting centre.
- ◆ Improvement on relevant road haulage entries on CPD records.

Specific areas for development

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

- ◆ Centre staff must read the latest guidance on SQA's website to ensure they meet the requirements to undertake the award.