



Scottish Vocational Qualifications

Qualification Verification Summary Report 2019

Childcare

Introduction

In academic session 2018–19, external verification covered the following awards:

- GH5V 22 Social Services (Children and Young People) at SCQF level 6
- GH5W 23 Social Services (Children and Young People) at SCQF level 7
- GH5X 24 Social Services (Children and Young People) at SCQF level 9

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 verifiers at almost all centres were compliant with this criterion. Almost all assessors and verifiers are professionally qualified to deliver the awards being assessed and almost all also hold the relevant assessor/verifier qualifications (L&D9di, A1, D32, D33/L&D11, V1, D34). CPD records were also available showing recent and relevant activity recorded by assessors and verifiers, some of these include CPD toolkit to show compliance against the current assessor (L&D9di) and verifier (L&D11) award. Many assessors and verifiers are registered with SSSC. All of this combined complies with the current assessment strategy requirements.

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 are compliant with this criterion — there is clear evidence that assessment environments, equipment, reference and learning materials are reviewed regularly. Almost all centres use a version control system recorded as a footer. Many centres vary in their timescales regarding their review cycle, with some being annual and others being longer.

Assessment environments for all almost all centres where the award is being assessed provide ample evidence opportunities for candidates.

External verification reports make it clear that in almost all centres candidate induction covers areas such as quality assurance, the SCQF framework, and the roles and responsibilities of each person in the assessment process.

Category 3: Candidate support

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

In almost all centres where candidates required additional support there are very clear support mechanisms in place. Individual candidate learning plans, assessment plans and development plans are used to record such requirements.

RPL is used as an assessment method in many centres where candidates present evidence of previous qualifications/training. Centres will use this evidence if it is relevant to the award they are being assessed against.

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

In almost all centres assessment plans and records of contact contained within candidates' portfolios clearly showed scheduled and regular contact between the assessor and candidate. These records contain information relating to assessment planning, feedback and planning for observation.

Many centres use electronic portfolios which contain a section for recording all contact between assessor and candidates, and this shows scheduled and regular contact where assessment planning, feedback and judgements are recorded. Some centres provide an email trail of contact as another way of complying with this criterion.

Category 4: Internal assessment and verification

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

All centres have assessment and verification policies and procedures that are implemented using the assessment strategy in conjunction with the *Guidance to Assessment* document. External verification reports have stated that this results in candidates' evidence being of a good standard and at the SCQF level of the awards being assessed.

In almost all centres internal verification sampling is implemented, and centres are using versions of SQA's preferred three-stage model of verification: pre-delivery, during delivery and post-delivery. In all centres standardisation meetings are held and the minutes document that candidates' evidence is discussed and agreements reached relating to the standards being assessed.

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

The assessment strategy and assessment guidance document detail what assessment methods can be used by centres and assessors to assess candidates' competence. In many centres there are internal verification records of the assessor implementation of assessment methods. Feedback is given by the use of VARCS principles of assessment (Valid, Authentic, Reliable, Current and Sufficient).

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

Almost all centres complied with this criterion. Candidates sign declaration forms stating that the work contained within their portfolios is their own, and these forms are also signed by assessors. All centres have plagiarism and malpractice policies. External verifiers have recorded in their reports that in almost all centres, assessment methods of observation, witness testimony and expert witness have all been used to authenticate that the work is the candidates' own work. This has been recorded in many centres' verification sampling records, where VARCS principles of assessment have been used in feedback from verifiers.

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

In almost all centres consistent and accurate judgements and decisions are being made by assessors, as internal verification records confirm. Reports from external verifiers noted that they had sampled candidates' evidence across almost all units within all awards being delivered by centres. They confirmed that in almost all centres the evidence presented from candidates was clearly at the required SCQF level for the awards being assessed and that the evidence sampled met the standards being assessed.

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

All centres comply with this criterion although they do not all have the same policies. Evidence of this is contained within policies such as data cleansing or retention of evidence, or it is within their verification policy.

Most centres retain candidates' evidence for longer than SQA requirements due to funding requirements, Skills Development Scotland or other organisational reasons.

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

All centres comply with this criterion. Evidence from reports reviewed showed that centres disseminate these reports to assessors and verifiers. Some centres also send reports to directors or chief executives to inform them of candidates' achievements.

Some assessors and verifiers have included these reports within their CPD records, and discussions with verifiers and assessors confirmed that they received and discussed the external verification reports. In most centres these reports are used to review policies and procedures if there is a recommendation or an action required.

Areas of good practice reported by qualification verifiers

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

- ◆ The standard of candidates' written work has improved and this is clearly linked to the inclusion of the SCQF level of the award.
- ◆ Assessors and verifiers are committed to supporting candidates.
- ◆ The introduction of VARCS principles of assessment as part of verification records.

Specific areas for development

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

- ◆ The current review of the Learning and Development awards may have an implication for external verification reports in future, in particular criterion 2.1 'Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification'.
- ◆ Foundation apprenticeships may become a larger section within the cycle of verification. External verifiers may require training for this or a partnership approach with NQ.