



**Scottish and Vocational Qualifications
Internal Assessment Report 2016
Sport and Active Leisure:
Facilities Management/
Development**

The purpose of this report is to provide feedback to centres on verification in Scottish Vocational Qualifications in this subject.

SVQ awards

General comments

All centres delivering qualifications in this verification group have been delivering for some time and their experience shows through the quality of the work produced, both through quality assurance and candidate portfolios. Centres showed ongoing development of qualifications and a good understanding of the requirements laid out in the National Occupational Standards (NOS).

All centres also complied with the assessment strategies for the qualifications they were delivering, ensuring that their staff had the appropriate qualifications and experience to deliver. Assessments were evidenced and candidates' product evidence was appropriate.

SQA policies and procedures had been implemented and records maintained by all centres.

Unit specifications, instruments of assessment and exemplification materials

Centres demonstrated that all assessors and internal verifiers are familiar with the NOS and contributed to the development of training and assessment materials, portfolio building and candidate evidence required for the qualification.

All centres' administration of the qualifications was in line with SQA's policy on retention of evidence.

Candidates in all centres had the necessary support and access to their assessors and internal verifiers throughout their training and assessment. There was good evidence of assessment planning from all centres.

Evidence requirements

All centres demonstrated that they had a clear understanding of the evidence requirements for the qualifications in this verification group. There were excellent demonstrations of cross-referencing of assessment materials to the NOS, ensuring that the evidence requirements were met on all occasions.

Administration of assessments

Centres had good evidence that regular meetings were held to standardise practice across their assessors and internal verifiers, as well as the assessment and internal verification practices. Detailed minutes were available which showed clearly how centres developed, adjusted and altered their materials. There was also improved communication at centres that have multiple sites or campuses, which also ensured standardisation of assessments and internal verification.

Most centres had excellent policies and procedures in relation to assessment and internal verification. External verifiers had reported that these were very

comprehensive and evidence presented for the qualification was well laid out and well organised.

General feedback

The SVQs are delivered in a variety of ways in centres which have a range of different sporting environments. All centres had a course schedule of learning, assessment and internal verification. Most centres have been assessing and internally verifying SVQs for a number of years with experienced assessors and internal verifiers.

Centre's assessment materials were shown to be developing annually and this was recorded during standardisation meetings.

CPD was evidenced very well in all centres, ensuring that records of every assessor and internal verifier were held for external verification.

Assessment paperwork was of a high standard, but some attention to cross-referencing to the NOS would benefit centres to ensure all evidence requirements were covered. Candidates' portfolios were well organised and it was easy to link their evidence to the NOS.

Internal verification had been carried out and was of a high quality, which provided feedback to assessors and indicated where further action was required. Where multiple sites were used, there was good evidence of standardisation of all sites.

Candidates have good contact with their assessors and internal verifiers and their progress is monitored as they achieve units in the qualification.

Feedback from candidates showed that:

- ◆ they enjoyed the course, had a positive experience and talked about their future career plans
- ◆ the training and assessment of their SVQ was carried out during the completion of their MA course

Areas of good practice

Most centres received feedback on good practice being carried out at their centre. Below is summary of external verifier feedback:

In relation to policies, procedures and staff:

- ◆ Recording of CPD, staff training and development were excellent
- ◆ Centres are giving opportunities for staff to qualify as assessors and internal verifiers

In relation to internal verification:

- ◆ Good standardisation of internal verification policies across other sites as well as standardisation of course and assessment materials
- ◆ Thorough and supportive internal verification taking place providing feedback to assessors and candidates

In relation to candidate assessments:

- ◆ Good candidate inductions, course planning and feedback from assessors to candidates was supportive and of a high quality
- ◆ Centres making good use of witnesses to assist with assessment of candidates
- ◆ High-quality cross-referencing from NOS to assessment materials
- ◆ Good organised SVQ courses — plans for candidates' training, development and assessments for the duration of their course
- ◆ Good use of photo evidence of candidates undertaking daily duties for their assessments

Specific areas for improvement

Most centres received feedback on areas for improvement. Below is summary of external verifier feedback:

- ◆ Centres to keep a record of assessors' and internal verifiers' qualification certificates alongside their CPD records
- ◆ In relation to assessment paperwork, cross-referencing of internal verification paperwork to NOS: PCs and knowledge and understanding could be made clearer to assist feedback to assessors where any action points have been raised
- ◆ Formalised action planning between assessor and candidate to be recorded and links to which unit/element they will be completing
- ◆ Standardised approach to planning candidate assessments from all assessors in a centre
- ◆ Formalised recording of internal verification activities