



**Scottish Vocational Qualifications  
Internal Assessment Report 2016  
Sport and Active Leisure:  
Outdoor Education**

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 them for some time. Their experience showed through the quality of the work produced.

Centres also showed a good understanding of the requirements laid out in the National Occupational Standards (NOS).

All centres 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 assessor and internal verifiers were 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 administered the qualifications 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 assessment and internal verification practices. Detailed minutes were available that showed clearly how centres developed, adjusted and altered their materials.

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 for a range of different clients where the candidates are working outdoors. All centres had a course schedule of learning, assessment and internal verification. All centres have been assessing and internally verifying SVQs for a number of years with experienced assessors and internal verifiers.

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

Continuing professional development was evidenced very well in all centres, ensuring that records of every assessor and internal verifier were available for external verification.

Assessment paperwork was of a high standard. Good cross-referencing to the NOS ensured that the 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, which is monitored as they achieve units in the qualification.

Feedback from candidates showed that:

- ◆ they had enjoyed the course and had talked about their future career plans
- ◆ completion of the SVQ 2 has helped with the completion of the SVQ 3

## **Areas of good practice**

- ◆ Most centres received feedback on good practice.
- ◆ Centres showed good standardisation of assessment practices.
- ◆ Candidates were provided with a detailed list of the criteria they need to achieve their qualification.

## **Specific areas for improvement**

- ◆ Most centres received feedback on areas for improvement that would benefit their quality assurance.
- ◆ Centres should ensure they include the retention of candidate evidence in their policies and procedures.