



Frequently asked questions (FAQs) on SCQF and RQF assessor/internal verifier provision

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The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ.

Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD.

[Qualifications Scotland Home Page](#)

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Qualifications Scotland group award/unit terms used in this FAQs document

SCQF Workplace Assessor and Verifier units/Professional Development Awards (PDAs) refer to:

- Unit: Assess Learner Achievement in the Workplace Using Direct Methods (CLDLD9D). Qualifications Scotland unit code: J8RP 04
- PDA: Workplace Assessment Using Direct Methods (CLDLD9D). Qualifications Scotland code: GV91 47
- Unit: Assess Learner Achievement in the Workplace Using Direct and Indirect Methods (CLDLD9DI). Qualifications Scotland unit code: J8RR 04
- PDA: Workplace Assessment Using Direct and Indirect Methods (CLDLD9DI). Qualifications Scotland code: GV90 48
- Unit: Internally Monitor and Maintain the Quality of Workplace Assessment (CLDLD11). Qualifications Scotland unit code: J8RT 04
- PDA: Internal Verification of Workplace Assessment (CLDLD11). Qualifications Scotland code: GV93 48

RQF group awards/units refer to:

Group Award: Assessing Competence in the Work Environment. Qualifications Scotland Code: GA2M 69.

The above group award comprises:

- Unit: Understanding the Principles and Practices of Assessment. Qualifications Scotland unit code: FD49 70
- Unit: Assess Occupational Competence in the Work Environment. Qualifications Scotland unit code: FD47 70

Group Award: RQF Level 3 Award in Assessing Vocationally Related Achievement.
Qualifications Scotland Code: GA2N 69.

The above group award comprises:

- Unit: Understanding the Principles and Practices of Assessment. Qualifications Scotland unit code: FD49 70
- Unit: Assess Vocational Skills, Knowledge and Understanding. Qualifications Scotland unit code: FD48 70

Group Award: RQF Level 3 Certificate in Assessing Vocational Achievement.
Qualifications Scotland code: GA2X 70.

The above group award comprises:

- Unit: Understanding the Principles and Practices of Assessment. Qualifications Scotland unit code: FD49 70
- Unit: Assess Occupational Competence in the Work Environment. Qualifications Scotland unit code: FD47 70
- Unit: Assess Vocational Skills, Knowledge and Understanding. Qualifications Scotland unit code: FD48 70

Group Award: The Internal Quality Assurance of Assessment Processes and Practice. Qualifications Scotland unit code: GA2P 78.

The above group award comprises:

- Unit: Understanding the Principles and Practices of Internally Assuring the Quality of Assessment. Qualifications Scotland unit code: FD4A 63
- Unit: Internally Assure the Quality of Assessment. Qualifications Scotland unit code: FD4C 63

General questions relevant to SCQF and RQF

- 1. Why are there two sets of assessor/verifier qualifications, one for the RQF and one for the SCQF?**

Each framework requires qualifications to be designed in a way that meets the specific requirements of that framework. The qualifications consulted upon and proposed to meet SCQF requirements did not meet the requirements of the RQF and vice versa.

- 2. If I achieve RQF assessor/verifier qualifications, would they be recognised if I then went on to assess SVQs?**

Yes. Qualifications Scotland (formerly Scottish Qualifications Authority)

Accreditation provided clarification in a May 2011 Update: 'For the purposes of quality assurance in centres, we will also accept assessor/verifier qualifications which have been accredited by Ofqual (which include the RQF assessor/verifier qualifications) where the qualifications are based on the Learning and Development National Occupational Standards'.

Centres are also advised to refer to each relevant SVQ Assessment Strategy for information on acceptable assessor/verifier qualifications.

- 3. If I have the L and D units, A and V units (or even D units), will these qualifications still allow me to continue to assess/verify SVQs/NVQs and RQF units?**

Yes, as you are already considered qualified. However, you do need to show that you continue to practise to the assessment and verification standards contained in the Community Learning and Development (CLD) Learning and Development National Occupational Standards; Standards 9 and 11 (Qualifications Scotland units J8RP 04, J8RR 04 and JRRT 04). Qualifications Scotland has a Continuing Professional Development (CPD) Toolkit on its L&D webpage that can assist with this process.

The use of the CPD Toolkit shouldn't be confused with recognising CPD associated with actually achieving the assessor/verifier units or RQF equivalent units which some A/V unit qualified assessors/verifiers seek. This process

involves enrolment onto the appropriate assessor/verifier unit and then assessment. The assessment process should of course take into account the assessor/verifier-candidate's prior achievement.

Refer to question 4, SCQF specific questions for further information on Recognition of Prior Learning (RPL).

4. Is there a requirement to independently assess the SCQF and RQF assessor/verifier qualifications?

No, there is no requirement to independently assess either the SCQF or RQF assessor/verifier qualifications.

5. Where can I find all the Qualifications Scotland guidance specifically for the SCQF and RQF assessor/verifier qualifications?

General information can be accessed via the dedicated qualification page for each qualification on our website. Unit specifications are located using the 'Unit Search' function found under the 'Qualifications' tab located on the Home page of the Qualifications Scotland website: [Qualifications Scotland Home Page](#)

6. At times I am not sure if the qualification a potential assessor-candidate wishes to assess, is suitable for the achievement of J8RP 04/J8RR 04 (CLDLD9D/DI) or the RQF equivalent?

In the first instance we would advise you to access Qualifications Scotland's guidance on [Choosing the most appropriate assessor/verifier qualifications](#). If you are still undecided, we would advise you to contact Qualifications Scotland.

Specific attention should be paid to assessor/verifiers seeking to achieve the regulated Workplace assessor/verifier qualifications — J8RP 04/J8RR 04 (CLDLD9/9DI) and J8RT 04 (CLDLD11SQA). They have specific evidence and assessment strategy requirements that must be met.

7. Why has the term ‘assessment’ been used in the evidence requirements instead of a defined number of units?

This term has been used as the assessor/verifier qualifications will also be undertaken by those assessing/verifying in-company standards of performance that have not been unitised in the same way SVQs/RQF qualifications have.

This term has also been used to accommodate holistic assessment where assessment takes place in relation to activities/evidence spanning a number of units rather than assessment being organised on a per unit basis.

8. How much evidence needs to be planned for and assessed? The term ‘assessment’ is all we have to go on.

Each assessment should cover at least one full assessment cycle to include planning, judging evidence, providing feedback and recording the decision. As an approximation, each assessment should loosely be equivalent to 4 SCQF/RQF credit points.

9. Does it have to be the assessor of the Workplace Assessor unit J8RP 04 or J8RR 04 (or the equivalent RQF unit) that carries out the observation of the assessor-candidate providing feedback and reviewing progress with a learner?

Yes, to ensure a robust assessment of the assessor-candidate is made throughout the unit, the original L&D assessor allocated should undertake the observation (not an assessor for the vocational area for the qualification/ company standards that the learners are undertaking.)

In exceptional circumstances, it may be possible for another L&D assessor to carry this out via the special assessment arrangement process, however, prior discussion and agreement with the L&D external verifier allocated to the centre by Qualifications Scotland (or the senior external verifier), must be undertaken.

Please note the use of appropriate technology is also permitted.

10. Is it best to qualify as an assessor before you qualify as an internal verifier?

Qualifications Scotland would recommend this as good practice but it is not a mandatory requirement unless it is stipulated in an assessment strategy.

11. If a qualified member of staff has the A and V units, and lectures for example in Engineering, can they assess candidates from Hairdressing who are working towards their assessor and internal verifier units?

This would be acceptable if the member of staff also meets all of the L&D assessment strategy requirements, that is, they maintain best practice in assessment and maintain appropriate CPD.

Assessors of the assessor and internal verifier units do not have to be qualified in the subject area being assessed by the assessor-candidate as they are assessing standards in assessment which are generic.

12. What type of technology can I use when assessing assessor/verifier-candidates?

Any of the following methods of evidence gathering would be acceptable (please note the this is not an exhaustive list):

- The use of video calling could be used in lieu of an onsite assessor observation (an assessor observation report would still be required).
- The use of video or audio equipment to facilitate discussions or record knowledge evidence and/or testimonial evidence.

Electronic evidence must also be referenced to the appropriate parts of the unit specification as would be done with hard copy evidence. This can be achieved by referring to specific time points within the recorded evidence.

SCQF specific questions

- 1. I work with colleagues who assess SVQs in their learners' workplace as well as students for HN Units in a college. Which assessor qualification should they undertake?**

In this situation, if assessing SVQs, your colleagues are best to first of all satisfy regulatory requirements by undertaking one of the listed qualifications (refer to the August 2024 Qualifications Scotland Accreditation publication below).

Having achieved one of these qualifications, they would not normally be required to undertake another nationally recognised assessor qualification in order to assess HN Units. This does, however, come down to each centre's policy in relation to assessing HNs.

SVQs are regulated by Qualifications Scotland Accreditation who stipulate, in the document [Assessor and Verifier Competence August 2024](#) the qualifications that assessors and verifiers must hold in order to meet regulatory requirements.

These qualifications are further defined and listed in the Qualifications Scotland guidance document [Choosing Appropriate Assessor and/or Verifier Qualifications](#)

- 2. If you have an expert witness role, do you have to enrol for J8RP 04 (CLDLD9D)?**

This will normally be an option only. It is possible that some sectors may stipulate the achievement of this unit as a requirement in their assessment strategies.

- 3. Is Teaching Qualification for Further Education (TQFE) still an acceptable qualification for assessors of SVQs?**

TQFE plus CPD remains a qualification option for assessors of SVQs unless specific assessment strategies such as the Learning and Development Assessment Strategy stipulate otherwise.

4. Is there an opportunity for ‘accreditation of prior achievement or learning’ against the Assessor units (CLDLD9D/DI) or Verifier (CLDLD11SQA) units?

Recognition of Prior Learning (RPL) is an assessment method that centres can use in order to recognise candidates’ previous achievements. In order to determine whether or not candidates can meet all of the requirements of the standards under assessment, it is usual that RPL is used in conjunction with other corroborating methods of assessment such as observation and/or witness testimony.

Assessors of the Qualifications Scotland equivalents of the CLDLD Assessor/Verifier units (J8RP 04/J8RR 04 or J8RT 04 (CLDLD9D/DI or CLDLD11SQA) can use RPL to recognise the skills and knowledge of those who have previously gained the L&D, D, A1, A2 or V1 units. In doing so, the assessor of the Qualifications Scotland equivalents of CLDLD units would need to establish the currency of the L&D/D/A/V unit holder’s knowledge and skills. Centres using this method must reference RPL evidence, along with all other evidence, to all of the performance, knowledge and evidence requirements of the relevant Qualifications Scotland CLDLD equivalent unit being claimed. The evidence trackers located under the Evidence Tracker tab on each of the respective dedicated qualification page on the Qualifications Scotland’s website can assist with this process.

Specific guidance relating to the use of the D/A/V units in the RPL process can be found on Qualifications Scotland's Secure Site.

5. As part of the introduction to J8RR 04(CL DLD9DI) it says the assessor-candidates will be observed carrying out assessments. Does this mean observing the whole assessment process?

The evidence requirements give further clarification — as a minimum, review and feedback, as part of the assessment process, should be observed. The assessor may, if they feel it necessary, observe other parts of the assessment process.

6. What examples can you give to cover the authentication required by the IV in relation to J8RR 04 (CLDLD9DI) stage 4?

This confirmation could be covered in monitoring reports or included in other quality assurance documentation completed by the internal verifier. The evidence could also be in the form of an internal verifier or internal quality assurer statement that makes a reference link to the records of assessment and progress maintained.

7. Why is there a need to have both categories of work product in J8RR 04 (CLDLD9DI)?

The consultation carried out in Scotland, prior to the accreditation of the SCQF assessor and verifier units, confirmed the need to include both categories. In line with the unit title relating to direct and indirect methods, there was a consensus that assessors, at times, observed end products being produced as part of the assessment process whilst at other times were not present, thus requiring the assessor to take steps to authenticate the end products.

8. For Qualifications Scotland units J8RP 04/J8RR 04 (CLDLD9D/CLDLD9DI) and J8RT 04 (CLDLD11SQA), is it a requirement to reference evidence to the evidence requirements as well as the performance criteria (what you must do) and knowledge (what you must know)?

The evidence requirements are an integral part of the unit specification and just like performance criteria and knowledge, it should be clear from the referencing system being used that they are clearly covered. Referencing to all three parts of the unit specification, (performance criteria, knowledge and evidence requirements) is essential in proving that national standards are being met.

Referencing should always be done in relation to the original wording in the unit specification.

- 9. The SCQF Learning and Development Assessment Strategy requires assessors and verifiers of the Assessors and Verifier units (and SVQs in Learning and Development) to document CPD in line with the CLDLD10 unit (Qualifications Scotland unit J8RY 04). How much detail needs to be recorded?**

The main priority is that all the stages of the CLDLD10 unit standard (J8RY 04) are covered. Those stages include the identification, prioritisation, planning and recording of CPD.

Qualifications Scotland has developed templates and guidance which can be accessed via the website to assist centres in meeting this requirement. The template is for guidance purposes only — as long as all stages of the J8RY 04 (CLDLD10) unit can be seen during external verification visits, it does not matter what types of systems and recording mechanisms centres use in order to provide the necessary evidence.

- 10. In the Qualifications Scotland unit J8RT 04 (CLDLD11SQA), where it states at least four assessment decisions, does this mean that the internal-verifier-candidate could potentially provide evidence of verifying a different qualification for each of the four candidates?**

This would be permissible. However, in terms of SVQs (and for the desired validity of judgement in relation to other work-based qualifications/standards) internal verifiers, as well as assessors, must have an appropriate degree of occupational experience (as set out in the assessment strategies for SVQs) to help them make appropriate quality assurance decisions.

- 11. How can the internal-verifier-candidate achieve the last element of J8RT 04 (CLDLD11SQA) if they do not receive external verifier visits from Qualifications Scotland?**

The evidence requirements state that reports could, as an alternative, be provided by the qualified internal verifier or centre co-ordinator (these terms would also cover other appropriate internal quality assurance staff) in the internal-verifier-candidate's organisation. The reports should confirm that the

internal verifier-candidate's work conforms to external quality assurance requirements.

Where the internal assessment that the internal-verifier-candidate is quality assuring is in relation to in-company standards or qualifications that are not awarded by an awarding body such as Qualifications Scotland, the external quality assurance requirements could pertain to systems such as ISO or a specifically contracted external quality assurance service. The external quality assurance system identified must cover (at least as part of its function) the quality assurance of internal assessment and internal quality assurance decisions and practice.

For more guidance, centres are advised to refer to 'Achieving the Assessor and Verifier' units through assessing/verifying workplace standards/qualifications not subject to awarding body quality assurance: a checklist for SQA approved centres which can be found on Qualifications Scotland's website: [Qualifications Scotland Home Page](#)

12. In Stage 3, CLDLD11SQA, where it states, 'Observation of the internal verifier-candidate', who can carry out this observation?

The observation must be conducted by the CLDLD11 SQA Assessor.

13. If the total number of candidates being assessed by the assessors or the number of assessors being monitored by the internal verifier-candidate is less than the number required, does this mean that the internal verifier-candidate cannot achieve J8RT 04 (CLDLD11SQA)?

Qualifications Scotland will continue to consider requests for special assessment arrangements which are dealt with on an individual case basis. In making a case for a special assessment arrangement, centres would be required to prove that they had exhausted all options in trying to fulfil the stated evidence requirements. This same principle applies to the J8RP 04/J8RR 04 (CLDLD9D/DI) units. Centres that have these types of request should contact the **L&D external verifier team, via the HN/SVQ Operations team and/or Qualifications Development, Qualifications Scotland** in the first instance.

14. If an assessor-candidate for CLDLD9D/9DI wishes to achieve his/her qualification by assessing non-SVQ evidence, what checks should I make?

Qualifications Scotland has produced a checklist entitled 'Achieving the Assessor and Verifier units through assessing/verifying workplace standards/qualifications not subject to awarding body quality assurance: a checklist for SQA approved centres' which can be found on dedicated [L&D qualifications' landing web page](#) under the 'Workplace standards/qualifications for achieving assessor and verifier units' tab.

The checklist has been designed to help centres decide if an organisation's qualifications/standards (being assessed or verified by potential assessor/verifier-candidates) are appropriate for the achievement of the Assessor or Internal verifier units (CLDLD9D/DI or CLDLD11SQA.) For each set of organisational standards, the centre deems appropriate, external verifiers are looking for centres to have answered yes to all of the questions on the checklist and retained a copy on file.

History of changes

Edition	Description of change	Date
Second	Document has been updated to be in line with latest CLD L&D NOS and accessibility requirements.	October 2026