Higher National and National Units

Qualification Verification Summary Report 2022

Events

Verification group number: 420

Introduction

Four centres were selected for verification in session 2021–22. The following units were verified:

HN Units
F35T 34 Event Legislation: Contracts and Protection
H91M 35 Managing an Event
H91H 35 Events: Contemporary Issues and Influences
F364 34 Exhibition Planning and Organisation
H91G 34 Events: Principles and Practices of Sustainable Development

National Units
FN3A 11 Events Costing: An Introduction
F3PN 12 Event Organisation
HJ2X 46 Corporate Events: An Introduction

Category 2: Resources

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

All centres provided evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials. Learning environments included access to laptops and internet to facilitate hybrid learning where suitable. Completed documents were stored in master folders and available to assessors and internal verifiers. Assessment and delivery schedules were included for units.

Category 3: Candidate support

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

For HN Units, all centres identify candidates' prior achievements and development needs during the application and induction phase to ensure candidates have selected the correct qualification and level. Centres provide support for candidates with specific development needs through the teaching team and/or centre student support teams. Where candidates are speakers of other languages, they are assessed to ensure they have the required level of English for the qualification.

For National Units (used as part of the NPA in Events), the qualification is promoted in the Course Choice booklet and delivered in partnership with the Art Department. Candidates are given clear guidance and advice when making their choices. Pastoral staff also give advice and guidance about course choices, and all candidates have access to specialist staff if they require more detailed information. Learning support is also available to any candidates with specific learning and assessment support requirements.

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

All centres provide candidates with timetabled classes with their assessor and regular one-to-one meetings with tutors to discuss their progress. Candidates can contact their assessor by email or through Microsoft Teams to discuss their assessment schedule.

Category 4: Internal assessment and verification

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

All centres implemented assessment and internal verification procedures according to their policies and procedures and in line with SQA requirements. Internal verification sampling plans are available to the delivery team in the centre's secure shared drives. Internal verification records and standardisation meeting notes are available in unit master folders.

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

All centres are using SQA devised assessments and centre devised assessment instruments; internal verification confirmed that they were all valid, fair, reliable, practicable and equitable. Alternative assessment requirement forms are completed where appropriate.

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

All centres ensure that candidates submit their own work.

For HN Units, candidates submit assessments using their personal logins via Moodle or Microsoft Teams. Work is also authenticated using online software to check for malpractice. Academic malpractice is discussed during induction and candidates sign statements confirming the work submitted is their own.

For National Units, candidates sign an agreement declaring that any work submitted is their own. Additionally, assessors monitor candidates' work with the 'Net Support' software.

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

All centres made accurate and consistent assessment judgements. Assessors completed marking checklists, giving candidates clear feedback on their performance.

For National Units, candidate evidence was clearly marked by the assessor and internally verified. Candidate evaluations were good and included a lot of detail which was confirmed by assessor reports and photographs.

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

All centres retain candidate evidence in line with SQA requirements for internal and external verification. Centre policies and procedures include the retention of candidate evidence.

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

For HN Units, all centres circulate feedback from qualification verifiers to staff. Quality and curriculum managers share feedback with assessors and internal verifiers. Any areas for improvement are discussed, recorded and implemented as appropriate.

For National Units, the faculty head and principal teacher share feedback from qualification verifiers to relevant staff. They discuss reports and implement recommendations at the following departmental meeting.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2021–22:

For HN Units:

♦ Centres provided detailed feedback to candidates that included positive feedback on performance.

For National Units:

♦ Candidates had a timetabled period to cover finance and accounting; this provided a good foundation for the Events Costing unit.
♦ Candidates presented (pitched) their ideas for events to staff.
♦ Candidates completed weekly minutes of activities; they included information on the planning of the event.

Specific areas for development

The following area for development was reported during session 2021–22:

For HN Units:

♦ Centres should date and sign records of pre-delivery internal verification and standardisation meetings with action points. All actions identified should include completion dates.

♦ Centres should record instances where equipment, reference and learning materials are discussed.

♦ Centres should consider sending centre devised assessment instruments to SQA for prior verification.

♦ Assessors should clearly indicate assessment decisions on all scripts along with their signature and the assessment date.

For National Units:

♦ Centres should record informal discussion; for example, centres can use a standardisation log and/or include it in the agenda for departmental meetings and record it.

♦ Centres should use the SQA Solar questions for outcomes 1 and 2 of the Corporate Events unit.

♦ We recommend that centres allow candidates to select the scenario for outcome 3 in the Corporate Events unit.

♦ Centres should consider formalising the evidence produced for the event in the form of templates or documents, for example, risk assessment, floor plan and budget templates.

♦ Assessors should document any adjustments to the event plan, such as staff absence, and record any impact on the event.