

Centre information

Centre number		Centre name	
Group award code		Group award title	
External quality assurer (EQA) name		Co-ordinating EQA name	

Pre-delivery support requirements

Initial discussion meeting	
Details of support requirements	

Quality assurance and support

Criteria number	Criteria	Compliance (Red/Amber/Green)	Overview of compliance	Actions required for compliance
2.1	Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.			
2.4	There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.			
3.2	Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.			

Criteria number	Criteria	Compliance (Red/Amber/Green)	Overview of compliance	Actions required for compliance
3.3	Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.			
4.2	Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.			
4.3	Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.			
4.4	Assessment evidence must be the candidate's own work, generated under SQA's required conditions.			

Criteria number	Criteria	Compliance (Red/Amber/Green)	Overview of compliance	Actions required for compliance
4.6	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.			
4.7	Candidate evidence must be retained in line with SQA requirements.			
4.9	Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.			

Pre-delivery support

Unit codes / Learning outcomes	Unit support: Actions	Recommendations

Pre-delivery support — instrument of assessment

Date(s): **xxx**

Please note, to receive a signed off instrument of assessment it must be submitted via the prior verification process.

Requirements	Comments	Follow up actions
Is the instrument of assessment fit for purpose?		
Does it ensure adequate coverage of all outcomes of learning defined in the qualification?		
Does it assess the learning in the context of tasks which arise naturally?		
Does it facilitate the marking of reliable assessment decisions by all assessors for all candidates?		
Does it produce evidence of candidates' performance which can be measured against specified outcomes and defined standards?		
It is accessible to all candidates who are potentially able to achieve it (no unnecessary barriers/conforms to equal opportunities guidelines)?		

Meta-skills

Meta-skills	Discussion and overview	Follow up activity/Actions
Self-management		
Social intelligence		
Innovation		

Grading models

Grading process	Discussion and overview	Follow up activity/Actions

Support and guidance

Date of support meeting	Discussion and overview	Follow up activity/Actions