



**Scottish Vocational Qualifications
Qualification Verification Summary Report 2021**

Clothing and Textiles

Verification group number: 35

Introduction

Scottish Vocational Qualifications (SVQs)

GK7R 22	SVQ Manufacturing Textile Products at SCQF level 5
GL2H 22	SVQ Leather Production at SCQF level 5
F0JK 04	Health, Safety and Security at Work
H9EC 04	Perform Manual Textile Operations
H9E3 04	Contribute to Achieving Product Quality
H9E8 04	Maintain and Improve your Work
FN45 04	Maintain Effective Working Relationships at Work
H9E9 04	Prepare for Textile Manufacturing Operations
H9EE 04	Maintain Machinery and Equipment
HC2X 04	Carry out Basic Operations Within Footwear/Leather goods

Five centres delivering two different SVQs were externally verified. The global pandemic resulted in changes to delivering and assessing the qualifications. All centres reported an increase in the electronic recording and internal verification of assessment evidence. Overall, quality assurance standards have remained the same, maintaining the high standards previously observed and reported.

All centres met the full range of SQA quality assurance criteria, indicating a clear and accurate understanding of the requirements of the National Standards at the appropriate level of the award. All centres had a standardised approach to delivery, assessment and internal verification, and evidence of the high standards of candidate and centre evidence being maintained. The level of skills demonstrated was a true reflection of the National Standards in all awards, and candidates were credited with the appropriate SVQ units in their various vocational areas.

F0JK 04 Health, Safety and Security at Work is a key unit across all levels of each SVQ. It was evident from talking to candidates, assessors and verifiers in centres that all had a very good awareness of the importance of health and safety in the workplace — fault reporting, emergency evacuation procedures, manual handling, and isolation of machinery if working on faulty machinery.

Category 2: Resources

Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.

All centres had appropriately qualified assessors and internal verifiers to deliver the SVQs, or were working towards relevant qualifications, and all had appropriate CPD in line with the requirements of the qualification. Evidence of formal assessor qualifications and CPD activity was available to ensure occupational currency in line with the assessment strategy requirements. All centres stored assessor and internal verifier records securely.

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

The demands of the pandemic lockdown restrictions led to further developments in online learning and recording of evidence in all centres. All centres had effective ongoing reviews of the assessment environment(s), assessment procedures, equipment, learning resources and assessment materials for award delivery. All centres had fully equipped workplaces, pre-delivery checklists, standardisation minutes, and internal verifier reports, which reported the review of the assessment environment and recorded any actions to be implemented.

Category 3: Candidate support

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

As in previous sessions initial assessment of the candidate's development needs and prior achievements takes place prior to commencing the qualification in all centres. They are then matched to the relevant SVQ. In all centres there was strong evidence of a supportive environment which recognised the development needs of the candidate prior to commencing and during the award. There was a good awareness of the need to provide alternative arrangements for candidates who required additional support due to factors such as language barriers, or written and/or oral communication difficulties. In one centre a glossary of terms was available in different languages for candidates where English is not their first language.

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

All centres adapted to digital communication and live video sessions to provide effective scheduled contact between the candidate and assessor, ensuring that assessment planning and progress review occurred. Digital candidate logbooks, signed and dated by the candidate and assessor, unit feedback, and documented discussions with learners, all confirmed that learners had scheduled support and contact with their assessor.

Most centres tracked candidate progress using digital colour-coded tracking sheets. Signed and dated candidate tracking sheets, reports and logbook entries confirmed that candidates had regular scheduled contact with their assessor to review progress. This is a good visual summary of what has been achieved.

All centres had written evidence of clear, supportive and encouraging discussions. There was evidence of innovative approaches to support candidates in all centres. Digital logbooks were predominantly used, however hard copies were available for candidates who did not have digital skills.

Category 4: Internal assessment and verification

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

As in previous sessions, robust standards were maintained across all centres. All centres documented and implemented internal quality assurance policies and procedures on assessment and verification in line with SQA requirements. In most there was interim and end-of-unit internal verification. One centre reported that lockdown and the restrictions on entering the workplace created challenges to interim internal verification.

In all SVQ centres, a standardised workbook records assessment evidence. Most centres used a hard copy to record evidence. Due to the restrictions of the pandemic, all centres have developed or started to develop digital logbooks which can be accessed more easily by the centre and candidates. In all centres the demands of the lockdown restrictions led to discussion of further developments in online learning and recording of evidence. Centres reported that this will give learners electronic access to workbooks and, for some, additional remote support.

Standardisation minutes in all centres confirmed that verifiers and assessors had regular discussions about candidate evidence. All centres provided evidence of constructive feedback and support on assessment decisions.

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

All centres adopted a holistic contextualised approach to assessment, where evidence is mapped to the candidate's job role. The methods, their selection and use are valid, reliable, practicable, equitable and fair.

In all centres assessment instruments are contained within the candidate workbook and record the assessment evidence: written questions, observation record, witness testimony, knowledge evidence mapping, performance evidence mapping, annotated photographs and diagrams. Signed and dated reviews of assessment evidence in candidate logbooks provide evidence of assessments which meet the criteria.

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

All centres had authenticated candidate evidence that was generated under conditions set out by SQA. Assessors and candidates have regular professional discussions ensuring competence in industry-related specifications. Evidence included: signed induction checklists; expert witness testimony; photographic evidence; assessment checklists; feedback in mentoring sessions; assessor question checklist with the candidate response; and internal verification minutes. In some centres candidate reflective accounts give a detailed picture of the candidate's work. In all centres the candidate signs a declaration to confirm authenticity of their work.

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

All centres recorded accurate and consistent assessment judgements against the assessment strategy and SQA requirements. The following all ensured the integrity of the SQA qualification: portfolios of candidate evidence; signed and dated candidate logbooks;

tracking sheets; clear marking guidelines to aid standardisation; internal verifier reports; and master checklists.

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

All centres retained candidate assessment evidence in line with SQA requirements for the purposes of internal and external verification. All centres uploaded evidence electronically to the SQA evidence hub for external verification. All centres had retained a variety of checklists, reports, minutes of meetings, photographic evidence and product evidence.

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

All centres maintained previous standards and disseminated external verification reports to relevant staff, and implemented the feedback given. All centres discussed and recorded the report at team meetings and if there were actions, these would be completed within an agreed timescale. In all centres, reports are stored on a secure electronic shared drive.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2020–21:

- ◆ Handbook to provide the candidate with a clear description of the qualification, induction information and guidance procedures, and a mapping grid tracker to monitor the assessment process to completion
- ◆ The use of a digital platform to support the learner journey and learners who live in remote locations
- ◆ Embedding core skill units within the workbooks with realistic work practice examples such as numeracy exercises relevant to the candidate's job role
- ◆ Glossary of terms in different languages for candidates where English is not their first language
- ◆ Individual and group Zoom meetings to support candidates on different shift patterns
- ◆ Employer CPD training
- ◆ Colour code referencing and mapping of candidate evidence
- ◆ Providing assessment evidence for all units within the award

Specific areas for development

The following area for development was reported during session 2020–21:

- ◆ Encourage the candidate to upload visual evidence in the digital logbook as a visual reference of achievement and work-based activities