



Scottish Vocational Qualifications
Qualification Verification Summary Report 2022
Clothing and Textiles

Verification group number: 35

Introduction

Group awards verified

GK7R 22 SVQ Manufacturing Textile Products at SCQF level 5

GK7T 23 SVQ Manufacturing Textile Products at SCQF level 7

GR9V 22 SVQ in Leather, Sewn Products or Textiles Manufacturing at SCQF level 5

GL2H 22 SVQ in Leather Production at SCQF level 5

Units verified

F0JK 04 Health, Safety and Security at Work

FN45 04 Maintain Effective Working Relationships at Work

FA5H 04 Manufacture Material to Add Value in Leather Production (Mechanical Processing)

H9E8 04 Maintain and improve your work

H9EW 04 Produce Prototype samples

H9EN 04 Configure and Prove Production Machinery

H9E9 04 Prepare for Textile Manufacturing Operations

H9EP 04 Monitor and Sustain Equipment Performance

H9ER 04 Service Textile Machinery and Equipment

HC32 04 Look After the Work Area in Manufacturing Sewn Products

HC2W 04 Carry Out Cutting Operations

H9E3 04 Contribute to Achieving Product Quality – old version

J5CB 04 Contribute to Achieving Product Quality – updated unit

Five centres, delivering four SVQs, were externally verified. 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 awards. 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.

The COVID pandemic had affected the delivery of the qualifications and created more opportunities for online learning and assessment. Many of these practices continued as restrictions were lifted.

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 evidence of formal assessor and/or verifier qualifications, or evidence of working towards the qualification, maintaining previous standards.

All centres had evidence of CPD activity 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.

All centres had effective ongoing reviews of the assessment environments, assessment procedures, equipment, learning resources and assessment materials for award delivery.

All centres had detailed and regular standardisation meetings which recorded the review of the assessment environment and any actions to be implemented. There was evidence that all centres had made further improvements and developments in online resources.

Category 3: Candidate support

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

All centres identified candidate prior achievements and development needs and matched them to the relevant qualification, maintaining previous standards.

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, and written and/or oral communication difficulties. All centres provided a supportive learning environment to support candidates through the award. In all centres units are chosen to reflect the job role.

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

All centres provided effective scheduled contact with their assessor and evidence that assessment planning and progress review occurred throughout the life of the qualification. Signed and dated candidate tracking sheets, feedback on hard copy/digital platforms, reports and logbook entries confirmed that candidates had regular scheduled contact with their assessor to review progress.

All centres had written recorded evidence of clear, supportive and encouraging discussions with candidates. All centres had developed online resources to support learners. There is evidence that all centres have further improved the level of support to candidates to review their progress and to revise their assessment plans.

Category 4: Internal assessment and verification

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

All centres documented and implemented robust internal quality assurance policies and procedures on assessment and verification in line with SQA requirements. In all centres, a standardised workbook is used to record assessment evidence.

In more than a few centres where the award or assessor was new, 100% internal verification and a 'buddy' assessor and internal verification system ensured a standardised approach to assessment indicating an improvement in previous standards.

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

All centres used the most appropriate assessment instrument in line with current SQA units and the Assessment Strategy. The range of assessment instruments and methods used across centres included observation, product examination, question and answer to underpin knowledge and understanding, verbal and written questions and answers, work ticket specification, problem solving, reflective accounts and simulations. In all centres a workbook relating to the job and award requirements were used to record assessment evidence.

All centres ensured a valid, equitable and fair assessment. All centres made reasonable adjustments for students who required additional support. All centres had digital versions available on the VLE for candidates.

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

Standards were maintained. All centres had authenticated candidate evidence that was generated under SQA required conditions. In all centres assessment occurs in the workplace where there is a significant amount of direct observation of work process practice and product examination to support that the assessment evidence is the candidate's own work.

Evidence included: signed induction checklists; expert witness testimony; photographic evidence; product evidence; workplace observations; feedback in mentoring sessions; internal verification reports.

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, maintaining previous standards.

All centres use digital logbooks to further enhance standardisation. This provided a clear overview of performance criteria and documentation of observation comments.

In all centres assessment evidence was signed and dated by the candidate, assessor/witness and internal verifier.

Robust internal verification procedures in all centres ensured that standardisation of decision making is consistent across delivery and matches the requirements of SQA.

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

In all centres candidate evidence is electronically stored and is password protected. Evidence is retained in line with SQA requirements for the purposes of internal and external verification, maintaining previous standards.

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

All centres disseminated Qualification Verification reports to relevant staff and implemented the feedback given, maintaining previous standards. All centres discussed and recorded the report. Good practice and any recommendations or actions are discussed and actioned to inform assessment practice at Team meetings.

In some centres shift workers unable to attend the meeting have access to the report and minute of the meeting on a shared drive.

Areas of good practice reported by qualification verifiers

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

- ◆ 'Buddy' system to support new assessors and internal verifiers.
- ◆ Detailed Standardisation and IV records to progress future growth of the qualification and industry links.
- ◆ Minutes on the shared drive accessible to all shift workers.
- ◆ Clear and informative Modern Apprenticeship Factsheet.
- ◆ Robust standardisation procedures.
- ◆ The use of the e-learning system to ensure standardisation of assessment and indication of the stage of completion.

- ◆ Candidate self-development record to record any problems encountered, how they solved the problem, who they asked for help and what was the outcome, incidents where they have helped a colleague to solve a problem by sharing knowledge, and also reporting information to a Team Leader in situations above their own responsibility.
- ◆ Further development of digital logbooks to enhance standardisation, provide clear overview of performance criteria and documentation of observation comments.

Specific areas for development

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

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