



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

Verification group number: 79

Introduction

There were five visits in session 2020–21. The following SVQs were verified:

- GL1E 22 Driving Goods Vehicles (Van) level 5 — lapsing
- GL1C 23 Driving Goods Vehicles level 6 — lapsing
- GP8X 22 Driving Goods Vehicles Van level 5
- GP8Y 23 Driving Goods Vehicles level 6

Three out of the five centres were very experienced, established and competent and have well qualified and knowledgeable staff delivering a sound, well documented and organised qualification. Two less experienced centres were doing well dealing with the COVID-19 pandemic lockdown when setting up their centre for delivery of this qualification.

Many centres have been looking at new technology, delivering the qualification safely using online assessment programmes to allow assessors and candidates more flexibility but without compromising standards.

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.

Assessors and internal verifiers in the centres that were sampled were occupationally competent and had good occupational competence in the industry requirements for Road Haulage. Some centres were experiencing staff shortages with assessors leaving and resulting in new assessors being appointed.

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

All candidates had access to appropriate reference and learning materials. Centres checked that the health and safety aspects of the policy were regularly reviewed to ensure best practice was being used.

Video conference calls ensured that centre assessors were kept up to date during the COVID-19 pandemic lockdown. When workplaces are safe to attend, these are checked to ensure their appropriateness in relation to equipment, accommodation, and learning and reference materials, to support the awards.

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 candidates had undergone a comprehensive initial assessment that was conducted during the induction process for the award. Previous certificates, profiles showing Core Skills, along with candidate job roles, were all reviewed and signed. Appropriate units and levels of SVQ had been correctly selected for the candidates. A lot of time is taken at this crucial stage to ensure that the correct level of SVQ is identified and that the units that are chosen are appropriate to the candidate's work role.

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

There was clear evidence of assessment planning to support all candidates. Most assessments were well planned and carried out with good feedback given. In all the centres visited there was good documentation to support the assessment planning process.

The feedback from candidates who were interviewed mentioned the excellent support during the COVID-19 pandemic lockdown.

Category 4: Internal assessment and verification

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

In all centres, assessment and internal verification procedures were fully documented. The candidate portfolios, internal verification reports and sampling plan confirmed implementation. Regular standardisation meetings took place using Zoom or Microsoft Teams, and minutes were available which detailed the discussions that had taken place.

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

Candidate portfolios were well presented and well assessed. All candidates had access to the assessment process. There was a good variety of evidence with a good account of both performance evidence and supporting evidence. This included examples of video capture for work product evidence to confirm assessments were applied to all candidates. This was used a lot during the COVID-19 pandemic lockdown.

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

Two of the five centres are using e-portfolios. These were password protected which helped to ensure authenticity.

There was evidence of signed declarations to confirm that all work produced for candidate portfolios was the candidates' own work.

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

In all five centres, the assessment decisions were consistently and accurately judged against the standards and done so in a fair manner. Evidence was being assessed against the current and valid standards.

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

All centres were aware of the extension to the period for retention of evidence for SVQs during the COVID-19 pandemic, (unless a centre had been notified of an impending verification visit).

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

All centres had either weekly or monthly staff verification meetings, again using Zoom or MS Teams, where copies of external verification reports are distributed to all staff.

Areas of good practice reported by qualification verifiers

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

- ◆ Improvement on relevant road haulage entries on CPD records
- ◆ More use of e-portfolio systems being implemented

Specific areas for development

The following areas for development were reported during session 2020–21:

- ◆ Ensure all candidates are aware of the centre malpractice and plagiarism policies
- ◆ Ensure that all centre staff have read the SQA latest guidance on the SQA website to meet all requirements to undertake the qualification