Scottish Vocational Qualifications

Qualification Verification Summary Report 2022

Road Haulage

Verification group number: 79

Introduction

Of the four centres visited in 2021 to 2022, three are very experienced, established and competent and have well-qualified and knowledgeable staff who deliver a well-documented and organised qualification. The candidates enjoy the training and are usually successful. Centre policies continue to be well set up and extensive and are continually monitored and modified.

There were four visits for the academic year 2021 to 2022:

GP8X 22 SVQ Driving Goods Vehicles: Van at SCQF level 5
GL1C 23 SVQ Driving Goods Vehicles (lapsing) at SCQF level 6
GP8Y 23 SVQ Driving Goods Vehicles at SCQF level 6

Despite the challenges facing all the centres due to COVID-19, centres are slowly getting back to normal, allowing access for assessors to meet candidates and go over their qualifications. Some of the centres are now combining face to face visits along with virtual Microsoft Teams or Zoom meetings, which is allowing centres to provide candidates with the expected level of support and guidance.

With the impact of COVID-19 still remaining, centres continue to use the available technology to provide online learning and assessment, 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.

All assessors and internal verifiers in the sampled centres were occupationally competent and either held or were working towards the appropriate assessor and internal verifier awards. Staff were experienced in the delivery of work-based qualifications and had a full understanding of the requirements of the awards. Continuous professional development (CPD) records were being maintained for all members of the assessment and verification team. There was some turnover of assessors in centres and recruitment can prove challenging in the current climate.

For the 2021 to 2022 session, SQA qualification verifiers did highlight to centres the importance of a comprehensive CPD.

Here are some examples below which could be considered:

♦ What did you do that contributes to your CPD?
♦ What did you learn from this activity?
♦ How have/will you use this?

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

Post-lockdown, there is evidence that centres have continued to use online technology to ensure staff have the access to information and share best practice.

There is evidence that centres continue to use workplace checklists, such as site selection checklists, to ensure all candidate workplaces have the appropriate equipment to meet the requirements of the qualifications. Processes are also in place to ensure candidates have full access to appropriate reference and learning materials required to allow them to successfully complete the qualification.

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 had applied a full initial assessment for each candidate which was conducted during the induction process for the award. Previous certificates and profiles showing Core Skills along with candidates' job roles were all reviewed and signed. The requirements of the awards and the appropriate units and levels of the awards were also correctly selected for the candidates. A lot of time is taken at this crucial stage to ensure that the correct level of awards is identified and that the units which are chosen are appropriate to the candidates' work role.

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

In all centres, there was clear evidence of planning to ensure candidates have access to their assessor to review their progress and revise their assessment plans appropriately. In all centres, it was evident there was good use of documentation to support the assessment planning process.

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. All documents: candidate portfolios, internal verification reports and sampling plans were provided to confirm implementation. Standardisation meetings are held regularly and minutes are produced to detail discussions and actions.

In almost all the centres, there was evidence of a good system of internal verification in place, providing good feedback to both the assessors and candidates.

In all the centres, there were opportunities to attend both formal and informal meetings to support standardisation between assessors. The formal meetings have been documented via meeting minutes.

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

It was evident from the candidate portfolios in all centres that assessment instruments and methods and their selection and use were valid, reliable, practicable, equitable and fair.

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

There was evidence from all centres that they had developed processes through which they could ensure the work being completed was candidates' own work. To support this, centres are increasingly switching from paper-based portfolios to e-portfolios, which is designed to enhance security and ensure authenticity of candidates' work.

In all centres, there was evidence that candidates undertook induction programmes at the start of the qualification. This included candidates being required to sign a statement confirming they understood and would comply with centre policy when completing their work. The candidates were informed of the implications of plagiarism and were required to sign a declaration confirming all work produced for their portfolio was their own.

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

In all centres, there was evidence of candidates' work being accurately and consistently judged by assessors against SQA requirements.

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

All centres complied with evidence retention rules.

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

Centres used different methods and procedures to disseminate feedback to all relevant staff. All centres shared the feedback electronically and this was followed up with a staff meeting where the qualification verifier report is discussed in more detail, especially if any actions need to be completed within a set timescale set by SQA.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2021 to 2022:

♦ More use of e-portfolio systems
♦ Good balance of performance evidence and supporting evidence

Specific areas for development

The following areas for development were reported during session 2021 to 2022:

♦ Ensure assessors and internal verifiers have updated their knowledge to unit L and D9 DI and L and D11.
♦ Encourage centres to ensure that they are in line with SQA requirements for criterion 2.1 where there is turnover in assessors and internal verifiers.
♦ Continue to have more occupationally specific competence in road haulage for CPD entries.
♦ Ensure that all centre staff have read SQA's latest guidance on SQA's website to assist them with meeting all the requirements to undertake the award.