

Qualification Verification - Visit Report



Qualification verification is the process we use to confirm that SQA centres comply with the quality assurance criteria and are assessing their candidates in line with national standards. Guidance for centres relating to the qualification verification visit can be found at www.sqa.org.uk/qualityassurance.

Event ID	79346		
Centre Name	Sports Academy (Scotland) Ltd	Centre Number	3005860
External Verifier Name	Emma Hayes	External Verifier Contact Details	emf@vqtraining.freemove.co.uk
Double Banker Name (if applicable)		Date of Visit	27 Mar 15
Head of Centre Name	Mr Eric Dawes	Head of Centre Email Address	
SQA Co-ordinator Name	Mr Eric Dawes	Centre Email Address	eric@sportsacademyofscotland.org
Verification Group	SVQ Sport and Active Leisure	VG Code	199
Verification Block	SV		
Units Allocated	G927 23	Sites Visited	Westerwood Hotel, Cumbernauld
Actual Units Verified (if different from allocation)	All Units within the qualification.		

Summary of Visit		
Overall Outcome Rating	Significant strengths	
	Outcome Statement	Non-Compliant Criteria
Resources	Significant Strengths identified in the maintenance of SQA standards within this Verification Group	
Candidate Support	Significant Strengths identified in the maintenance of SQA standards within this Verification Group	
Internal Assessment and Verification	Significant Strengths identified in the maintenance of SQA standards within this Verification Group	
Records/Data Management	Significant Strengths identified in the maintenance of SQA standards within this Verification Group	

Sanctions	
-----------	--

Outcome Summary

2.3	2.4	2.8				
3.2						
4.1	4.2	4.3	4.5	4.6	4.7	4.8
6.6						

Resources

	Criteria	Impact	Compliance Level	Comments	Required Action	Evidence Type / Required By Date	Good Practice	Recommendations
2.3	For regulated qualifications there must be documented evidence of CPD activities.	Low	Green	The centre had very good CPD records held in their Master Folder. Copies of assessor and internal verifier qualifications were available on the day.				
2.4	Records must be maintained to provide evidence that the centre has sufficient competent staff who have the necessary qualifications, occupational experience and understanding to support the assessment and internal verification of qualifications being offered in the centre.	High	Green	All assessors and internal verifiers have the required qualifications and experience for this qualification. The centre has copies of staff information sheets and copies of CV's and relevant certificates.			Good comprehensive records and copies of assessor and internal verifier qualifications retained centrally.	
2.8	There must be evidence of initial and on-going reviews of assessment environment(s), assessment procedures, equipment, learnings and assessment materials.	High	Green	The centre has good records of minutes of regular meetings taking place. these meetings cover all aspects of the candidate's course - MA scheme, SQA, assessment and verification materials as well as standardisation of the course.				

Candidate Support

	Criteria	Impact	Compliance Level	Comments	Required Action	Evidence Type / Required By Date	Good Practice	Recommendations
3.2	Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.	Medium	Green	This is carried out at application and induction stages. Systems are in place if the candidates requires specific assistance.				

Internal Assessment and Verification

	Criteria	Impact	Compliance Level	Comments	Required Action	Evidence Type / Required By Date	Good Practice	Recommendations
4.1	The centre's assessment and verification procedures must be documented and implemented to meet qualification and SQA requirements.	Medium	Green	The centre has good assessment and internal verification procedures in place. Records of assessment and internal verification were available on the day.				
4.2	The centre must provide documented evidence to ensure that assessments are valid, reliable, equitable and fair.	High	Green	Each portfolio has good records of cross referencing against the NOS and candidate evidence. All K&U have been crossed referenced against the candidate's evidence.			All candidate portfolios are standardised and easy to navigate through. A standard product evidence list is given to all candidates to assist them with their evidence gathering for all Units.	
4.3	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.	High	Green	Good formalised written feedback had been given to all candidates on all Units. All candidate evidence has been signed by the assessor in acceptance.				
4.5	The centre must take steps to ensure that assessment evidence is the candidate's own work.	High	Green	This had been covered in the candidate's induction and each portfolio had a signed plagiarism declaration.				
4.6	The centre must comply with requests for access to premises, records, information, candidates and staff for the purpose of external quality assurance.	High	Green	The master folder contains site selection checklists as well as partnership agreements with the clubs they are using for their apprentices placements.				
4.7	Candidate evidence must be retained in line with SQA requirements.	High	Green	Portfolio's offered back to candidates after certification and for EV purposes. Internal verification and certification records are kept centrally.				
4.8	Outcomes of External quality assurance must be disseminated to appropriate staff and any action points must be monitored against agreed timescales.	Medium	Green	This is covered during standardisation meetings. The centre's master folder has minuted records.				

Records/Data Management

	Criteria	Impact	Compliance Level	Comments	Required Action	Evidence Type / Required By Date	Good Practice	Recommendations
6.6	Comments/queries about the qualification specification, assessment guidance, qualification verification or related SQA matters must be resolved and recorded.	Low	Green	This is covered by all assessors and internal verifiers during meetings and anything urgent is dealt with.				

Summary of Feedback to Centre	The centre has a good understanding how the qualification is run and ensuring that all aspects of the NOS are covered against the evidence requirements for the different Units. The centre has a good cross referencing system to ensure that PC's and Range are covered. Evidence is in sufficient quantities and there is good feedback from assessors and the internal verifier.
--------------------------------------	--

Name of Centre Representative present during feedback	
Name	Designation
Eric Dawes	SQA Co-Ordinator
Patricia Keppie	Assessor/Verifier
Marco McIntyre	Assessor/Verifier
Tom Docherty	Assessor/Verifier
John Richie	Assessor

Assessors / IV					
Name of Assessor/IV	Assessor/IV	Awards/Units Sampled (eg. enter the codes and levels - G123 21)	Interviewed on the visit (Yes/No)	Assessor/Verifier Qualifications Achieved if applicable	Assessor/Verifier qualifications being worked towards with target dates
Eric Dawes	IV	G927 23	Yes	D32, D33, D43	
Patricia Keppie	IV	G927 23	Yes	D32, D33, D43, D36, V1, V2	
Patricia Keppie	A	G927 23	Yes	D32, D33, D43, D36, V1, V2	
Marco McIntyre	IV	G927 23	Yes	A1, V1	
Marco McIntyre	A	G927 23	Yes	A1, V1	
Tom Docherty	IV	G927 23	Yes	D32, D33, D34	
Tom Docherty	A	G927 23	Yes	D32, D33, D34	
John Richie	A	G927 23	Yes	A1	

Evidence Seen	Evidence for this qualification and internal verification was seen in candidate portfolios. Other centre documents were presented in their 'master folder'. Evidence of good comprehensive CPD was also available on the visit.
Spontaneous Sample	All portfolio's were sampled on the day from Units which were assessed and internally verified.
General Information	The centre has a good understanding of the qualification, they have a robust system ensuring that all aspects of the Unit are covered and cross referenced.
Observation of Assessment Practice	The centre has good systems for the assessment of candidates. Systems are secure and all assessment decisions were fair, valid and reliable.

Previous Recommendations
none