

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.

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|--|--------------------------------------|-----------------------------------|---|
| Event ID | 86671 | | |
| Centre Name | Sports Academy (Scotland) Ltd | Centre Number | 3005860 |
| External Verifier Name | William Morrison | External Verifier Contact Details | wmorrison@aol.com |
| Double Banker Name (if applicable) | | Date of Visit | 03 Jun 16 |
| 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 | Learning and Development | VG Code | 242 |
| Verification Block | SV | | |
| Units Allocated | FD40 04,FD41 04,FD43 04 | Sites Visited | Westerwood Hotel Cumbernauld |
| Actual Units Verified (if different from allocation) | FD41 04; FD43 04 | | |

Summary of Visit

| | 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 | |

Sanctions

Records of Discussions

| Discussions with Candidates | Yes |
|--|---|
| if YES, please provide a brief summary of the discussion: | I had a telephone conversation with the IV candidate who had recently achieved his qualification. The candidate confirmed that he had received regular support and guidance from his assessor and was now using his skills as IV in his place of work. The candidate also stated that the experience of achievement of both his assessor and IV units had been an extremely positive one. |
| Discussions with Staff | No |
| if YES, please provide a brief summary of the discussion: | |
| Discussions with Assessors and/or IV | Yes |

if YES, please provide a brief summary of the discussion:

I met with assessor Colin Ireland and IV Eric Dawes. I commented that the knowledge requirements in all portfolios had been covered through discussion and questions and that performance evidence should only be referenced to knowledge points if it has been annotated to explain its relevance.

We also discussed potential CPD activities and I have suggested the CPD toolkit for assessors and internal verifiers from the SQA secure site would be an appropriate exercise to complete. Current CPD activities relate to standardisation exercises.

Outcome Summary

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|-----|-----|-----|-----|-----|-----|
| 2.1 | 2.4 | | | | |
| 3.2 | 3.3 | | | | |
| 4.2 | 4.3 | 4.4 | 4.6 | 4.7 | 4.9 |

Resources

| | Criteria | Impact | Compliance Level | Comments | Required Action | Evidence Type / Required By Date | Good Practice | Recommendations |
|-----|--|--------|------------------|--|-----------------|----------------------------------|---------------|---|
| 2.1 | Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification. | High | Green | <p>CPD records were available for both assessor and IV. Both assessor and IV have also attended SQA update events for assessor and IV units.</p> <p>CPD records were in line with assessment strategy requirements and I have recommended the SQA CPD toolkit as additional evidence of having updated their assessor and IV practice in line with current units.</p> <p>Both members of staff have significant experience in the delivery of these units and this was confirmed by information in CVs viewed.</p> | | | | Include a completed CPD toolkit to confirm updating of assessor and IV practice to current unit requirements. |
| 2.4 | There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials. | High | Green | The centre provided evidence of meetings where induction and assessment materials had been reviewed. The candidates for these awards are assessed in their place of work and site selection checklists had been complete to ensure that all resources and equipment were available to candidates. | | | | |

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 | Candidates confirm that they are in suitable job roles before starting their qualifications. Any development needs are identified through the assessment process and recorded on the assessor candidate's progress review sheet. | | | | |
| 3.3 | Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly. | Medium | Green | All portfolios contained assessor candidate progress review sheets which contained assessor feedback and dates of next meeting. Each progress review sheet contained details of achievement and details of requirements/preparations for the next assessment. The regular assessor/candidate contact was confirmed by the candidate that I interviewed. | | | | |

Internal Assessment and Verification

| | Criteria | Impact | Compliance Level | Comments | Required Action | Evidence Type / Required By Date | Good Practice | Recommendations |
|-----|--|--------|------------------|--|-----------------|----------------------------------|---------------|-----------------|
| 4.2 | Internal assessment and verification procedures must be implemented to ensure standardisation of assessment. | Medium | Green | I viewed the centre's IV policy and can confirm that it is being implemented. Evidence for this was in the form of an IV plan, completed IV records and standardisation activities. The IV had also signed evidence that had been sampled. Standardisation activities recorded included reviews of assessment materials for knowledge requirements. | | | | |
| 4.3 | Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair. | High | Green | Assessment methods being used included observation, examination of product, answers to questions, candidate statements and discussions with candidates. These methods of assessment meet the evidence requirements for both units. Standardisation activities also help to ensure reliability and validity of the assessment methods. There was also consistency of the methods used in the assessor candidates' portfolios. | | | | |
| 4.4 | Assessment evidence must be the candidate's own work, generated under SQA's required conditions. | High | Green | Plagiarism is covered at induction and candidates also sign a declaration confirming that evidence submitted is their own work. | | | | |
| 4.6 | Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements. | High | Green | Assessment records had been completed in full. The centre uses the SQA Evidence Tracker document for each unit and assessment decisions had been subject to internal verification. | | | | |
| 4.7 | Candidate evidence must be retained in line with SQA requirements. | High | Green | The centre is aware of SQA's evidence retention requirements and has a copy of the policy document. | | | | |

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| 4.9 | Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice. | Medium | Green | Feedback from external quality assurance visits is shared with the staff involved at a centre meeting. Any actions will be delegate to the appropriate person(s) for attention and timescales agreed for achievement. Implementation of any actions will be monitored through internal verification. | | | | |
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| Summary of Feedback to Centre | <p>I sampled two complete FD41 04 and one completed FD43 04. Evidence submitted in the assessor portfolios met the unit performance, knowledge and evidence requirements. Knowledge was covered using a combination of professional discussion and questions.</p> <p>The IV portfolio also contained evidence that met performance, knowledge and evidence requirements. I have suggested that the centre addressed each knowledge point in turn to ensure that each has been covered fully.</p> |
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| Name of Centre Representative present during feedback | |
|--|------------------------------------|
| Name | Designation |
| Eric Dawes | Internal Verifier, SQA coordinator |
| Colin Ireland | 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 | FD41 04; FD43 04 | Yes | D32, 33, 34 | |
| Colin Ireland | A | FD41 04; FD43 04 | Yes | A1, V1 | |

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| Evidence Seen | <p>Centre evidence seen included CPD records, copies of certificates, minutes from meetings and records of standardisation activities.</p> <p>Candidate evidence seen included observation records, examination of product, answers to questions, candidate statements.</p> |
| Spontaneous Sample | Not during this visit. |
| General Information | The centre operates with the sports and leisure industry and candidates for assessor and IV awards come mainly from this sector. |
| Observation of Assessment Practice | Not during this visit. |

| Previous Recommendations |
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| <p>CPD records to be in line with Unit L&D 10 to meet assessment strategy requirements.</p> <p>Recommended that the centre uses the SQA evidence tracker document for assessor and IV units.</p> <p>Both previous recommendations have been implemented.</p> |