

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 | 89300 | | |
| Centre Name | Sports Academy (Scotland) Ltd | Centre Number | 3005860 |
| External Verifier Name | Todd Lumsden | External Verifier Contact Details | toddlumsden5@gmail.com |
| Double Banker Name (if applicable) | | Date of Visit | 23 Mar 17 |
| 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,GK77 23 | Sites Visited | Visit took place at the Westerwood Hotel, Cumbernauld due to the centre being a holistic deliverer across Scotland. |
| Actual Units Verified (if different from allocation) | All units within G927 23 and GK77 23 | | |

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

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| Discussions with Candidates | No |
| if YES, please provide a brief summary of the discussion: | |
| Discussions with Staff | Yes |
| if YES, please provide a brief summary of the discussion: | The model of delivery was discussed, how the assessors visit the centres every two weeks and how they are continually trying to engage the coaches in the process more at each club. |
| Discussions with Assessors and/or IV | Yes |
| if YES, please provide a brief summary of the discussion: | Discussions with assessors were on how they use the standards to make assessment decisions and how these are recorded. The IV process was also discussed and how the EV process overlooks all these. |

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 | All assessors hold a relevant qualification in order to assess SVQs. The delivery staff have been involved in the SVQ programme for a number of years. 4 of the staff hold Internal Verifier qualifications which allows staff to share Internal Verification and ensure all assessors are supported through the process. Staff certificates are held in a central file along with a CPD log. | | | The centre have just started a CPD activity for staff to continually think about how they engage the candidate in the learning process. It will be interesting to track the progress as the staff go through the modules of the course. | Continue to update CPD logs as and when events occur, last CPD was dated 2015 although all staff were going through a 'Later Learning' CPD programme which started on the date of the visit. |
| 2.4 | There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials. | High | Green | Team meetings allow the centre to log and discuss key aspects of the programme from individual unit delivery to up coming events for CPD and EV visits. The site selection checklists that are in the master folder were completed in 2014-15, it may be worth updating these on a cyclical basis to ensure the environments remain fit for purpose. The Internal Verifier has completed observation reports on the assessors and this report contains information on the environment and if it is suitable for delivery and assessment. | | | | |

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 | The candidate completes a thorough induction to the programme where their current qualifications and additional needs are detailed and planned for. All players enter the programme with the intention of becoming a Professional Football player, however the centre look at what additional/diverse needs the candidate may have to engage them in activity wider than just football. The candidate has regular reviews on their progress which has input from themselves, their coach and the assessor. | | | The centre are continually trying to engage and develop the employer in the process of reviewing the candidates, ensuring the Coach's feedback is specific to the individual's needs and progress. | |
| 3.3 | Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly. | Medium | Green | Regular reviews track the progress of the candidate which is influenced by the coach at the club and assessor. The candidate also has a detailed assessment plan for each unit which determines what evidence will cover what criteria. Both the candidate and assessor sign off this document as agreed. Assessors visit centres on average once every two weeks. | | | | |

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 | <p>The centre have an overview of IV which is a tracker of what has been completed rather than a plan of activity. All IV was completed at a standardisation day held in February 2017. All units were IV'd covering all assessors and offered feedback on the process the assessor has went through to gather the candidate's evidence. The centre have a copy of the assessor guidelines for the SVQ3 as part of their master folders. The centre also have an Internal Quality Assurance policy 2016 V1 which has a footnote of 09/06/2016 to allow any updates to be noted accordingly.</p> <p>All assessors receive copies of the unit matrix to allow them to judge evidence presented against the standards and what it should cover.</p> | | | | <p>The centre should retain the 2017 IV evidence and build on that for the coming years, planning out when IV will take place knowing when candidates started, what units they will do when and when they are likely to complete. Maybe create an IV plan to spread IV rather than one big event?</p> <p>Where the IV has made comments relating to the feedback recorded by the assessor they to could maybe offer a little more direction to the assessor in what they would expect to see in the feedback. Rather than just stating 'more feedback required' or 'excellent work' what depth of feedback is advised and what was excellent about the work?</p> |
| 4.3 | Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair. | High | Green | <p>The IV sample forms have columns for the IV to complete and indicate if the method of assessment is valid, authentic, sufficient, reliable and current. It would be advantageous to see feedback on the assessment process in relation to these headings to determine how they were indeed valid, reliable or fair etc. The centre have a matrix which highlights what evidence will cover what criteria in each unit. When reviewing these at the start of a new intake it would be advantageous to include how the evidence and assessment methods are valid, reliable, practicable, equitable and fair, in effect completing pre delivery Internal Verification and offering comments on the process the centre are going through.</p> | | | | |

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| 4.4 | Assessment evidence must be the candidate's own work, generated under SQA's required conditions. | High | Green | Candidate evidence is generated on site under the supervision of the assessor for the majority of the time. There is a candidate declaration of authenticity at the front of each portfolio to state it contains the candidate's own work. The candidate and assessor also sign off evidence with a date to further ensure the evidence is valid and reliable. The centre should consider signatures on all evidence even if there isn't a signature area in place at present. The centre have the assessment strategy and are aware that simulation is not to be used and they follow the advised methods of assessment. | | | | |
| 4.6 | Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements. | High | Green | All assessors have knowledge of the standards, the standards are held within each portfolio. This allows the assessor to judge the work presented against what it should/could cover before signing it off in the index of evidence page. As assessors work across sites they are able to ensure consistency by working towards these documents and standardisation meetings, where IV is completed, ensures their assessment decisions are accurate. | | | | Ensure work is not signed off until fully completed and that each piece of evidence has been signed and dated by the candidate and the assessor, or if the work is not present in the portfolio due to it being required elsewhere ensure a copy is put in place. |
| 4.7 | Candidate evidence must be retained in line with SQA requirements. | High | Green | Portfolios are stored by the clubs or retained by assessor from week to week, whichever is safer and more practical. This is during the candidate's time on the programme however once completed the portfolios will be returned to the candidates or destroyed depending on the candidate's request. | | | | |
| 4.9 | Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice. | Medium | Green | The next meeting in April 2017 will be an opportunity to disseminate any information or detail recorded in the EV report. Minutes will reflect the discussions and any immediate actions are dealt with as soon as possible. | | | | |

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| Summary of Feedback to Centre | The feedback given at the end of the visit was on the content of the report so an open discussion could take place to highlight any areas of contention or if something had been missed. |
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| Name of Centre Representative present during feedback | |
|--|------------------------------|
| Name | Designation |
| Eric Dawes | Head of Centre |
| Patricia Keppie | Assessor / Internal Verifier |
| Tom Docherty | Assessor / Internal Verifier |

| 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 Daws | IV | G927 23 / GK77 23 | Yes | Ass ('94) Ver ('94) | |
| Patricia Keppie | IV | G927 23 / GK77 23 | Yes | Ass ('95) Ver ('96) | |
| Tom Docherty | IV | G927 23 / GK77 23 | Yes | Ass ('95) Ver ('96) | |
| Marco McIntyre | IV | G927 23 / GK77 23 | Yes | Ass ('09) Ver ('10) | |
| Colin Ireland | IV | G927 23 / GK77 23 | Yes | Ass ('07) Ver ('10) | |
| John Ritchie | A | G927 23 / GK77 23 | No | Ass ('08) | |

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| Evidence Seen | Portfolios from all sites the centre deliver to were presented at the visit, across all assessors. A wide and varied sample was presented. |
| Spontaneous Sample | Due to the large volume of candidates the centre were asked to present either 25% or a minimum of 3 portfolios from each club/site they have candidates at. There were over 50 folders presented to offer a wide range of evidence to sample. |
| General Information | The centre have been delivering SVQs for a number of years and are competent in delivering and assessing the award. |
| Observation of Assessment Practice | N/A |

| Details of feedback for SQA | |
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| Feedback to ASV | N/A |
| Feedback to QV | N/A |

| Previous Recommendations |
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| No previous recommendations. |