

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	79931		
Centre Name	Lorndale Aberdeen Ltd T~A Great Western ATC	Centre Number	3004740
External Verifier Name	*****	External Verifier Contact Details	*****
Double Banker Name (if applicable)		Date of Visit	07 May 15
Head of Centre Name	*****	Head of Centre Email Address	
SQA Co-ordinator Name	*****	Centre Email Address	*****
Verification Group	Child Care	VG Code	84
Verification Block	SV		
Units Allocated	G81W 24,G81X 23,G81Y 22,GH5V 22,GH5W 23,GH5X 24	Sites Visited	356-358 Great Western Road Aberdeen
Actual Units Verified (if different from allocation)	G81Y22: DR5G04, DR8A04, DT1H04 G81X23: DR7904, DR7704, DT0D04 G81W24: DR7L04, DT1M04, DT1L04 GH5W23: H5LC04, H5LD04, H5LE04 GH5X04: H5VT04, H5VV04		
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			

Records of Discussions

Discussions with Candidates	Yes
if YES, please provide a brief summary of the discussion:	Spoke to three level 3 candidates and one level 4 candidate. All had a clear induction to their award. They appreciated the level of support and contact with their assessors(every 2 weeks) and knew what to do if they weren't happy. They felt doing their awards had a positive influence on their practice.
Discussions with Staff	Yes
if YES, please provide a brief summary of the discussion:	Spoke to the centre head who showed me the assignments they had created to support candidates on the new awards. Following the recommendation from the previous visit they have reduced the number of assignments. It was agreed they were appropriate.

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ATC

Discussions with Assessors and/or IV	Yes
if YES, please provide a brief summary of the discussion:	We discussed the difficulty candidates have in writing reflectively using 'I' statements. Most were writing, in particular, in unit H5LD04 about procedures in their setting and claiming as performance criteria. Candidates need to give examples of real situations where they have dealt with health and safety issues in every day work practice. Assessors agreed with this and will support their candidates to do this. Also gave feedback on the recent SQA Customer Support Events which assessors/verifiers had been unable too attend.

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	All assessors/verifiers had a good level of CPD activity in relation to the awards ensuring up to date knowledge of the standards. All CPD records were up to date and the recommendation from the previous visit that CPD is an agenda item for meetings has been met.				
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/verifiers have registrable qualifications in relation to the assessment strategy for the SSCYP awards. Assessors/verifiers who have predecessor qualifications in assessing/verifying have completed the SQA Toolkit to match these to the current L&D standards as recommended in the previous report.				
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	Site checklists ensure that candidates have access to equipment, resources and policies to support evidence for their awards. Assessment procedures were reviewed in February 2015. New assignments have been produced to support candidates in the new award.			The resource to guide candidates on legislation, policy, codes of practice, care standards and Government guidance is clear, attractively prepared and accurate.	

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 receive a high level of support. Any learning needs are identified at the start of the award and if extra support is required this is documented and put in place. An example of this was seen in a candidate's portfolio.				

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	Assessment and verification procedures were reviewed in February 2015 and meet SQA requirements Assessment procedures reflect the assessment strategy for the awards. The internal verification procedures detail the sampling strategy which was reflected in the verification records sampled..				
4.2	The centre must provide documented evidence to ensure that assessments are valid, reliable, equitable and fair.	High	Green	The internal verification record form states that the VARCS principles in line with Learning and Development standards should be checked when verification takes place and this was demonstrated in records seen. All candidates have equal access to assessment and this is reflected in the Equal Opportunities Policy.				
4.3	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.	High	Green	All assessment judgements were consistent and candidates received constructive feedback to ensure standards were met. There was evidence in standardisation minutes that assessors compared their responses to assessments and also looked at expected evidence for assignments. Internal verification records confirmed assessors were accurate and consistent.			Assessment planning and feedback continues to be of a high quality.	

4.5	The centre must take steps to ensure that assessment evidence is the candidate's own work.	High	Green	There is a policy for malpractice and plagiarism. Candidates sign a disclaimer to say the work they produce is their own. At the completion of a unit candidates also sign it is their own work. Plagiarism is part of the induction process.				
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	Preparation for, and how to conduct an external verification visit, is contained in the verification procedures. The centre complied with all requests for information and had everything accessible on the day. Candidates and staff were available as requested.				
4.7	Candidate evidence must be retained in line with SQA requirements.	High	Green	The centre is aware of the timescale for the retention of evidence and comply with SQA requirements.				
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	The centre has a new form which details any actions to be taken, who is responsible and timescales. The recommendations from the previous report were recorded and signed off when completed.				

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	There was evidence in emails of contact with SQA and issues dealt with. Regular team meetings show evidence of discussion around the awards particularly the new awards. There were records of separate meetings for verification issues.				

Summary of Feedback to Centre		The centre was informed that they had met the quality assurance criteria showing significant strengths. The quality of support offered to candidates continues to be an area of strength.			
Name of Centre Representative present during feedback					
Name			Designation		
*****			Quality Assurance Coordinator/assessor/verifier		
*****			Assessor		
*****			Assessor		
*****			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
*****	A	G81X23, GH5W23	Yes	L&D9D1	
*****	A	G81X23,G81W24, GH5W23	Yes	D32,33	
*****	IV	G81X23	Yes	V1	
*****	A	G81Y22,G81X23, GH5W23,GH5X24	Yes	A1	
*****	A	G81X23	Yes	A1	
*****	IV	G81Y22,G81X23, G81W24,GH5W23,GH5X24	No	D34	
Evidence Seen	One CCLD2 portfolio, six CCLD3, seven SSCYP3 , one CCLD4 and one SSCYP4 portfolios were sampled. Overall candidates were writing to the appropriate SCQF levels .Candidates however need to be writing reflective accounts on what they are doing rather than general comments of what happens in their centre. Candidates showed good knowledge supported by the tasks the centre has given them, particularly in relation to legislation, policy, and Government guidance. Level 4 candidates should be showing more ability to reference their work to reflect SCQF level 9. In all portfolios there was strong evidence of assessment planning and feedback to candidates.				
Spontaneous Sample	Not applicable.				
General Information	Not applicable.				
Observation of Assessment Practice	Not applicable.				
Previous Recommendations					
All previous recommendations were met.					