



**Higher National Qualifications
Internal Assessment Report 2016 (China)
Learning and Development**

The purpose of this report is to provide feedback to centres on verification in Higher National Qualifications in this subject.

Higher National units

General comments

Centres were well prepared for their visits and in each case, the centre's policies and procedures, staff information, internal verification records, records of meetings and assessment records were available.

All centres visited were using the correct version of the unit specification and either the SQA produced assessment support pack (ASP) or the centre's own instrument of assessment for the unit. In one centre, the staff had misinterpreted the delivery requirements for the unit and had no evidence to show for assessment tasks 3 and 4. In this case, an action was agreed with the centre to send evidence of assessment and internal verification to SQA for tasks 3 and 4. In another centre, candidates had not been asked to produce the full evidence requirements for outcome 2, ie the candidates had not designed training programmes in line with unit requirements. Again, an action was agreed with the centre to provide this evidence. In both cases the evidence was provided on time and both centres now show significant strengths.

Evidence requirements

Two out of four centres visited had problems correctly identifying evidence requirements for the unit. In the case of the first centre this was a genuine misunderstanding. In the second case the centre had failed to implement the evidence requirements correctly. However, as above, once the required evidence had been generated, assessed and submitted to SQA, it then confirmed both centres as having a full understanding of SQA's requirements.

Administration of assessments

Each centre was using either the SQA ASP or a centre-devised instrument of assessment for the unit. There was evidence in each centre of planning and carrying out the assessments and there was clear feedback from assessor to candidate. Where remediation had been identified, this had been completed and assessments recorded as complete.

General feedback

Candidates were interviewed in all centres visited and in each case they confirmed that they received guidance and support from their assessors. Feedback had also been recorded on assessment records. The marking of candidates' work paid attention to detail in terms of grammar and spelling. The standard of written English sampled was of a high standard.

Areas of good practice

In preparation for the external verifier visit for Learning & Development, one centre had created a 'centre evidence' template using the SQA quality assurance criteria. This ensured the visit went smoothly as all evidence was located in

advance and was readily available to the external verifier on the day. This was noted as good practice.

Specific areas for improvement

Specific areas for improvement included the following:

- ◆ CPD records to contain more specific L&D activities
- ◆ Internal verifiers to indicate the evidence sampled by signing and dating the relevant evidence
- ◆ Internal verification records to be completed in a way that confirmed when internal verification actions/recommendations have been completed