



Higher National Qualifications (China)

Qualification Verification Summary Report 2018

Legal Services

Introduction

External verification undertaken in academic session 2017–18 for verification group 260 covered the following units:

F84P 34 Business Law: An Introduction
F84N 34 Business Contractual Relationships
DE5H 35 Company Law

All assessors and internal verifiers have an excellent understanding of the evidence requirements and the knowledge and skills in the unit specifications for the above units.

All centres had used the SQA-devised instruments of assessment which are available for download from the China secure website.

Category 2: Resources

Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.

Staff in all centres involved in the delivery, assessment and internal verification of the units externally verified were academically qualified and all provided current and relevant CPD.

Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.

All visiting activity undertaken showed that the centres had carried out regular reviews of the assessment environments; the equipment; and reference, learning and assessment materials.

The evidence provided included checklists, photographs of the teaching and assessment rooms, and current booklists.

Category 3: Candidate support

Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.

The visiting external verification activity undertaken this academic session showed that all candidates had successfully completed a foundation course along with passing IELTS at 4.5 before being allowed access to the HND programme.

Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.

All candidates at the centres had been provided with regular contact with their assessor to review their progress and review their individual learning plans.

Evidence of completed logs which had been signed by both the candidate and assessor was made available on the date of the visits.

Category 4: Internal assessment and verification

Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment

All centres provided copies of their internal verification policies.

The internal verification processes had been correctly implemented and carried out in all the centres externally verified.

Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.

All centres were using SQA-devised instruments of assessment.

All centres provided a copy of the current unit specification, instrument of assessment and the re-sit instrument of assessment on the date of the external verification activity.

Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.

All assessment evidence had been conducted according to the SQA requirements set out in the unit specifications. All candidates had signed that the work was their own when undertaking an assessment. All candidates were aware of the centre's malpractice policy and the consequences of noncompliance.

In all centres, if plagiarism is detected, candidates would need to undertake an alternative instrument of assessment. No plagiarism was detected during the external verification activity.

Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.

All candidate evidence reviewed in the centres had been accurately and consistently judged by the assessors. All candidate rework and re-do had been clearly identified.

All internal verification activity had been carried out according to the centre's policies.

Criterion 4.7: Candidate evidence must be retained in line with SQA requirement

All candidate evidence had been retained in a secure environment in all centres in accordance with SQA requirements.

Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.

All centres had policies for the feedback of the results from an SQA external verification activity. Meetings were held where all reports were disseminated and discussed by the members of the team involved in the delivery of the HN programme.

Minutes of the relevant meetings were provided by all the centres.

Areas of good practice reported by qualification verifiers

The following areas of good practice were identified in academic session 2017–18:

- ◆ A detailed timetable of assessment dates had been provided to all candidates in one centre.
- ◆ One tutor held English language tutorials specific to the units being undertaken by the candidates.
- ◆ Candidates in one centre were provided with the opportunity to feedback on course issues, thus allowing changes to be made for the next academic session.

Specific areas for development

None identified.