



PROFESSIONAL DEVELOPMENT CONFERENCE CHINA

Roles and Responsibilities

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Working in Partnership



PROFESSIONAL DEVELOPMENT
CONFERENCE CHINA

Roles and Responsibilities



SQA

- Development and review of qualifications to meet changing demands
- Support and guidance to ensure delivery of high quality programmes
- Quality Assurance of delivery

Roles and Responsibilities



Dean/Vice Dean/Senior Management

- Responsible for establishing and delivering the strategic direction
- Provide a range of high quality programmes which meet the needs of students/industry
- Leadership and development of innovation in teaching and learning

Roles and Responsibilities



SQA

- Supply documentation to support delivery
- Provide training to increase knowledge and understanding
- Provide marketing material
- Online resource - including teaching support material www.cn.sqa.org.uk

Roles and Responsibilities



SQA Co-ordinator

- Effective flow of communication between SQA and centre
- Maintains documentation library
- Maintains student data
- Facilitates Systems and Visiting Verification



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Roles and Responsibilities



SQA

- Availability of assessment materials
- QA documentation
 - Guide to Assessment
 - Guide to Internal Verification
 - www.cn.sqa.org.uk

Roles and Responsibilities



Assessors

- Knowledge and understanding of unit specifications and related assessment material
- Ensure appropriate instruments of assessment applied
- Assessment plans, feedback and contribute to standardisation

Roles and Responsibilities



SQA

- QA Documentation
 - Guide to Internal Verification
- Development visits – by request
- External Verification report
 - Highlighting points of success
 - Guidance on areas of concern

Roles and Responsibilities



Internal Verifier

- Knowledge and understanding of unit specifications and related assessment material
- Support Assessors
 - Standardisation
 - Development
- Liaise with External Verifier during visiting Verification
- Ensure actions followed up



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