



**Higher National Qualifications**

**Qualification Verification Summary Report 2018**

**Supply Chain Management (China)**

## **Introduction**

### **Units**

H2X3 35	International Purchasing and Supply
H31C 35	Using Sources of Export Assistance
H31G 36	Supply Chain: Tactics and Techniques
HE0A 35	Supply Chain: Total Quality Management
H31K 34	Supply Chain Business Analysis: An Introduction to Techniques
H31H 34	Supply Chain: Capacity Planning and Production Operations
H35K 35	Supply Chain Management: Graded Unit 2
F26Y 35	International Logistics
H2X3 35	International Purchasing and Supply
H31C 35	Using Sources of Export Assistance
H35J 34	Supply Chain Management: Graded Unit 1

The evidence examined was well-organised and assisted the verification process in centres that were visited. There was frequent and professional communication between assessors, internal verifiers and their candidates, resulting in content, happy, committed and motivated candidates. The standard of assessment and verification at all centres visited was high with well-documented policies and procedures in place along with evidence of their effective implementation.

### **Remote verification**

No major issues were identified with remote verification, in contrast with the previous year. This was a reflection of the willingness of centres to immediately investigate and resolve identified issues.

## **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.**

The CVs of the assessors and internal verifiers all demonstrate a very high standard of academic and occupational experience. CPD records for the internal verifiers and the assessors were available for review and contained adequate and suitable details.

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

The evidence provided demonstrated effective and frequent communication between the assessors and the internal verifiers. Regular meetings are held at centres. These are effectively recorded and cover such areas as: review of outcomes, marking scheme discussions, judgements, unit specifications review, extra teaching material, and pre-delivery checklists.

Group discussions at centres cover effective teaching of the course and the requirements, materials, teaching plans, marking schemes, etc.

In addition, centres operate internal verification pre-delivery checklists that ensure that reference, learning and assessment materials, equipment and assessment environment are considered.

## **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 induction processes at all centres initially identify development needs and prior achievements. The effective use of tutorial record forms ensures accurate and targeted action to address candidate development needs.

This induction process and ongoing candidate-assessor interaction ensures individual and targeted development needs also identify any unique requirements.

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

Tutorial record forms demonstrate frequent formal contact between candidates and their assessor, with detailed candidate questions and issues documented along with assessor responses and advice. More informal contact between candidates and assessors is available through the normal social media channels.

## **Category 4: Internal assessment and verification**

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

At all centres, assessment and verification handbooks are available to assessors along with relevant unit specifications, marking schemes, etc. The assessors and internal verifiers work closely together, which helps to ensure standardisation of assessment.

The evidence provided by all centres is very good and includes detailed and specific graded unit planning documents that incorporate the individual assessor/verifier responsibilities and subjects covered, along with timings and duration.

All centres provide normal procedural guidance documents.

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

At all centres the minutes of meetings showed effective communication between staff regarding assessment standards, and included a focus on the suitability and validity of the assessment instruments. Candidate papers demonstrated fair and consistent marking.

The instruments of assessment currently being used meet SQA requirements.

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

#### **Visited**

Each candidate signs a statement of authenticity and induction documentation provides good definitions of plagiarism. This makes it clear to candidates what is, and is not, allowed. Induction material also explains the correct use of referencing and acknowledgements.

#### **Remote**

At all centres, the candidates are made aware of the definition of plagiarism and the requirement to provide only their own work — all candidates sign a declaration confirming that the assessment is their own work. The assessors' marking reviews and feedback, together with the internal verification procedures and reviews, support this.

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

The candidates' papers sampled confirm that their work is being judged accurately and consistently by assessors and that the requirements set out in the unit specifications are being met.

The papers also confirm that verified instruments of assessment are being used.

**Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

Centre retention policy documents were available and meet SQA requirements.

The evidence provided shows a documented data management system procedure in place at one centre.

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

Regular and frequent staff meetings at all centres demonstrated very effective communication in all aspects, including dissemination of feedback from external verifiers.

## **Areas of good practice report by qualification verifiers**

None identified.

## **Specific areas for development**

None identified.