SQA Advanced Qualification (China)

Qualification Verification Summary Report 2024

Personal Social Development

Verification group number: 159

Introduction

HP6M 48 — Personal Development Planning

The Personal Development Planning (PDP) unit was delivered in the following SQA Advanced Diploma in Business Frameworks: GT32 48 and GM51 48.

SQA External Qualification Verification in the PDP unit (HP6M 47) took place across three centres in 2024.

All centres were praised for the high standards achieved in candidate performance and each achieved an overall 'High Confidence' rating from SQA across all categories (Resources; Candidate Support and Internal Assessment and Verification).

This Qualification Verification Summary Report (QVSR) has been written to inform all centres in China of PDP qualification evaluative feedback directly linked to SQA reporting criteria (2.1–4.9) including Good Practice and Recommendations for all centres to consider going forward.

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.

All centres provided copies of assessors' and internal verifiers' professional certificates and occupational competence. Professional qualifications and occupational competence revealed staff were qualified to degree and master levels.

CPD records provided by assessors and internal verifiers demonstrated that staff were qualified to deliver, assess and verify the PDP unit. However, while there was CPD evidence listing areas for course preparation in the delivery of the PDP unit HP6M 47, as well as skill enhancement, there was no information on how this development/training would be used in the delivery of the PDP unit.

Assessors and internal verifiers in all centres had completed some form of SQA training, but it was unclear how this was being applied while delivering qualifications. Almost all CPD records detailed training activities undertaken, but lacked information or explanation on how the training was going to be implemented in the qualification delivery.

Most centres maintain comprehensive assessor/internal verifier CPD records dating back many years, but very few ensure CPD activities demonstrate competence aligned in the current

session to qualification delivery and the importance of showing subject-specific currency and competency.

Key recommendations were made to all centres to enhance the qualification delivery:

♦ Assessors and internal verifiers should provide a record of CPD which details information on what has been gained from the CPD training and how it will be beneficial to the classroom and unit delivery.
♦ Assessors and internal verifiers should participate in subject knowledge CPD to develop their understanding of PDP and to keep up-to-date with skills in this area, for example: '*This QVSR could be distributed to staff to inform them of subject specific evaluative feedback and how this can be applied to PDP learning and teaching and assessment delivery.*'

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

This criterion was exempt during qualification verification in session 2023–24.

However, almost all centres utilise SQA assessment exemplars when delivering the PDP unit: HP6M 47. Very few centres devise their own assessment materials as almost all prefer to follow SQA marking guidelines and PDP learning and teaching approaches to develop candidate portfolio evidence through the planning, implementation and evaluative stages (stages 1, 2 and 3).

Candidates have access to up-to-date ICT facilities within all centres, including ICT equipment to create a digital portfolio, with most using One File.

All centres provided a range of documentation to support pre-delivery and ongoing and post-delivery quality assurance checks, for example, learning and teaching schedules; assessment instruments and marking schemes; quality assurance pre-, mid- and post- checklists; standardisation meeting records; assessor/internal verifier checklists; sampling records; and candidate results matrices.

Recommendations
♦ All centres should continue to review learning and teaching and assessment and reference materials on an annual basis to ensure currency in the delivery of the PDP unit.
♦ Centres delivering the PDP unit should consider sharing SQA feedback to inform and enhance learning and teaching and assessment approaches going forward, for example, with advances in digital technology, the candidate portfolio could have a 'professional makeover'. The portfolio should be something the candidate can keep and use in a professional capacity on completion of their Advanced Diploma studies.

Category 3: Candidate support

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

This criterion was exempt during qualification verification in session 2023–24.

However, qualification verification in 2023/2024 confirmed all centres provided records of candidates' prior achievements, development needs, and details of ongoing support throughout the delivery of the PDP unit.

The external verifier commented:

> *The centre provided copies of certificates for English language tests which showed appropriate levels of English and photographs on the certificates to verify the identity of the candidate.*

> *Individual tutorial records in one centre did not provide a realistic overview of what the assessor would have discussed with individual candidates.*

> *Some assessors provide an assessment summary report which highlight issues with the delivery of the unit as well as an overview of candidates' performance and achievements across the different outcomes.*

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

This criterion was exempt during qualification verification in session 2023–24.

All candidates have scheduled timetabled contact with assessors throughout the delivery of the PDP unit and centres provide records of the scheduled weekly timetable delivery. The assessment summary reports provided by some centres document 1-1 sessions with the assessor to record individual candidate progress and to revise/re-do parts of the PDP portfolio to ensure the qualification standard is being met.

Category 4: Internal assessment and verification

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

External verifier feedback confirmed the following:

Internal verification had taken place in all centres at the pre-, mid- and post-delivery stages.

All centres have a clear assessment and marking schedule for the unit and fully understand when candidates should have a re-take or a re-do.

Assessment summary records indicate that the centre is reflecting and reviewing success rates for each outcome and the PDP unit overall. (The % pass rate for the unit reflected good success rates across all three centres: 64%; 69% and 79%.)

Internal verification minutes provided evidence to indicate assessors and verifiers fully understand the purpose of the unit and how it is holistically assessed via a portfolio.

To ensure standardisation the centre is using appropriate checklists developed from the ASP.

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

All centres involved in external verification in 2024 were using the current SQA unit specification:

SQA Advanced Unit: Assessment Exemplar
Personal Development Planning — HP6M 47
SCQF level 7
Publication date: August 2017
Publication code: HP6M 47/AEX001/AQ

Almost all centres utilise the SQA assessment exemplar and recommended exemplification materials in the delivery of the PDP unit (HP6M 47).

Personal Development Planning is 'a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development' (QAA 2001).

It is important to recognise that PDP is a 'holistic process' to help a candidate to identify and evaluate their own educational and professional needs.

The Personal Development Portfolio 'is the folder/file in which, throughout the process, a candidate stores and organises his/her evidence of achievement and development'.

While there is a degree of security in the use of SQA assessment exemplar materials produced in 2017, centres should not be afraid to create their own centre-devised assessment instruments which should be significantly different to those that exist already. Centres can make a request for a development virtual visit from SQA to support the development of a centre-devised assessment instrument for the PDP unit.

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

This criterion was exempt during qualification verification in session 2023–24.

Candidate portfolio evidence is signed off by the assessor and the cover sheet includes a record of the candidate's name, SQA number and a signed and dated authentication statement that the work produced is their own. Portfolio evidence also includes photo identification of the candidate.

Centre quality assurance documentation is almost always provided and clearly specifies assessment procedures and conditions and candidate induction programmes which focus on SQA processes and procedures. Candidates are made aware of centre procedures in cases of malpractice or plagiarism.

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

External verification highlighted the following feedback to centres:

All centres provided clear records of candidate results recording the number of attempts per outcome and collating the final class results overall. Candidate evidence included assessment checklists and marking schemes for the PDP unit: HP6M 47.

Assessment decisions were valid for satisfactory and re-do candidate evidence.

Assessors provided detailed and constructive feedback on candidate evidence and on checklists. The scoring of evidence was accurate. Assessors and internal verifiers clearly understand when a candidate should be provided with the opportunity for re-do or re-assessment.

Portfolio evidence for Outcomes 1, 2 and 3 was presented in a report format with indexed sections covering the evidence requirements. The organisation of the appendices to show all the supporting evidence was excellent. The verifier commented that: '*This provides a clear overview of discussions with tutors and key people in the candidate's life.'*

Candidates produced realistic and measurable action plans with a diary of activities to achieve their objectives. They viewed their personal development in a holistic way which included physical, social and mental development.

For Outcome 3 candidates were able to review and evaluate their plans and personal development in detail.

The interview with tutor summary sections provides a positive and constructive overview between the candidate and the tutor.

There is clear evidence of self-reflection and analysis throughout each outcome and the level of English in the reports in one centre was completed to a high standard.

Good practice was noted in one centre:

External verifier comment: '*With the support of the assessor, the candidates are producing excellent personal development plans which are analytical and reflective. The evidence for all outcomes was to a high standard.'*

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

This criterion was exempt during qualification verification in session 2023–24.

All centres retained candidate evidence in line with SQA external verification requests. All centres made available internal quality assurance policy documentation which fully detailed SQA procedures in the retention of candidate evidence.

Some centres are moving away from paper-based portfolio evidence and using One File to retain an electronic digital copy of candidate evidence.

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

This criterion was exempt during qualification verification in session 2023–24.

Centres in China embrace the opportunity to disseminate qualification verification feedback to staff. Although qualification verification was carried out remotely, staff have the opportunity during a virtual meeting on MS Teams to discuss the feedback provided and any development recommendations and/or good practice.

Although qualification verification in 2023–24 did not request evidence for generic criteria 2.4, 3.2, 3.3, 4.4, 4.7 and 4.9, all centres provided documented internal quality assurance evidence to support internal quality assurance systems and procedures.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2023–24:

Due to the support provided by the assessor in one centre:

♦ 'Candidates are producing excellent Personal Development Plans which are analytical and reflective'.
♦ 'Candidate portfolio evidence for all outcomes was to a high standard'.

Specific areas for development

The following areas for development were reported during session 2023–24:

2.1
♦ Assessors and internal verifiers should provide a record of CPD which details information on what has been gained from the CPD training and how it will be beneficial to the classroom and unit delivery.
♦ Assessors and internal verifiers should participate in subject knowledge CPD to develop their understanding of PDP and to keep up-to-date with skills in this area, for example, '*this QVSR report could be distributed to staff to inform them of subject specific evaluative feedback and how this can be applied to PDP learning and teaching and assessment delivery'*.

2.4
♦ All centres should continue to review learning and teaching and assessment and reference materials on an annual basis to ensure currency in the delivery of the PDP unit.
♦ Centres delivering the PDP unit should consider sharing SQA feedback to inform and enhance learning and teaching and assessment approaches going forward, for example, with advances in digital technology the candidate portfolio could have a 'professional makeover'. The portfolio should be something the candidate can keep and use in a professional capacity on completion of their Advanced Diploma studies.

4.3
While there is a degree of security in the use of SQA assessment exemplar materials produced in 2017, centres should not be afraid to create their own centre-devised assessment instruments which should be significantly different to those that exist already. Centres can make a request for a development virtual visit from SQA to support the development of a centre-devised assessment instrument for the PDP unit.