

Qualification Verification - Report

Qualification verification is the process we use to confirm that SQA centres comply with the quality assurance criteria and are assessing their candidates in line with national standards. Guidance for centres relating to the qualification verification visit can be found at www.sqa.org.uk/qualityassurance.

Event ID	93104		
Centre Name	Oilean (Training And Nurture) Ltd	Centre Number	3005178
External Verifier Name	Raymond McDonald	External Verifier Contact Details	raymondmcd@hotmail.com
Double Banker Name (if applicable)		Date of Visit	11 Jul 18
Head of Centre Name	Mr John Cran	Head of Centre Email Address	fidelma@oilean.co.uk
SQA Co-ordinator Name	Fidelma Muraska	Centre Email Address	fidelma@oilean.co.uk
Verification Group	Core Skills: Numeracy	VG Code	340
Verification Block	SV		
Sites Visited	Kirkcaldy		
Actual Units Verified (if different from allocation)	F42A 04 - Workplace Core Skills Numeracy Level 4		
	F42B 04 - Workplace Core Skills Numeracy Level 5		

Summary of Visit		
	Outcome Statement	Non-Compliant Criteria
Resources	High Confidence identified in the maintenance of SQA standards within this Verification Group	
Candidate Support	High Confidence identified in the maintenance of SQA standards within this Verification Group	
Internal Assessment and Verification	High Confidence identified in the maintenance of SQA standards within this Verification Group	

Sanctions	
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Records of Discussions	
Discussions with Candidates	No
if YES, please provide a brief summary of the discussion:	
Discussions with Staff	Yes
if YES, please provide a brief summary of the discussion:	See details below regarding discussion with assessors and/or internal verifiers.
Discussions with Assessors and/or IV	Yes
if YES, please provide a brief summary of the discussion:	<p>We discussed the type of evidence and the amount of evidence that would be required at both level 4 and level 5.</p> <p>We considered the framework document for the units and the Assessment Support Packs.</p> <p>The centre policy for sampling for internal verification was discussed.</p> <p>The use of naturally occurring evidence was also discussed and some good examples were suggested by centre staff.</p>

Outcome Summary

2.1	2.4				
3.2	3.3				
4.2	4.3	4.4	4.6	4.7	4.9

Resources

	Criteria	Impact	Compliance Level	Comments	Agreed Action	Good Practice	Recommendations
2.1	Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.	High	Green	The assessors and internal verifiers have appropriate qualifications and have the necessary experience to support candidates with the workplace core skills numeracy units.			
2.4	There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.	High	Green	<p>Site Selection checklists are used and centres are registered with SSSC. This includes checking the Assessment Environment (includes access to equipment), Health and Safety issues, candidate Induction and access to Policies and Procedures.</p> <p>Reference, learning and assessment materials are reviewed at standardisation meetings which are held every 2-3 months.</p>			

Candidate Support

	Criteria	Impact	Compliance Level	Comments	Agreed Action	Good Practice	Recommendations
3.2	Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.	Medium	Green	<p>Candidate prior achievement is reviewed during the induction process.</p> <p>Assessors use the candidates SCN number to access their details on SQA Connect.</p> <p>This ensures that they are registered on the correct unit for the award.</p>			
3.3	Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.	Medium	Green	<p>Candidates are in regular contact with their assessor, by email and text, to review progress and set targets. Formal face to face meetings take place every 3 months to ensure that portfolios are updated and satisfactory progress has taken place.</p>		Centre staff have excellent relationships with candidates and communicate on a regular basis.	

Internal Assessment and Verification

	Criteria	Impact	Compliance Level	Comments	Agreed Action	Good Practice	Recommendations
4.2	Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.	Medium	Green	<p>A robust internal verification procedure is in place providing good feedback to both assessors and candidates.</p> <p>Centre is very well organised. All necessary documentation was made available. Assessment and internal verification decisions are clearly documented.</p>			
4.3	Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.	High	Green	<p>Candidate evidence is of a consistently high standard.</p> <p>The assessments used by the centre were based on the materials in the Assessment Support Pack, but contextualised for the vocational background of the candidates.</p> <p>Naturally occurring evidence was used where possible.</p>			<p>Centre staff will continue to develop a range of contextualised assessments for levels 4 and 5.</p> <p>The assessments should be cross reference to the items in the unit checklist.</p>
4.4	Assessment evidence must be the candidate's own work, generated under SQA's required conditions.	High	Green	<p>Candidates complete a disclaimer statement in their portfolio regarding plagiarism.</p> <p>The centre has a malpractice and maladministration policy.</p> <p>Candidates will normally complete assessments under formal supervised conditions.</p>			
4.6	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.	High	Green	<p>Model answers and marking schemes are available to ensure that all assessors mark in a consistent manner against the requirements of the units.</p>			
4.7	Candidate evidence must be retained in line with SQA requirements.	High	Green	<p>Candidates evidence is retained for at least 3 weeks after the completion date.</p>			
4.9	Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.	Medium	Green	<p>The feedback is circulated to all assessors/internal verifiers on receipt and is discussed at the next standardisation meeting.</p>			

Summary of Feedback to Centre	<p>All assessors and internal verifiers have the appropriate qualifications and have the appropriate occupational experience to support this award..</p> <p>Workplaces are checked to ensure their appropriateness in relation to accommodation, equipment, health and safety, learning and reference material to support this award. This is a requirement of registration with SSSC.</p> <p>The discrete assessments meet the requirements of the units.</p> <p>Assessment and internal verification decisions are documented.</p>
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Name of Centre Representative present during feedback	
Name	Designation
John Cran	Head of Centre
Stephen Morton	Business Manager

Assessors / IV					
Name of Assessor/IV	Assessor/IV	Awards/Units Sampled (eg. enter the codes and levels - G123 21)	Interviewed on the visit (Yes/No)	Assessor/Verifier Qualifications Achieved if applicable	Assessor/Verifier qualifications being worked towards with target dates
Fidelma Muraska	IV	F42A 04, F42B04	No	D32, D33, D34	
John Cran	IV	F42A 04, F42B04	Yes	A1, V1	
Stephen Morton		F42A 04, F42B04	Yes	A1	V1 (June 2019)
Margaret G	IV	F42A 04, F42B04		A1, V1	

Evidence Seen	Candidate Evidence, Site Selection Checklist, Standardisation Minutes, IV Minutes, Policies relating to Assessment and Verification
Spontaneous Sample	N/A
General Information	<p>A well run centre with experienced assessors who provide excellent support for their candidates. Assessors have a very good understanding of the requirements of the qualification they are delivering and are competent in the areas they assess.</p> <p>Centre has developed customised/contextualised assessments which candidates found very relevant as they were practice based.</p>
Observation of Assessment Practice	N/A

Details of feedback for SQA	
Feedback to ASV	N/A
Feedback to QV	N/A

Previous Recommendations
N/A

Agreed Action Date/Type
Agreed Action Date

Evidence Type	
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