



UNDERSTANDING
STANDARDS





**SFA/SQA Annual CPD Event
11 September 2024**

**Quality Assurance Process — Sports Coaching
Verification Group 629**

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Aims of this session

To support teachers, lecturers and assessors in their understanding of national standards by:

- reviewing the process of external verification (different process for PDA, SCQF level 7)
- asking questions and seeking clarification about the process

External verification process

The criterion used will be allocated a high or medium tariff. The three categories that are examined are:



Resources



Candidate support



Internal assessment and verification

Green: sufficient evidence

Amber: insufficient evidence

Red: no evidence

N/A: not applicable

Resources (one of two)

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

Current assessors and internal verifiers (IVs) must:

- be occupationally competent and have a basic working knowledge of the Laws of the Game
- have evidence of Continuous Professional Development (CPD).

Practical Refereeing (FF2X 34) Outcome 4

- suitably qualified referee to conduct assessment (regional SFA contact for support).

Unit specification states:

‘A suitably qualified referee will supervise to ensure that correct procedures are followed, and to assess performance. ‘For the purposes of assessment, each approved centre is free to arrange their own 11-aside match however these must be observed by a qualified representative from Scottish FA.’

GTCS records — CPD evidence
PE staff — referee qualified



Resources (two of two)

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

Capture evidence of departmental meeting minutes which includes reviews, standardisation activities and pre-verification notes.

SQA HNVQ Internal Verification Toolkit

www.sqa.org.uk/sqa/74679.html — proforma for pre-verification activity

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Candidate support (one of two)

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

- PDA at (SCQF level 7) recommended entry
- Communication (SCQF level 6)
- Numeracy, ICT (SCQF level 4)
- Problem solving, working with others (SCQF level 5)
- Information around alternative assessment arrangements (if applicable)

Candidate support (two of two)

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

Discussion of candidate contact/timetable eg assessment plans/progress.

Candidate discussions supports the collation of evidence and provides invaluable feedback for SQA and the centre.

Timing of the verification visit is key to capture candidate feedback.
SQA is planning earlier visits in response to centre feedback.



Internal assessment and verification (one of five)

4.2 Medium — Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.

Evidence: records of assessment and verification activities which fall in line with the centre's assessment/verification policies.

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pre-verification activity

SQA HNVQ Internal Verification Toolkit
— proformas



Internal assessment and verification (two of five)

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

Assessment instruments/methods to be appropriately selected (prior to assessment) and used (during assessment).

Unit specification — evidence requirements.

Use assessment support packs (ASP) — Internally verify these to ensure appropriateness for your centre and candidates.

Access the prior-verification service.

SQA guide to assessment.



Internal assessment and verification (three of five)

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

Determining the authenticity of each candidate's work is of prime importance in ensuring the integrity of their achievement.

Evidence such as induction checklists, portfolio disclaimers, checks on assessment conditions, use of plagiarism software (where appropriate).

Internal assessment and verification (four of five)

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

Evidence: assessment and verification documentation that records accurate and consistent assessment decisions being made.

Records of standardisation activity.

Attendance at Understanding Standards events.

Create a bank of exemplars demonstrating the level of work expected for future course team (SCQF level 7).

Embrace opportunities to standardise with other centres.



Internal assessment and verification (five of five)

4.7 **High** — Candidate evidence must be retained in line with SQA requirements.

4.8 **Medium** — Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.

Retain all evidence until the end of the year the qualification was resulted (31 December).
The External Verifier (EV) will capture evidence to support that any QA activity is communicated to the entire course team



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