

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	125438		
Centre Name	Childcare in the Community	Centre Number	3009041
External Verifier Name	Angela Crighton	External Verifier Contact Details	angela.crighton@sqa-ext.org.uk
Double Banker Name (if applicable)		Date of Virtual event	31 Jul 25
Head of Centre Name	Ms Karen Shields	Head of Centre Email Address	childcareinthecommunity@btconnect.com
SQA Co-ordinator Name	Karen Shields	Centre Email Address	childcareinthecommunity@btconnect.com
Verification Group	Child Care	VG Code	84
Verification Block	SV		
Sites Visited	N/A		
Group Awards Verified	GH5W 04, GH5X 04		
Actual Units Verified	H5WC 04, H5VW 04, H5LC 04, H5LD 04H5LF 04, H5LG 04, H5LJ 04, DR93 04		

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

<p>if YES, please provide a brief summary of the discussion:</p>	<p>I met with Karen and Linda today and they gave me an overview of the work they are doing. Their training centre is within the nursery and as they are a charity they are dependant on funding in order to grow the training centre. They spoke about the VQfolio which they use and the benefits of using the electronic portfolio. They have a training room which supports the candidates learning. They have 2 newly qualified assessor supporting candidates and we talked about how they would like to utilise them in the future if the centre grows.</p>
<p>Discussions with Assessors and/or IV</p>	<p>Yes</p>
<p>if YES, please provide a brief summary of the discussion:</p>	<p>As above</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	Assessors and Verifiers hold the relevant assessor and verifier awards. CPD records are up to date which also confirms the professional competency which meets SQA and qualification strategy requirements. The CPD being used followed the SSSC My Learning document which showed reflection on learning.			
2.4	There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.	High	Green	Standardisation meetings regularly happen within the centre and standardisation minutes were provided. The minutes showed review of units and assessment methods. The centre provided content of the Training Centre policies and procedures. There was also a Candidate Induction Pack which had 2018 as last reviewed. Discussion with the centre clarified that this had been updated There is version control on the documents viewed.		The centre use a professional discussion log to ensure they capture all ad hoc standardisation discussions and it was well used for this purpose.	

Candidate Support

	Criteria	Impact	Compliance Level	Comments	Agreed Action	Good Practice	Recommendations
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3.2	Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.	Medium	Green	The centre has a training hub, candidates have access to laptops within the room. There is an Induction pack for the candidates. They do the Induction on a 1-1 basis which gives the candidates the space to speak about additional support needs. The assessor spoke about a candidate who has dyslexia and how she made use of different coloured paper.			
3.3	Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.	Medium	Green	The assessors spoke about the different method of contact, through the eportfolio, by email, WhatsApp. The assessment plans have records of the contact given. The assessors and IV's have a flexible approach to contact as and when required with an open door approach. They have scheduled contact every 4 weeks and they do workshops for the candidates.			

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	You provided evidence and resources which are in line with SQA assessment strategy guidance and materials. The IV system in place ensures that assessments are Valid, Accurate, Current, Reliable and Sufficient. You provided me with a IV sampling strategy and also IV records. There are a great deal of resources available for the			

				candidates within the eportfolio.			
4.3	Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.	High	Green	The Social Services Children and Young People Assessment Strategy is being adhered to for the qualification. The assessment methods and IV feedback which is within the eportfolio ensure they follow valid, reliable, practicable, equitable and fair. There is detailed evidence of feedback from the assessors and IV's based on the assessment and standards being assessed.			
4.4	Assessment evidence must be the candidate's own work, generated under SQA's required conditions.	High	Green	Plagiarism, malpractice and confidentiality policies are introduced to the candidates at the Induction. The Induction pack has these and also equal opportunities and also appeals and complaints procedure. There is a signed declaration within the portfolio which was completed by the candidates I sampled			

4.6	Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.	High	Green	The candidates evidence which was sampled has been fairly, accurately and consistently judged by the assessors and the evidence within each unit clearly showed candidate competence and met the required standards. The standards being used were correct and the assessment strategy is being followed. The feedback to the candidates was very clear and easy to follow.			
4.7	Candidate evidence must be retained in line with SQA requirements.	High	Green	Retention period was included within the policies and procedures which detailed that evidence was required to be retained for 3 weeks following resulting unless there was an EV visit planned.			
4.9	Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.	Medium	Green	<p>The assessor and verifier work within the same office so the report is seen by them when it comes into the Centre Coordinator who is also Assessor /IV.</p> <p>The report is also stored on the work systems and discussed at standardisation.</p>			

Summary of Feedback to Centre	I gave verbal feedback to the Head of Centre who is also Centre Coordinator, assessor and IV. I went through each criteria and confirmed they had received high confidence in each area. I thanked Karen for taking the time to meet with me and for submitting all the requested evidence on the E-Portfolio VQ Folio as it was easily navigated through.
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Name of Centre Representative present during feedback

Name	Designation
Karen Shields	Head of Centre. Assessor/IV
Linda Colquhoun	Assessor / IV

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
Linda Colquhoun	A	GH5W 04/ GH5X 04	Yes	D32/33 & V1	
Karen Shields	IV	GH5W 04 / GH5X 04	Yes	A1, V1	
Brenda Miller	A	GH5W 04	No	L&D9di	
Lynn McGuinness	A	GH5W 04	No	L&D9di	

Evidence Seen	Policies and procedures, evidence from 4 candidates including assessment plans, assessor and verifier feedback, reflective accounts, observations, projects / assignments, professional discussion and written questions. Assessor / verifier qualification and CPD and standardisation minute.
Spontaneous Sample	Not on this occasion
General Information	This was a virtual visit held over Microsoft Teams. Evidence was looked at before the meeting, I met with 2 staff members on the day about the qualifications being offered and the support in place.
Observation of Assessment Practice	N/A

Previous Recommendations

None

Agreed Action Date/Type

Agreed Action Date	
Evidence Type	