EV visit

The EV visited the centre on the 15th February. As usual she looked at various level 2 and 3 portfolios and interviewed a candidate and associated members of the assessment team. Overall the visit was a success and we were awarded a “low risk” result (that’s good) so a big thank you for all your hard work over the last 12 months. We received 2 action points following the visit. The first of these relates to assessor time, a topic I know is very dear to your hearts. The SPM’s have all been reminded of the importance of protected time for assessments etc. and advised of the effect lack of provision could have for the centre.

The second action point concerned the use of witnesses. The EV picked up that often the witness name/contact details are not completed and therefore no confirmation regarding the witnessed evidence validity is provided by the assessor. The EV suggested changing the e-portfolio function so that evidence can be sent directly to the witness for confirmation. We will be changing to this new system shortly but please do not be confused by the terminology used. It will be called “expert witness” but should be used as we would currently for any witnesses used.

VQmanager

Everybody appears to understand the workings of the e-portfolio now and the updates have made the system more user friendly. There are a few areas to remind you off; Please remember to update your plans frequently on the e-portfolio, plan observations and record subsequent feedback etc. Planning is an area that is always closely scrutinised and easy to forget to update. The EV noticed that many evidence pieces are ticked by candidates as work products. In reality we rarely use work products now due to the signposting of supporting evidence so I think this option is chosen simply because it is the first one. She was very clear that the correct evidence type should be ticked so please check this in future. Some evidence will cover several options e.g. an observation would be ticked as an observation, a self-reflection and possible questions also.

Following on from this, just a gentle reminder to clearly signpost supporting evidence in your feedback. We do not wish to return to uploading it onto the system. You need to clearly state what supporting evidence you have seen and which criteria/range it covers.

When candidates have finished their award please remember to sign off the qualification. This is located on a separate tab to the unit status and sign off.
**Evidence**

Many of you will have noticed that a number of identical units appear in both the level 2 and level 3 standards. If your candidate has a current level 2 certificate for one of these units it can be directly transferred to their level 3 award. Please ask your IV for confirmation of this.

A reminder that drug recalls occur in all four of the stock maintenance units. Please remember that this criteria needs to be covered **twice** in each outcome and the evidence needs to **relate** to the unit in which it is claimed.

When candidates are submitting evidence to cover legislation they may find it helpful if the evidence title shows the law covered in the evidence itself.

Many of your departments are moving towards the outsourcing of outpatient prescriptions. Remember that your candidates will still need to be able to receive and hand out prescriptions in order to gather evidence for these mandatory units. This provision may need to be written into any agreement that is drawn up between your department and the retail outlet.

A few departments have decided not to cover the manufacturing NVQ units with their candidates at level 3. Please remember that these candidates still need to spend time and gather experience of working in these areas to comply with the learning requirements for their BTEC units.

**Assessor CPD**

The e-portfolio now has an activity log tab on your home page. We are suggesting that you use this log for storing your CPD relating to assessing. It is easy to upload evidence to this location and it will be readily available for the IV or EV to check on an annual basis. Remember you need 3 pieces a year, one relating to your assessing competence, one relating to your occupational competence and one other relevant piece. This year you will receive "law homework" when you attend assessor update and this will be required as one piece of your CPD for 2013.

College dates for 2013/14 are now available on the SWMIT website.

**PLEASE REMEMBER**

Plans need to meet new TAQA assessor standards and follow unit from start to finish.

Two observations will be the minimum requirement for each learning outcome in order to show competence over time.

The **Custom data unit** needs to be complete and signed off as soon as possible after your candidates start their evidence collection.

**Dates to remember**

**Student Induction**

19th and 20th Sept 2013

**Level 2 Induction**

8th October 2013

**Second year student induction**

9th July 2013 **Attendance is mandatory**

**Assessor training induction**

10th October 2013

**Assessor Updates**

25th April 2013

10th July 2013

5th November 2013