UHI | SHETLAND

Audit and Verification Activity 2022/2023

Date	Subject	Type of Scrutiny	Mode	Contact	EV Contact	Actions Arising
September 2022	FES Audit			Gemma MacGregor	FES	1 Use correct start and end date for spanning courses going forward; 2 Registry team to check the FES return on a regular basis to ensure credits are not being claimed for FWDF courses; 3 Management to consider ways to incorporate formal engagement monitoring procedures for all courses; 4 College to use SITS to calculate the required date when 25% of total days of the course have passed; 5 Create an established policy for infill students 6 Put in place appropriate guidance and training for staff enrolling students, aligned with SFC's credit guidance; 7 Use unique identifier for work-based provision courses; 8 Withdraw students from SITS in a timely manner.
January 2023	Compliance			Kevin Briggs	SDS	No specific recommendations, but it was noted that some processes could be updated.
15/02/2023	College Credit Rating Review			Compliance	SCQF	Detailed recommendations made relating to specific courses, chiefly around: - Record-keeping; - Monitoring of activity; - The presentation of certain courses on the SCQF website; - Updating the SCQF Database. The overall view by SCQFP following this review activity is that the CRB has a satisfactory system for credit

						rating, however submission of the college's new Credit Rating Policy and paperwork once complete would enable SCQFP to comment more fully on these aspects.
20/02/2023	Risk Management	Internal Audit		Gemma MacGregor	BDO	1) Undertake regular risk identification activities at an operational level (risk assessments, horizon scanning, SWOT/PESTLE analyses); 2) SUHI records expected risk identification activities at a Board, SMT and operational level; 3) Development of a Risk Appetite Statement which defines the risk appetite (avers, minimal, cautious, open) for different categories of risk. Each risk on the register should be assigned to a risk category and target risk level should align to the risk appetite; 3) Development of a risk management procedure to support the exiting UHI risk management policy; 4)Regular risk training for staff suitable to their role; 5) Board receive refresher risk management training on a regular basis; 6) Improvement of risk register format; 7) Audit Committee review the strategic risk register at each of their quarterly meetings; 8) RR should be circulated to Board of Management;
27/02/2023	Staff Recruitment	Internal Audit		Laura Burden	BDO	1 Update recruitment and selection policy with specific requirements for the completion and retention of documents; 2 Document rationale for varying the composition of the recruitment panel from the policy specification; 3 Share revised policy with staff; 4 Publish equalities outcomes on the website and publish a progress report on a two-yearly basis, in line with Public Sector Equality Duty; 5 Develop and publish guidance about the treatment and support of applicants with disabilities;

						6 Import staff recruitment budget into the finance system and monitor actual figures against budget; 7 Improve the recruitment and selection policy by: - outlining the requirement to discuss scoring and decide on a preferred candidate post-interview; specify retention arrangements and location of storage of documents; require panel members to complete recruitment training; 8 Update the process flowchart to reflect practice in reviewing and signing off the request to recruit form by Finance, the Principal and the Board, and HR where amendments have been made to the person spec or job description; 9 Update recruitment training slides to include examples of unconscious bias.
06/03/2023	Core Skills ICT (F3GC 10, F3GC 11, F3GC 12)	EV	Virtual	Andrew Anderson	Dawn.Stewart@sqa-ext.org.uk	High confidence in maintenance of SQA standards in all outcome criteria. High confidence in the delivery of the award. No recommendations. Good Practice identified: - There is a plan in place for the assessor currently undergoing training to advance to the role of Internal Verifier when she has achieved the Assessor qualification. - The use of Prior Achievements is to be commended especially as NHS staff undertake in-depth Mandatory training for their roles. This was a positive visit to the centre with no actions or recommendations recorded. A copy of the Outcome of Qualification Verification Activity form was emailed to

Date						
						the centre, which indicated that I was leaving the centre with high confidence.
13/03/2023	Healthcare – Non-Clinical/Clinical Awards (GL40 22, GL41 23, GL3X 22)	EV	Virtual	Susan Menary	Marion.Gates@sqa-ext.org.uk	High Confidence in maintenance of SQA standards in all outcome criteria. Nil Good practice commended
20/03/2023	Student Recruitment	Internal Audit		Laura Burden	BDO	
03/04/2023	Health and Safety	Internal Audit		Gemma MacGregor	BDO	
17/04/2023	BCP	Internal Audit		Gemma MacGregor	BDO	
24/04/2023	SFW Hairdressing (C238 74, C252 75) J16R, J16S, J16T, J16V	EV	In Person	Susan Menary	Thomas.Temperley@sqa-ext.org.uk	Ni Good practice commended: The centre was exemplary in terms of the approach to assessment, evidence of how assessment judgments have been made and evidence of supportive and robust internal verification procedures. The centre has developed excellent links with local industry where a salon owner visits the centre to speak to candidates about unit J16S. The centre has annual meetings with teaching staff at UHI Orkney and UHI Outer Hebrides to discuss approaches to learning, teaching and assessment of Skills for Work Hairdressing group awards. The centre organised a visit from a UHI Shetland Textile Design Degree student to deliver a session on creating mood boards for unit J16V. The mood boards produced by the candidates effectively combined style, textures and colours fully meeting the brief to an exceptionally high standard and are displayed throughout the salon for all candidates and staff to see.

Date	Subject	Type	Mode	Verifier	Contact	Comments
24/04/2023	NPA Criminology (GR4E 46) J46Y 46, J46W 46, J46X 46	EV	Virtual	Susan Menary	SQA Dod.agnew@sqa-ext.org.uk	High confidence identified in maintenance of all SQA outcome criteria. 1. Ensure the most up to date unit specifications are in use; 2. Consider using prior-verified resources when checking assessments; 3. Provide EV with prior-verified assessments for J46W 46, J46X 46; 4. Remove marking criteria not in line with SQA standards; 5. Ensure assessment and marking guides for J46Y 46 meet SQA requirements; 6. Ensure all assessments meet unit specifications for NPA Criminology Level 5 and Level 6
03/05/2023	Fish Farming	EV	Virtual	Stuart Fitzsimmons	Donald.Paterson@ sqa-ext.org.uk	High Confidence identified in maintenance of SQA standards in all outcome criteria. Recommendation: For clarity it is recommended that where witness testimony evidence is used during assessment of the Awards, details of the testimony Providers be gathered and presented in a form more easily accessible to the EV, for example as part of a site checklist or in a separate document specifically for this purpose. The details should include the name and designation of the provider and relevant details of experience and or qualifications relevant to their role. Good practice identified: The range of methods used by the Centre to support their candidates and the staff dedication to the task

						continues to be a significant strength in the delivery of the three Awards. It is a significant challenge to meet the needs of work based candidates who are spread over such a wide geographical area. This level of communication and support has been achieved through a great deal of hard work and dedication by the Centre staff and remains a very significant part in the successful delivery of the Awards.
09/05/2023	SVQ Management (GM25 23, GM27 24, GM25 25	EV	Virtual	Andrew Anderson	Dawn.Stewart@sqa-ext.org.uk	High confidence in maintenance of all SQA standards in all outcome measures. No recommendations. This was a positive visit to the centre with no actions or recommendations recorded. A copy of the Outcome of Qualification Verification Activity form was emailed to the centre, which indicated that I was leaving the centre with high confidence.
09/05/2023	Carpentry and Joinery HN30 04, HM3J 04, HM35 04, HM39 04, HL7Y 04, HL7P 04 , GM7T 23	EV	Virtual	Anthony McLeod	SQA William.watson@sqa-ext.org.uk	High confidence in the maintenance of SQA standards in all outcome criteria. No recommendations. The centre has successfully supported candidates for the award and completed high standard of observations for candidates, with photographs as supporting evidence, the centre has achieved high confidence for the visit. Good practice: Well structured typed observation report , which is supported by photographs showing the candidate

						working and referenced to NOS. on the report.
10/05/2023/ 11/05/2023	MCA Mid-Term Audit		In Person	David Grant/ Anthony McLeod	MCA	
11/05/2023	Human Biology	EV		Susan Menary		
15/05/2023	Care H5NA 04, H5NC 04, H5RY 04, H5LD 04, H5S0 04, GH5Y 22, GH60 23	EV	Virtual	Susan Menary	Maxine.McBrier@sqa-ext.org.uk	High Confidence in maintenance of SQA standards in all outcome criteria. No recommendations. I congratulated the Centre for achieving all Greens with no recommendations. I explained that I had completed verification for both 82 and 84 qualifications in the same visit. I explained that I can verify both qualifications. I informed the centre staff that I was impressed with the evidence viewed and the standard of the qualifications noting that each level of qualification was of a high standard. I explained that I was impressed by the support given by the assessors to the candidates, I had a telephone call with 3 candidates with 3 different assessors. I didn't manage to speak to the candidates completing the Social services and Healthcare award but some of the assessors and verifiers do both awards. I informed them 3 candidates reported excellent support from their assessors. I also viewed good support, direction and feedback in the Candidates portfolios for GH60 23 GH5Y22.
15/05/2023	Social Services Child Care H5KP 04, H5L4 04, H5NB 04, H5LC 04, H5LD 04, H5LF 04,	EV	Virtual	Susan Menary	Maxine.McBrier@sqa-ext.org.uk	High Confidence in maintenance of SQA standards in all outcome criteria. No recommendations.

	HSLG 04, GH5V 22, GH5W 23					I congratulated the Centre for achieving all Greens with no recommendations .I explained that i had completed verification for both 82 and 84 qualifications in the same visit.I explained that i can verify both qualifications.I informed the centre staff that i was impressed with the evidence viewed and the standard of the qualifications noting that each level of qualification was of a high standard. I explained that i was impressed by the support given by the assessors to the candidates Good Practice Identified: - I viewed standardisation minutes where assessment decisions and expected Reponses for certain criteria was discussed and agreed. This was a regular activity and minuted in their standardisation meetings. I felt that this was implemented exceptionally well in the March 23 standardisation meeting, by the recorded discussion on Accepted evidence for units 33 , 37 and 314 where it was agreed the candidates contributing to care plans would be accepted evidence to meet some specific criteria.
17/05/2023	Hospitality and Professional Cookery			Andrew Anderson		
22/05/2023	SQA Procedures		In person	Kevin Briggs		
25/05/2023/ 26/05/2023	Contact Visit		In Person	Laura Burden	Education Scotland	College was considered to score well under the heads of: - Recruitment; - Retention;

						- Attainment; - Progression. ES confident that the college has capacity to continue to improve. Learning points identified: - The work of the Students Association is underdeveloped and has not developed its own programme of activities to instil a sense of belonging or embed students into college life; - Learner bursary provision is managed by the local council, however the college does not have sufficient information on the processes to determine whether this is working well for all applicants and learners; - There is no process for following up applications that are started but not completed, therefore, the reasons why some applicants may not complete are unclear, limiting the opportunity for improvement; - Support service staff are not routinely invited to explain their services to all class groups, reducing learner awareness levels of the range of support services available. No action points identified.
26/05/2023	HNC Marine Engineering HJ4K 34, GM1K 15	EV	Virtual	David Grant/ Anthony McLeod	SQA Dhruva.kumar@sqa-ext.org.uk	High confidence in the maintenance of SQA standards in all outcome criteria. All evidence submitted as per the remote visit plan request was found satisfactory. It also demonstrated that the centre had the required infrastructure and

						resources in place to deliver, assess and verify HNC Marine Engineering group award. The Centre has a very robust quality system for this group award which include Quality Improvement Committee (QIC). QIC overviews the high standards of quality delivery of the programme. Recommendations: The following point of development was suggested to the centre during the feedback session: 1. Formalisation of proposed schedules of all quality meetings in the curriculum plan. Good Practice Identified: - The centre has planned CPD to enhance staff educational and marine industrial knowledge and awareness. - A dedicated Student Support Officer is in place.
02/06/2023	SFW Maritime Skills (C269 75)	EV	Virtual	David Grant/ Anthony McLeod	SQA	Development points: - Formalisation of proposed Schedules of all quality meetings in the curriculum plan. Good Practice: The centre has championed embedding marine industrial experience courses during the delivery. A summary of good practices are as follows: 1. High standard and quality work from the candidates, which is an indication of the high quality of learning and teaching engagement at the centre.

						2. Centre owned vessels (work boat and fishing boat) are embedded in the delivery of this qualification to enhance candidate's learning experience. 3. Excellent demonstration of maritime employability skills, team work and safe working practice.
02/06/2023	NPA in Creative Industries (GF4M 44)	EV	Virtual	Simon Clarke	Ryan.mcfarlane-spiers@sqa-ext.org.uk	High confidence in the maintenance of SQA standards against all outcome measures. Thanked the centre for providing evidence for the visit, which lead to a successful result. The Centre has a very robust approach to the learning process. The methods in which they engage with students help introduce students to the creative industries in a varied approach. Centre encouraged to promote creative Industries within schools and continue their friendly engaging approach. I have high confidence that the centre is effective in delivery of the qualification. Good Practice: - Centre encouraged to continue process enabling candidates to self reflect and build on skills. - Assessment instruments are precise in wording yet allow the full nature of the creative industries to be developed within the individuals skills.
05/06/2023	General Financial Controls	Internal Audit			BDO	
15/06/2023	NPA in Construction Craft and Technician (GP65 44)	EV		Anthony McLeod	Marie.woods@sqa-ext.org.uk	I informed the staff in attendance that the outcome of the QV activity was one of High Confidence. I congratulated them on the work they are doing within the NPA Construction Crafts & Technicians programme

						especially the ongoing reviewing of the learning and teaching approaches and the high quality of learning they provide. I highlighted the good practice approach to deliver a practical task in the PD : Self and Work unit to produce a finished product. This allows candidates to plan; carry out and evaluate their construction based craft skills. The 2 year NPA programme allows the centre to work in partnership with local schools to identify construction programme pathways for school pupils in S3 and S4 and beyond. Good Practice: The centre had applied a practical work based task to the delivery of the PD: Self and Work unit (H18P 44). This is a project based task which can be undertaken as a classroom based and/or practical approach. Folio evidence captured all stages from the planning to the finished stage of the " saw stool." Pictures of the candidates reflected the pride they had in the finished product and the assessor feedback was exemplary and really showcased the practical work involved in the making of the stool. All materials are recycled and this has helped to keep running costs down and to make candidates aware of the need for sustainability in the industry.
23/06/2023	Core Skills ICT (F42D 04, F42E 04, F42F 04, F42G 04)	EV	Virtual	Andrew Anderson	SQA Julie.scott02@outlook.com	High confidence in the maintenance of SQA standards in all assessment criteria. It was noted that all recommendations contained in the previous audit had been implemented. During the feedback I reviewed the findings recorded within this report. I advised the

						centre that the evidence viewed was of a good standard. Overall it was a positive visit to the centre with no actions or recommendations recorded.
	Creative Industries	EV		Simon Clarke		
	Systems Verification				Education Scotland	
	Art and Design	Internal Audit	In-person	Simon Clarke	Kevin Briggs	
	Skills for Work MP4A	Internal Audit	In-person	Anthony McLeod	Simon Clarke	
	Engineering	Internal Audit	In-person	Anthony McLeod	Simon Clarke	
	PDA Youth Work	Internal Audit	In-person	Susan Menary	Laura Burden	
	Skills for Work Drama	Internal Audit	In-person	Simon Clarke	Stuart Fitzsimmons	
	NC Hospitality	Internal Audit	In-person	Andrew Anderson	Susan Menary	
	Skills for Work Aquaculture	Internal Audit	In-person	Stuart Fitzsimmons	Anthony McLeod	
	Marine Short Courses	Internal Audit	In-person	Stuart Fitzsimmons	Andrew Anderson	