Training Delivery and Assessment Strategy for Scottish Personal Licence Holder Qualifications

October 2019

1. Introduction

The following training delivery and assessment requirements have been set out by People 1st International, and apply only to the qualifications specified in Section 2 of this document.

The strategy has been developed in partnership with industry and awarding bodies to assist the standardisation of delivery and assessment of personal licence holder qualifications delivered in Scotland.

This strategy outlines the minimum standards for training delivery and assessment of personal licence holder qualifications in Scotland. Awarding bodies may specify additional requirements for their centres, as they consider necessary.

2. The Qualifications

Summary of qualification requirements:

Qualification title	Duration of exam	Total exam marks	Pass mark	Minimum course delivery time*
Scottish Certificate for Personal Licence Holders (SCPLH)	1 hour	40	28	6 hours
Scottish Certificate for Personal Licence Holders (Refresher) (SCPLHR)	1 hour	40	28	3 hours

* Candidate preparation and reading time is in addition to this. For the purposes of the Scottish Credit and Qualifications Framework (SCQF) this represents a total of 10 notional learning hours.

3. Requirements for Tutors and External Verifiers

The requirements relating to the requirements for tutors (T) and external verifiers (EV[1]) are set out below.

Tutors and External Verifiers must:	T	EV
Have relevant occupational knowledge or experience which supports the delivery of the qualifications (listed in Section 2) to the licensed trade.	√	X
Have successfully achieved and been issued with the appropriate certificate for the Scottish Certificate for Personal Licence Holders (SCPLH) qualification.	√	√
Hold a recognised qualification in teaching or training **or** have a role within the licensed trade where training is an integral part of the job.	√	X
Maintain occupational knowledge through planned Continuous Professional Development (CPD)	√	√
Adhere to awarding body assessment requirements and practice standardised assessment principles	√	X
Adhere to awarding body requirements for external verification	X	√

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[1] Awarding bodies may use different terms for this role

4. Continuous Professional Development

To maintain high standards of quality and standardisation in training and assessment, and achieve best practice, People 1st International require all tutors and external verifiers to maintain a record of their continuous professional development. The following advice on CPD is offered.

It is necessary for tutors and external verifiers to maintain a record of evidence of their continuous professional development (CPD). This is necessary to maintain an up to date understanding of the occupational area being assessed, and can be achieved in a variety of ways. It should be a planned process and reviewed on an annual basis.

Tutors and external verifiers should select CPD methods that are appropriate to meeting their development needs. The following provides **examples** of a variety of methods that can be used for CPD purposes.

Updating occupational knowledge	- Subscribing to and reading: - relevant licensing trade print journals and articles - web-based journals and articles - Internal and external work placements - Work experience and shadowing within licensed premises - Completing external visits to other organisations - Attending training sessions to update skills - Attending trade fairs - Trade body membership - Attending local licensing forum meetings
Keeping up to date with developments in the licensed trade and new legislation	- Relevant sector websites, journals and articles e.g. from SLTN, SGF, AFS - Membership of professional bodies - Papers and documents on legislative change e.g. from the Scottish Government, Licensing Boards - Networking events - Seminars, conferences, workshops - Membership of committees / working parties - SCPLH refresher training - Staff development days
Standardisation and best practice in training delivery	- Regular standardisation meeting with colleagues - Taking part in CPD forums - Sharing best practice through internal meetings, newsletters, email circulars - Comparison of training and delivery in other sectors - Attending awarding body meetings / seminars / workshops

5. Training Delivery

To ensure consistency and quality of delivery across all awarding bodies and centres, the following instructions should be adhered to:

a) Candidates must be provided with a copy of a relevant course handbook at least 2 days (best practice is seven days) before the course commences to allow prior study of the material.

b) Candidates must complete a training course, either tutor led or online, delivered in an appropriate environment by an approved awarding body centre for the minimum delivery time stipulated in Section 2.

c) Awarding bodies must provide centres with course delivery materials that they have produced for the qualifications in section 2, or provide centres with standards for developing acceptable course delivery materials. Course delivery materials, including online resources, are subject to review by external verifiers.

d) Centres should be advised that courses delivered should be participative and interactive.

e) A variety of best practice approaches such as drawing out learner experiences, sharing of positive working practices, discussion and interactive exercises are also encouraged. Delivery of training is subject to review by external verifiers.

f) Delivery should never be aimed at the contents of the examination alone and coaching directed toward any examination paper is totally prohibited.

g) Courses delivered should not exceed a class size of 18 learners.

h) The exam may be administered to groups larger than 18 learners where appropriate facilities are available, e.g. in test or assessment centres.

i) Reproduction and publication or display of the examination questions used by awarding bodies for the qualifications listed in section 2 is strictly forbidden in any form, either on paper or electronically. Neither may they be used for practice, revision, or confirmation of progress.

j) The centre is responsible for quality assuring training delivery; the awarding body is responsible for verifying that the centre adheres to agreed quality assurance requirements.

k) SQA Accreditation will not normally accredit qualifications delivered and assessed in languages other than English and Gaelic (although they will also consider, in appropriate cases, the use of British Sign Language (BSL).

l) In addition, centres must comply with such course delivery procedures specified by their awarding body.

6. Assessment

To ensure consistency and quality of the assessment process across all awarding bodies and centres, the following instructions should be noted:

a) Qualifications specified in the table in section 2 are assessed by multiple-choice examination. The duration of the examination for each qualification along with details of the total available marks, and the required pass mark, are also outlined in this table.

b) Assessment for the qualifications specified in the table in section 2 must be invigilated and can be made using either paper-based format or online system.

c) Awarding bodies must have a minimum of four versions of each paper per qualification offered and should rotate papers sent to centres on a regular basis.

d) Awarding bodies must provide guidance to centres regarding assessment assistance for those with additional support needs.

e) In addition, centres must comply with such assessment procedures specified by their awarding body.

7. Examination Procedures

a) Centres should identify an individual who will be responsible for the administration of the examination procedure.

b) Centres should follow and comply with the administration and marking procedures specified by their awarding body.

c) Centres should retain such candidate information that ensures that no candidate may re-sit an examination paper version previously failed.

d) Examination papers must be kept in a secure place prior to the exam and, where practicable, tutors should have no prior knowledge of the exam version being used.

e) In addition, centres must comply with such examination procedures specified by their awarding body.

8. Candidate Identity

It is the responsibility of the centre to confirm the identity of all candidates sitting the examination.

a) The examination invigilator must be satisfied that the same person who is sitting the exam is the same person that was entered for the qualification.

b) Candidates without an approved form of identification will not be permitted to sit the examination.

c) Centres must ensure that candidate identity is checked against one of the following forms of photographic identification:

- A photo card driving licence, or
- A valid passport, or
- A valid identity card from within the EU, or
- A military identity card, or
- A Government identity card, or
- A Security Industry Authority card, or
- A Personal Licence, issued by a Scottish Licensing Board, or
- Other forms of identification (such as PASS card, or Young Scot card) may be considered.

d) Centres must record that candidate identity has been checked against one of the permitted forms of photographic identification.

e) Candidates must be informed within their joining instructions that they must bring a permitted form of identification.

f) In addition, centres must comply with such additional candidate identity requirements specified by their awarding body.