



## **Use of Expert Witness Policy**

- **SVQ Social Services and Health Care**
- **SVQ Social Services and Children and Young People**
- **SVQ Social Services Healthcare (Clinical)**
- **SVQ Playwork**

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Date of EIA: 30 February 2020  
Date for review: July 2025

## History of Changes

<b>Version</b>	<b>Description of Change</b>	<b>Authorised by</b>	<b>Date</b>
1.1	Front page now includes list of applicable courses	Diane Mitchell	19-07-19
1.2	Page 6 storage- now electronically in control file.  EIA: minor reformatting	Diane Mitchell	03-02-20
1.3	Update of author job role on cover page and EIA	S Fraser	03-8-22

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Please see the bottom of this document for completed EIA.

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## 1 Introduction

This policy is an SQA requirement to ensure that all Expert Witnesses used to support SCQ delivery meet assessment criteria. SQA best practice suggests that these procedures are followed prior to any Expert Witness's testimony being used within SVQ qualifications.

## 2 Purpose of an Expert Witness

Expert Witnesses can be used within some SVQ qualifications when the nature of work to be assessed may include situations of a sensitive nature which require confidentiality. There may also be occasions when there are no occupationally competent assessors for occupationally specific units. In such circumstances an expert witnesses may be used as a source of performance evidence in the workplace.

Expert witnesses can be drawn from occupationally competent individuals who can attest to the candidate's performance in the workplace. This may include line managers or other experienced colleagues from inside an organisation or from other agencies.

Expert witnesses may prove particularly important for those candidates who work unsupervised as part of their work role, but who have contact with a range of different professionals in the course of their work activities.

Evidence from expert witnesses must meet the requirements of validity, reliability and authenticity.

## 3 Expert Witness Requirements

Expert witnesses need to demonstrate all of the following requirements.

- A working knowledge of the relevant National Occupational Standards.
- current or recent (within the previous 2 years) experience of working at or above the level for which they are attesting competence.
- Continuous professional development relevant to the sector for which they are assessing competence.
- They have either a qualification in the assessment of workplace performance or a professional work role which involves evaluating the everyday practice of staff.
- They understand the centre's recording requirements and the necessary skills required to provide evidence.

A qualified assessor **must** assess the evidence provided by an expert witness including its contribution to overall evidence of competence.

## **4 Assessment Strategy Guidelines**

All assessor and verifiers must read assessment strategy guidelines prior to appointing an Expert Witness.

## **5 Induction Process**

Expert witnesses must be inducted by the centre so they are familiar with the standards for those units for which they are to provide expert witness evidence.

The assessor is responsible for

- Inducting the Expert Witness and completing induction form.
- Ensuring Expert Witness meets assessment strategy guidelines.
- Requesting Expert Witness CPD evidence.
- Requesting Expert Witness certification evidence.
- Ensuring that all evidence is held within the centre and can be accessed by IV or EV if required.
- Ensuring that any changes to Expert Witness competence are updated within centre.

## **6 Review**

This policy will be reviewed on or before July 2022.

**Appendix A – Induction Documentation**



This form to be completed following discussion between Expert Witness and Assessor

**Name** .....

**Designation** .....

**Workplace** .....

Please supply details of:

**Relevant Qualifications**

**Evidence of Continual Professional Development relevant to area of expertise:**

I agree to all WBA's being informed of my registration as EW.

Expert Witness has had a familiarisation session regarding the S.V.Q. process and the unit's specific to area of expertise.

It has been agreed by the Assessment Centre that the person named can now be used to give an Expert Witness Statement.

**Expert Witness Signature** .....

**Date** .....

**Assessor Signature** .....

**Date** .....

**NB This form must be kept in electronic control file**

## Equality Impact Assessment

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to hereinafter as 'policy/practice'**.

<b>Policy/Practice (name or brief description):</b>	<b>Use of Expert Witness Policy</b>
<b>Strategy/Policy includes Equalities Statement of Inclusiveness? Yes</b>	<p><b>Text to be included in strategy/policy:</b></p> <p><b>Statement of Inclusiveness</b></p> <p>West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
<b>Reason for Equality Impact Assessment (choose from the following options):</b>	
<ul style="list-style-type: none"> <li>• Proposed new policy/practice</li> <li>• Proposed change to an existing policy/practice</li> <li>• Undertaking a review of an existing policy/practice</li> <li>• Other (please give detail):</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaking a review of an existing policy/practice</li> </ul>
<b>Person responsible for the policy area or practice:</b>	
<p>Name:</p> <p>Job title:</p>	<p>Diane Mitchell</p> <p>Director of Workforce Development</p>

**An Equality Impact Assessment must be carried out if the policy/practice:**

- affects **operational** or **strategic functions** of the College
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)

Why the EIA is being carried out

**Policy affects operational functions of the College**

**Equality Groups**

Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership

**This policy is required to support all candidates and as such no equality groups have been impacted negatively as a result.**

**Record your assessment against the following statements:**

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	This policy is designed to enable candidates to evidence their work practice and ensure that all EW are able to comment on performance against the NOS
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	No
If yes, how will the policy/practice be changed to	

contribute to advancing equality of opportunity	
State how this policy/practice will foster good relations:	This enables observations to be undertaken without the need to be intrusive.
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
Which equality groups or communities have been consulted in the development and review of this policy/practice?	SQA have been consulted

### Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

**Option 1:** No change required – the assessment is that the policy/practice is/will be robust.

**Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated

**Option 4:** Stop the policy or practice as there are adverse

**This policy is to ensure that an EW adheres to SQA assessment strategy and as such no change is required.**

effects cannot be prevented/mitigated against	
<b>Monitoring</b>	
When will the policy/practice next be reviewed?	<b>Review date July 2025</b>
<b>Publication of EIA</b>	
Can this EIA be published in full, now? Please state Yes or No  If No – please specify when it may be published or indicate restrictions that apply:	<b>Yes</b>
<b>Sign-off</b>	
EIA undertaken by  Name: Date:  Accepted by person responsible for the policy/practice named above:  Name: Date:  <b>Approved by Equalities Committee</b>  <b>Date:</b>	<b>Diane Mitchell</b> <b>02-08-22</b>  <b>Diane Mitchell</b> <b>02-08-22</b>  <b>Not a new policy</b>

Retain a copy of this form for your own records and attach a copy to the bottom of the document to which it refers. Send to [lbyrne@west-lothian.ac.uk](mailto:lbyrne@west-lothian.ac.uk) for review and publication.