

SUCCESSING TOGETHER



SVQ CANDIDATE WILL...

- Undertake qualification within agreed timescales
- Agree that they have the time and commitment to undertake their award
- Submit evidence within agreed timescales and complete award by set end date
- Inform assessor of any changes to circumstances including periods of absence and return to work
- Only request hold period for extenuating circumstances
- Be responsible for accessing and payment of any personal funding
- Provide observation and evidence opportunities for assessor with third party agreement
- Meet with assessor at a set time and date via agreed method, gaining manager agreement if required
- Provide a minimum of 24 hours' notice of any cancellations unless in the event of emergency
- Agree that all of the evidence submitted for assessment is own work, including products



EMPLOYER AGREES...

- The candidate is fully competent in their job role, has received any relevant/mandatory training and is ready to be assessed
- The candidate has the commitment and motivation to undertake this qualification and that this has been discussed
- The employer and the candidate understand the timescales provided
- To work with the assessor to support the candidate where further development needs have been identified or where issues arise
- Provide access and opportunities for assessor support, observations and gathering evidence via agreed method
- Provide Expert Witness observation where required
- Inform the assessor in the event of any periods of absence and on the candidates return to work
- Provide access for any external regulatory bodies such as the Awarding body, External Verifiers or Skills Development Scotland

COLLEGE WILL PROVIDE...

- Induction onto SVQ programme
- A named assessor who will support you during your allocated timeframe
- Access to support for learning where appropriate
- Progress reports to employer
- Electronic portfolio support
- Regular prearranged access to assessor and assessment of evidence within 10 working days
- Quality assurance
- Email confirmation on completion
- Provide minimum of 24 hours' notice of any cancellations unless in the event of emergency



MALPRACTICE AND PLAGIARISM

In addition to this, these further agreements apply:

The term “malpractice” covers any deliberate actions, neglect, default or other practice that compromises the assessment process.

“Plagiarism” is failure to acknowledge sources properly and/or submission of another person’s work as if it were your own. This includes- Collusion, Copying, Offensive content, Plagiarism,

Candidate will be subject to the Regulation of Student Behaviour Procedures if they commit acts of malpractice or plagiarism and that there are a range of penalties that may be applied, including removal from the course.

Please ask assessor if in any doubt.

Candidate has the right to appeal against any penalties arising from malpractice decisions and the right to appeal if they feel they have been treated unfairly for external or internal assessment decisions. This includes the right to appeal direct to the awarding body.

PRIVACY NOTICE– USE OF DIGITAL RECORDINGS

Recording refers to any audio or visual recording of assessment activities using any type of audio or visual recording device and Assessment activities refer to formal assessment sessions such as a workshop, planning sessions, observations, or other learning and teaching activities.

No recording should take place by the assessor, candidate or other party without consent of all parties to the recording (this should be outlined at the start of the activity).

If all parties consent then their image, audio, text chat, poll and whiteboard participation may be recorded as part of the activities recording.

The recording of assessment activities for educational purposes should only be used for the assessing staff on and candidates enrolled on the programme/unit/module for which the recording was made. The purpose to allow access to revisit planning, discussions and other online learning and teaching activities which will support candidate progress and assessment.

Recorded data will be retained for the following length of time: Duration of the academic year/s to which it is relevant. It will then be destroyed securely following college procedures.

YOUR STUDENT ASSOCIATION WILL...



- Make sure you have the right facilities and equipment to study
- Make sure you get support to be a successful learner
- Make sure you are treated with courtesy and respect
- Support you to treat everyone else with courtesy and respect
- Challenge and deal with inappropriate behaviours to keep everyone safe
- Always ask for feedback to help improve your learning experience
- Make sure staff keep their qualifications and experience up to date
- Give you opportunities to learn about employment

All parties will treat everyone involved with courtesy, kindness and respect

By enrolling on to the course you are confirming your acceptance to the Learning Agreement