



**Higher National and
Scottish Vocational Qualifications 2011
Internal Assessment Report**

Painting and Decorating

The purpose of this report is to provide feedback to centres on verification in Higher National and Scottish Vocational Qualifications in this subject.

Higher National Units

General comments

As in previous years, staff at centres are continuing to demonstrate clear and good knowledge of the requirements of the national standards, and to provide evidence of competence on performance criteria for each of the Units being delivered within the PDA at SCQF level 7. This has also been the first year of verification being carried out against HNC Painting and Decorating Supervision (PDA at SCQF level 8) at one centre, which also demonstrated that clear adherence to national standards and requirements was being carried out for each Unit.

Unit specifications, instruments of assessment and exemplification materials

Prior to the start of session 2011, a review of the PDA 7 (Advanced Craft Award) had taken place which involved minor changes to Unit specifications and their content. Centres involved in delivering this award had been notified and information and guidance provided to assist. From the evidence sampled, it is clear to see that centres and the associated staff delivering the award had become familiar with the changes. Evidence of practical workshop activities viewed, continues to provide realistic environments supported by checklists and written assessment material to provide evidence.

Verification was also carried out on HNC Painting and Decorating Supervision (PDA 8) since its review and, from all indications and evidence provided, centre staff are complying with criteria and requirements for SQA quality assurance. There were a number of comments with regard to the standard of evidence being provided by candidates. Since this was the first year that the new award was delivered, and centre staff were becoming familiar with the use of the Graded Unit, verification with a slant toward development was deemed to be more helpful.

Evidence Requirements

From all indications, the evidence provided in verification reports indicates that through discussion between staff at centres involved in delivery (assessors, verifiers and internal verifiers) there is a clear understanding of the Evidence Requirements that are required for all Units contained within PDA 7 (Advanced Craft) and PDA 8 (HNC Painting and Decorating).

The main thrust of external verification is to confirm sufficient, appropriate and authentic evidence is being produced, with observation of live assessment where possible. Observation allows verifiers to confirm that centre staff are meeting all requirements of Unit criteria. Written evidence provided by centres for sampling during verification also showed consistency.

Administration of assessments

From the written and practical candidate assessments sampled, it was evident that judgement of candidate performance between assessors at centres and more appropriately across centres was consistent. Centres that were verified had evidence of structured delivery of assessments available for viewing, confirming that all candidates were fully prepared prior to assessment taking place.

Evidence of internal verification activity on assessment evidence and assessment decisions remained robust across most centres for both awards and ensured that quality assurance remained high.

Further general feedback

Evidence within reports shows that candidates are being given good feedback on performance throughout the awards and that staff provide support and guidance where required.

Centres ensured, where possible, that candidates were available for interview during visits. Candidates who were interviewed were happy with the award, the high standards of the learning environment, the quality of learning support (if required), the pace of assessment, and the feedback given by the assessors at appropriate intervals.

There was no reported evidence of any 'barriers to achievement' at the centres visited this term. Access to all assessment was appropriate and, if required, tailored to suit the individual's needs.

Areas of good practice

There were a number of items of good practice noted during verification visits, specifically:

- ◆ The diligent and hard-working approach adopted by staff delivering the award.
- ◆ The professional approach to continually look to improve delivery.
- ◆ Good use of centre workshops to produce a realistic work environment.
- ◆ High standard of completed practical work across centres.
- ◆ Good use of IT to access assessment material online and also to carry out research.
- ◆ Research projects providing a good learning experience within PDA 8 (HNC) for candidates, with high level results being produced.

Specific areas for improvement

- ◆ There were a number of development points raised with regard to delivery of PDA 8 (HNC Painting and Decorating Supervision) and these will be addressed by centres.
- ◆ Continued use of current specifications.

SVQ Awards

Titles/levels of SVQ awards verified:

Construction: Painting and Decorating SVQ/SBATC Level 2 G8NP 22

Construction: Painting and Decorating SVQ/SBATC Level 3 G8NR 23

Construction: Painting and Decorating SVQ/SDF Level 2 G9G7 22

Construction: Painting and Decorating SVQ/SDF Level 3 G9G8 23

General comments

All centres verified during the 2011 session continue to demonstrate a sound knowledge of the requirements of the national occupational standards (NOS) and the required level of competence and performance specific to each Unit contained within the award being delivered.

The majority of centres were complying with the requirements of the assessment strategy that supports and underpins the NOS. This includes ensuring that all assessors and internal verifiers have relevant occupational expertise, knowledge of the NOS and a clear understanding of the assessment strategy.

It was noticeable that there had been a marked improvement in staff updating their existing 'D' Units to the required 'A' and 'V' Units as specified by the assessment strategy.

Centres provided appropriate and effective samples of CPD activity containing industry-linked vocational up-skilling to meet criteria within the assessment strategy.

Unit specifications, instruments of assessment and exemplification materials

Assessors at the majority of centres were familiar with the Unit specifications, instruments of assessment and the exemplification materials used to support delivery of the TAP materials. Generic Units are seen as being holistic and embedded throughout the Units within the award.

There was a focus this session on providing guidance and advice on methods of capturing evidence for generic Units for verification purposes and also of sharing exemplars of recording documentation. There was, however, recorded evidence of very good generic evidence being captured and recorded in a few centres.

Centres structured the delivery of the awards to ensure that regular feedback on candidate performance allowed support and development measures to be applied if required.

Evidence Requirements

Assessors and internal verifiers at most centres continue to show that they have a clear knowledge and understanding of the Evidence Requirements of the Units within the awards and of the TAP assessment materials. Secondary evidence with regard to photographs, site evidence reports and checklists were being applied appropriately by staff, where used.

External verification activity focused on looking at delivery across the whole award to confirm sufficient, appropriate and authentic evidence continues to be captured, along with secondary evidence, where applicable, supported by observation of live practical assessments, where possible.

Equal opportunities policy, supported by evidence contained within the candidates' portfolios, ensures that assessment and re-assessment opportunities are being made available to candidates at the majority of centres.

In a few centres, there was photographic evidence of completed work within candidates' portfolios. External Verifiers advised that to ensure authenticity, any secondary evidence, ie photographs, should be of candidates carrying out work activities and should also include dates.

Administration of assessments

The assessment process at most centres maintained the status quo from last term and is being supported with ample resources and realistic workshop facilities.

All centres verified had a structured delivery of assessment, confirming that all Units used for delivery of the award are assessed in a logical sequence allowing candidates to be fully prepared for each stage of the assessment process.

Internal verification at the majority of centres was effective and robust ensuring that all Units delivered within an award are quality assured.

Monitoring of assessors' decisions, both from a practical and written perspective, contributed to ongoing assessor development.

A few issues were raised relating to internal verification activity within centres. Specific issues included:

- ◆ No effective internal verification taking place at one centre due to staff shortages. This has a knock-on effect on feedback to assessors on performance and also assessment decisions being made. The decision was taken by the EV to place a Hold on the centre until SQA's quality assurance criteria could be met.
- ◆ Staff at a few centres were still assessing and verifying candidates under their 'D' Unit qualifications and not the A and V1 standards. This has to be addressed by each centre. External Verifiers advised on reasons and requirements.

Further general feedback

Candidates who were interviewed, gave very positive responses with regard to being kept informed of their progress and achievement on a regular basis. Evidence throughout the candidate portfolios confirmed this and also that assessment and re-assessment opportunities were being made available to candidates.

Almost all of the centres that were verified had candidates available for interview during the external visit. Comments noted that all candidates were very positive towards the award and enjoyed the practical aspects of the coursework.

Areas of good practice

Candidates at almost all the centres that were verified demonstrated levels of practical skills and competence that were extremely high and gave the opportunity to progress onwards to the next level of their programme.

In most instances, centres provided appropriate and effective CPD records of activity linked to vocational up-skilling which met with the requirements of the assessment strategy.

A structured delivery of assessment was evident across most centres. This allowed for confirmation that all Units within the award are being assessed in a logical sequence and that candidates are fully prepared for each stage of the assessment process.

Centres were becoming more aware of using IT as a resource tool and aid for learning. Good work is being produced by candidates in relation to the Colour Unit.

One centre has developed a partnership with Historic Scotland in order to make use of areas for external projects to take place, which then provides realistic working environments.

Another centre has incorporated the use of a reflective diary for candidates to record daily/weekly work records.

Specific areas for improvement

The majority of centres had addressed the issue of staff updating 'D' Units. However, in a few centres, staff still had not updated existing 'D' Units to the current A and V Unit. Working to this standard is required by the assessment strategy. This issue should continue to be monitored by External Verifiers.

In a few centres, issues were raised against some candidate portfolios because candidate and assessor signatures were missing. There may well be reasons for this, however it's important that systems are kept up to date where possible.

Integration and signposting of generic Units within practical activities and capturing this evidence remains an issue. Hopefully, with external verification activity this term placing a focus on generic Units and capturing evidence, this may improve next term.

In some centres, photographic evidence of completed practical work within candidate portfolios is a good source of secondary evidence. However, it would benefit External Verifiers if centres used photographs (with dates if possible) of candidates working on practical activities. This would provide authentication of completed work.

A number of points relating to internal verification were reported at a few centres. Specific issues included:

- ◆ Feedback comments from assessment being addressed to the internal verifier rather than the candidate.
- ◆ No ongoing activity of internal verification in support of assessment decisions at one centre resulting in a Hold being placed until situation was resolved.
- ◆ Ineffective internal verification procedures with regard to required signatures on candidate folios.

There were a number of centres where candidates were not available for interview during external verification visits. This should be a main focus of all verification visits. However, in defence of centres, it may be the case that due to timetabling and availability it is not always possible for this to take place.