

Assessment Methodology for the SVQs in Furniture levels 2 and 3

This document details the assessment methodology for the SVQs in Furniture (see appendix 1 for list of Furniture SVQs) and is based on the Assessment Strategy developed by Proskills, the Sector Skills Council for process and manufacturing sector. The purpose of the assessment strategy is to set out the quality assurance arrangements for the assessment and verification of the SVQs in Furniture.

It covers four key areas:

1. External quality control of assessment
2. Workplace evidence
3. Simulation
4. Occupational expertise requirements for assessors and verifiers.

1 External Quality Control of Assessment

SQA will ensure enhanced external quality control is achieved by enhanced internal and external verification.

To meet the requirements with regard to enhanced internal verification, all Internal Verifiers must provide evidence of having verified:

- The evidence supporting at least two distinct units for each award per annum.

As well as:

- All evidence from all simulations/simulators
- Over time, an example of each unit the Assessor is qualified to assess
- Over time, an example of each assessment method used in the centre
- Evidence of internal verification

2 The Use of Workplace Performance Evidence

Assessment of the SVQs in Furniture is dependent primarily on the effective use of observation and questioning of candidates' performance on-the-job in their workplace.

The majority of the Candidate's evidence should come from direct observations of competence in the real workplace. Other types of acceptable evidence include, but are not limited to:

- Witness Testimony (* see below for details of acceptable witnesses)
- Logs/Diaries kept by Candidates
- Recorded answers to questions posed by the Assessor
- Recorded/Transcribed Interviews with the Candidate
- Recorded use of up-to-date commercial/industrial equipment
- e-portfolios and other forms of digital media
- Works documentation attributable to the candidate

- Both interim and final internal verification.

*_Third party 'witnesses' must also be competent to make judgements about the activity(ies) for which they are providing the testimony. As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Verifier.

3 *The Use of Simulation for Providing Evidence*

- Simulation is generally not acceptable for the assessment of the SVQs in Furniture. The exceptions to this are:
 - Dealing with emergencies
 - Dealing with accidents
 - Certain pre-approved real time simulators
 - Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence cannot be collected through other means.
- Any simulation must be approved in advance by the External Verifier, and clear reasons must be given for its intended use
- If approval is given, all SQA guidance and requirements must be observed
- Simulations should not be the primary source of a candidate's claim to competence.

When simulations are used they must be designed to mirror the same activity, as it would be carried out in the workplace and include:

- The number and sequence of actions needed to complete the activity
- The number and complexity of factors needed to complete the activity
- The urgency with which the activity must be completed and
- Achievement of an outcome(s) in the same time constraints that might apply in the workplace

4 *Occupational expertise and requirements for Assessors, Internal Verifiers and External Verifiers*

Requirements for Assessors

The role of an assessor is a demanding and complex one, requiring a high degree of both interpersonal and organisational skills. They are required to make accurate and objective decisions as to whether the candidate's performance meets the national standards laid out in units of competence.

Assessors must:

- Be registered and recognised by an approved centre
- Be competent to make qualitative judgements about the units they are assessing. Illustrations of competence could include the assessor:
 - Having achieved the award themselves

- Having substantial demonstrable experience in the job roles they are assessing
- Being in a day-to-day line management or quality assurance role with responsibility for the job roles they are assessing
- Be in possession of or working towards the A1/A2 award or hold the D32/33 award, and supported by an appropriate Continuing Professional Development (CPD) record
- Carry out their duties in accordance with the current NOS for Assessment, and in line with current guidance on assessment practice issued by the regulatory authorities and the appropriate Awarding Body
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are current (CPD)
- Have a working knowledge of awards and a full understanding of that part of the award for which they have responsibility. This will be confirmed through examination of relevant CVs supported by relevant references.
- Be approved by an SQA approved centre and must maintain records demonstrating how they meet the assessment strategy.

Requirements for Internal Verifiers

Approved centres appoint Internal Verifiers and their role is to ensure consistency and quality of assessment within the centre. The Internal Verifier will monitor assessment activities and provide feedback to assessors, co-ordinate standardisation and provide guidance to assessors.

Internal Verifiers must:

- Be registered and recognised by an approved centre
- Be in possession of or working towards the V1 award or hold the D34 award and supported by an appropriate CPD record
- Carry out their duties in accordance with the current NOS for Verification, and in line with current guidance on verification practice issued by SQA.
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational understanding are current (CPD)
- Have expertise and knowledge of awards and a full understanding of that part of the award for which they have responsibility.
- Be approved by an SQA approved centre and must maintain records demonstrating how they meet the assessment strategy.

Furniture SVQs

Furniture Making: Component Manufacture level 2

Furniture Making: Traditional level 2

Furniture Making: Contemporary level 2

Upholstery and Soft Furnishings: Modern Upholstery level 2

Upholstery and Soft Furnishings: Traditional Upholstery level 2

Upholstery and Soft Furnishings: Soft Furnishings level 2

Finishing Furniture: Hand Finishing level 2

Finishing Furniture: Spray Finishing level 2

Furniture Making: Contemporary level 3

Furniture Making: Traditional level 3

Upholstery and Soft Furnishings: Upholstery level 3

Upholstery and Soft Furnishings: Soft Furnishings level 3

Finishing Furniture level 3