



**Higher National Qualifications
Internal Assessment Report 2013
Mobile Plant**

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

Higher National Units

General comments

Most centres that were visited had a thorough understanding of all the requirements of the available Higher National Mobile Plant Units.

Some centres were unsure of the national standards as a result of staffing issues.

Overseas centres that were postal verified were still working to the old HN standards.

Unit specifications, instruments of assessment and exemplification materials

The centres that were successful at external verification were fully familiar with the Unit specifications and the instruments of assessment.

When a centre was successful, the External Verifiers constantly found that exemplification materials were well presented and stored correctly. On the occasions when a centre was unsuccessful, this was because staff who were unsure of the standards and had been asked to deliver the award at short notice.

Evidence Requirements

The centres that were successful at external verification had a thorough understanding of the Evidence Requirements for the Units being delivered. On the occasions when centres were unsuccessful, it was found that the staff did not have a clear understanding of the Units they were delivering.

Administration of assessments

The centres where external verification was successful administered assessments well. These Automotive Departments held regular meetings with the lecturers to assess the requirements of the Higher National Units being delivered. The way in which the Units were being delivered was also discussed and any problems or changes noted and resolved or implemented. There was firm evidence of good internal verification procedures being implemented.

Unfortunately, some centres were understaffed and were not following the correct assessment process or the correct internal verification process.

General feedback

Feedback to candidates in the successful centres (as seen from lecturers' group meetings) was very good and gave the students positive feedback on the work presented. Any work that was unclear in its meaning was fully discussed with the candidate and a recorded of this discussion was made and put with the candidate's work. The centres that were unsuccessful in their verification were

found to have a breakdown in the communication process due to staffing problems.

Areas of good practice

Areas of good practice included:

- ◆ having tutorial sessions with the candidates who were working towards the award of the Unit and Group Award.
- ◆ use of video and camera evidence to augment the candidates' written evidence

Specific areas for improvement

Centres which are understaffed should give replacement staff who are unfamiliar with an award the opportunity to fully familiarise themselves with the national standards, Unit specification, instruments of assessment and Evidence Requirements before they have to deliver the award.

Higher National Graded Units

Titles/levels of HN Graded Units verified:

Automotive Engineering: Graded Unit 1 (SCQF level 7)

General comments

The centres that the External Verifiers visited were fully familiar with the national standards of the Automotive Higher National Qualifications that were being delivered.

Unit specifications, instruments of assessment and exemplification materials

The centres that were visited were fully familiar with the Unit specifications and the instruments of assessments. The External Verifiers constantly found exemplification materials that were well presented and stored correctly.

Evidence Requirements

The centres that the External Verifiers visited demonstrated a deep understanding of the Evidence Requirements that were needed for the Graded Unit being delivered and assessed.

Administration of assessments

The centres where external verification was successful administered assessments well. These Automotive Departments held regular meetings with the lecturers to assess the requirements of the Graded Unit. The way in which the Graded Unit was being delivered was also discussed and any problems or changes were noted and resolved or implemented. There was firm evidence of good internal verification procedures being implemented.

General feedback

Feedback on the candidates' work was very good and positive (as seen from the lecturers' group meetings). Any work that was unclear in its meaning was fully discussed with the candidate and a recording of this discussion was made and put with the candidate's work.

Areas of good practice

Areas of good practice included:

- ◆ having tutorial sessions with the candidates who were working towards the award of the Unit and Group Award.
- ◆ use of video and still photography to record the candidates carrying out the work required to achieve the Unit

Specific areas for improvement

There were no areas identified in the need of improvement.