



**Scottish Vocational Qualifications
Internal Assessment Report 2016
Construction and Civil
Engineering Services**

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

SVQ awards

General comments

External verification reports for 2015–16 confirmed that most centres had a detailed and accurate understanding of the National Occupational Standards relating to individual unit specifications as well the Consolidated Assessment Methodology which supports the delivery of Construction and Civil Engineering SVQ qualifications.

Almost all centres provided clear evidence of staff undertaking CPD activities designed to ensure that staff maintain their occupational currency in line with assessment strategy requirements.

Unit specifications, instruments of assessment and exemplification materials

Staff at almost all centres verified had a good knowledge of unit specification requirements and any Training and Assessment Programmes (TAPs) available to support the assessment process.

However, at one centre it was recommended that assessors ensure that personal protective equipment (PPE) is worn during all practical activities to comply with assessment strategy requirements for a realistic workplace environment.

Evidence requirements

Almost all centres have a comprehensive understanding of the evidence requirements for Construction and Civil Engineering Services SVQ qualifications and their specific unit demands.

At most centres appropriate assessments are being used to allow evidence to be generated naturally in the candidates' working environment.

At most centres there are effective approaches being used to identify and record generic unit competences, which are generated during practical assessments. This ensured that the candidates are aware of the generic skills being developed.

At most centres, evidence requirements for each unit were being met in an efficient and effective manner. The assessment process was working well and was being supported by focused internal verification at almost all centres verified.

At one centre, the assessment feedback given to candidates was noted as good practice for being detailed, evaluative, conveying competence and identifying the range of evidence assessed. This was a very effective tool in terms of continued candidate progression.

However, at a few centres recommendations were reported for the following aspects:

- ◆ Feedback to candidates on their practical assessment activities should be specific to their individual performance during the assessment procedure — not generic statements
- ◆ Staff to ensure that the candidates' practical observational reports identify specific unit performance criteria achieved in the report
- ◆ Assessment plans to include details of when assessments are scheduled, the duration of the assessments and the units that are being assessed
- ◆ Knowledge and understanding instrument of assessment papers to be produced for all units
- ◆ SVQ unit practical checklists to be reviewed and updated
- ◆ Assessor and candidate signatures to be recorded for all observation reports and assessment records

Administration of assessments

External verification reporting confirmed that assessments are being administered in a professional and systemic manner at almost all centres. Assessment record keeping and retention of evidence is systematic, with all assessment records and evidence being readily available at almost all centres that were verified.

At most centres, supportive internal verification activity ensured that all evidence requirements are being met consistently and effectively by candidates.

The quality of developmental feedback given to candidates on their practical skills development was reported as being supportive and valued by candidates at more than a few centres.

At almost all centres, standardisation activities and records were reported as being very effective.

At one centre, the external verifier recommended that internal verification activity have a balanced focus on confirming assessment decisions for SVQ qualification units as well as NPA training units which make up this course.

General feedback

At all centres, discussions with candidates during verification visits confirmed that feedback from practical and knowledge assessments was appreciated and valued and supported continued skills and knowledge development.

At most centres, candidates confirmed that they had made good progress during their time at the centre. They also stated that they were well prepared for assessments and that staff were approachable, helpful and supportive.

Areas of good practice

The following good practice was reported during the 2015–16 session:

- ◆ Detailed and evaluative assessment feedback to candidates

Specific areas for improvement

The following recommendations were reported at more than a few centres in 2015–16:

- ◆ Feedback to candidates on practical assessments being specific to their individual performance
- ◆ Practical observation reports recording specific unit performance criteria
- ◆ Content of assessment plans
- ◆ Development of knowledge assessments
- ◆ Updating unit practical checklists
- ◆ Recording signatures and dates on observation reports