



**Scottish Vocational Qualifications  
Internal Assessment Report 2012  
Highways and Roads  
Maintenance/Roadbuilding  
SVQ Level 2**

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

# SVQ awards

## Highway Maintenance/Roadbuilding Level 2

### General comments

External verification reports clearly recorded that all centres have a good knowledge and understanding of the national standards and the requirements to deliver these awards. This was clearly shown in all reports.

External Verifiers' reports stated that all assessors and Internal Verifiers hold the relevant qualification to deliver these awards and have good experience and subject knowledge of the requirements of these awards and the national standards.

Centre compliance with the assessment strategies was confirmed in all reports. All staff at centres clearly understand them.

### Unit specifications, instruments of assessment and exemplification materials

Most of the assessors are very experienced and have been involved in the delivery of these awards for years. Most have good industry experience and background.

Portfolios used for these awards are similar at all centres so this has made it easier for External Verifiers to check and confirm the assessors fully understand the requirements of the specification and instruments of assessment.

Assessors are fully supported during assessment by the Internal Verifiers. This is good practice and helps stop issues arising for candidates and gives them fair access to assessments.

There were no developments noted this session on the External Verifiers' reports.

### Evidence Requirements

From all the External Verifier reports, it is clear that assessors and Internal Verifiers have a good understanding of the Evidence Requirements for these Unit awards.

Internal verification confirmed consistency across assessors' evidence and that it complied with the requirements of the awards. All centres provided good, robust evidence for these qualifications.

### Administration of assessments

The centres that were externally verified had clear documentation of the registration of candidates and of the assessment plan agreed with candidates. All

centres had records of applying for candidate certification on completion of the assessment process.

No certification is applied for at any centre until internal verification has taken place. Portfolios are used for all candidates and are held in the administration section by the centre co-ordinator.

No development points were noted in centre reports in this session.

### **General feedback**

Reports indicated that good, accurate feedback was clearly given to all candidates on each Unit undertaken. Also, the practice is for candidates to sign off each Unit on completion, indicating that they agreed with the assessor's comments.

Assessors' decisions are usually: 'competent', 'not yet competent' or 'further evidence required'.

Centres must get feedback sheets from all candidates after they complete an award. These are looked at during external verification visits.

Candidates who were interviewed were clearly happy with the way the assessments were conducted and how they were prepared for the assessments.

### **Areas of good practice**

External Verifiers' reports indicated the following good practice during visits.

- ◆ Portfolios were well presented and easy to audit.
- ◆ Centre staff all had good subject knowledge and experience to deliver these awards and continuing professional development was on-going in the centres.
- ◆ Tools, plant and materials used in connection with the assessment were of the proper standards and readily available to all candidates.

### **Specific areas for improvement**

Centres are all running well at the moment and no points need to be addressed.

Next year will be a lot more of a challenge due to the new TAPs material that has been developed. However, the TAPs should help with standardisation across all centres and External Verifiers hope to be able to encourage **all** centres to use them.