



**National Qualifications 2016
Internal Assessment Report
Excavation and Reinstatement of
Roads (HAUC)**

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

Workplace National Qualifications (NQ) units

Operative units

Location and Avoidance of Underground Apparatus	F932 04
Signing, Lighting and Guarding	F8M5 04
Excavation in the Road/Highway	F933 04
Reinstatement and Compaction of Backfill Material	F934 04
Reinstatement of Sub-base and Roadbase	F935 04
Reinstatement in Cold-lay Bituminous Materials	F936 04
Reinstatement in Hot-lay Bituminous Materials	F937 04
Reinstatement of Concrete Slabs	F938 04
Reinstatement of Modular and Concrete Footways	F939 04

Supervisor units

Location and Avoidance of Underground Apparatus	F932 04
Monitoring Signing, Lighting and Guarding	F8M4 04
Monitoring Excavation in the Road/Highway	F93A 04
Monitoring Reinstatement & Compaction of Backfill	F93C 04
Monitoring Reinstatement of Sub-base and Roadbase	F93D 04
Monitoring Reinstatement in Bituminous Materials	F93E 04
Monitoring Reinstatement of Concrete Slabs	F93F 04
Monitoring Reinstatement of Modular and Concrete Footways	F93G 04

General comments

Centres now have had a good amount of time to familiarise themselves and implement the requirements of the scheme document that came into effect in October 2014.

In general, centres are complying with the requirements of the scheme document. However, there have been a small number of issues that have had to be resolved, mainly with the knowledge and experience of assessors. External verifiers have been working with these centres to resolve the issues.

Quality network and update events were again held across the UK this year. These gave centres the opportunity to keep up to date with what is happening within the industry and to have face-to-face contact with the relevant SQA officers and external verifiers to discuss any issues. Centres were also able to network and to share best practice.

Course arrangements, unit specifications, instruments of assessment and exemplification materials

Centres now have time to work with and resolve their issues with the new specifications, standards and assessment materials that were issued to centres between October and December 2014. This has been confirmed by the evidence verified during the external verification visits conducted this year.

In general, assessors and internal verifiers have good subject knowledge and have been delivering these awards for years. However, there have been some minor issues with the experience of some assessors which have been highlighted through verification. The external verifiers have advised centres on how to resolve these issues.

As a result of working with, and complying with, the requirements of the new scheme document it is evident that, in general, centre staff understand the requirements of the awards and unit standards.

Evidence requirements

Centres continue to be provided with nationally prepared assessment paperwork to record the candidates' assessment evidence. This is then internally verified prior to certification being applied for.

Retention of evidence requirements ensures that all assessment evidence is available during external verification visits. Centres should continue to refer to the centre scheme document to carry out assessment of the main awards.

Re-assessment which is for operatives and supervisors working in England is conducted through paper-based assessments provided by SQA or through the SOLAR system.

Centres carrying out re-assessment through SOLAR are not subject to verification.

Centres should refer to the re-assessment centre scheme document to carry out re-assessment.

Administration of assessments

All centres must use the centre scheme document for the delivery of these awards and must post results through SQA's system in accordance with the document and Statutory Instrument legislation for the awards.

The assessment paperwork used during the re-assessment or original units for operatives' and supervisors' awards, is audited by the internal verifier to meet SQA's requirements. Centres should download and use the assessment paperwork from the SQA Secure website to ensure they are using the most up to date assessment paperwork.

Centres must hold standardisation meetings during which the administration of the awards is considered.

Centres securely store and retain the assessment paperwork in line with SQA's requirements, and they are made available during external verification visits.

Areas of good practice

Centres continue to have sound induction policies and processes for the delivery of these awards. These clearly explain to candidates what will be required for them to achieve the assessment standards.

Assessment paperwork was well prepared and presented at the external verification visits.

Specific areas for improvement

Centres are reminded to check SQA's secure website regularly for any changes or updates for compliance to the standards and current versions. These changes may sometimes be made without notification to the centres.