



NQ Verification 2014–15

Key Messages Round 1

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Section 1: Verification group information

Verification group name:	Practical Craft Skills (Practical Metalworking and Practical Woodworking)
Verification event/visiting information	Visiting
Date published:	March 2015

National Courses/Units verified:

H25V 74	National 4	Practical Woodworking: Flat-frame Construction
H25V 75	National 5	Practical Woodworking: Flat-frame Construction
H25W 74	National 4	Practical Woodworking: Carcase Construction
H25W 75	National 5	Practical Woodworking: Carcase Construction
H25X 74	National 4	Practical Woodworking: Machining and Finishing
H25X 75	National 5	Practical Woodworking: Machining and Finishing
H25P 74	National 4	Practical Metalworking: Bench Skills
H25P 75	National 5	Practical Metalworking: Bench Skills
H25R 74	National 4	Practical Metalworking: Machine Processes
H25R 75	National 5	Practical Metalworking: Machine Processes
H25S 74	National 4	Practical Metalworking: Fabrication and Thermal Joining
H25S 75	National 5	Practical Metalworking: Fabrication and Thermal Joining

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Section 2: Comments on assessment

Assessment approaches

The Units all have constituent Outcomes and Assessment Standards and all of these must be met in order to pass the Unit. There are a variety of assessment approaches and evidence types available for centres to do this, and these are detailed within each of our Unit assessment support packs.

Appropriate joints for Outcomes

Details of the joints that can be used are given throughout the Course documentation. However, for housing joints we recommend using a width of 90mm as this will adequately test the candidate's abilities in chiselling and using the tenon saw.

Materials

Details of the materials that can be used are given throughout the Course documentation. However, for joints we recommend the use of natural wood rather than manufactured board as this will allow the candidate to adequately demonstrate their abilities.

Machine tools

Details of the machine and power tools that can be used are given throughout the Course documentation. However, we would reiterate that machine/power tools outwith those prescribed — such as the band saw — are not permitted. Any assessment of work using these tools is invalid.

If the candidate is assembling a piece of work with mortise and tenon joints, they must complete at least half (minimum two) by using hand tools. Once these are completed (to tolerance) the mortise machine can be used for the remainder. Additionally, the candidate must record this in their log/record of work.

Woodwork lathe

The turnery aspect of the *Machining and Finishing* Unit requires the candidate to complete a piece of turnery work from a template. The assessment will be working towards the overall length along with the maximum and minimum diameter. Templates for these designs must be available for internal and external verification.

Some centres have given candidates the opportunity to produce their own templates. This can lead to some very good personal designs, but in some cases it has been found to be time-consuming. Alternatively, some centres have offered candidates a selection of pre-designed templates to use; this still allows a degree of personalisation and tends to be more efficient in terms of time. Both of these approaches have been used successfully.

Finishing

Part of the *Machining and Finishing* Unit involved the assessment of a surface finish. If this is applied to an artefact that has also been used to assess another Outcome from this — or another — Unit, then the finish cannot obscure the other assessable aspects. Similarly, within the *Practical Metalworking* Unit, if a finish is applied to an artefact that is also being used to assess another Outcome, then the finish cannot obscure this.

Details of the specific requirements of finishing can be found in the Course documentation.

Recording

Centres are reminded to make full use of Assessor comments, as detailed explanation from the Assessor allows the Internal/ External Verifier to fully comprehend any assessment decisions that are made.

The use of a candidate log (examples are in the Unit assessment support packs) has been very successful, with clear detail given by candidates on what they are doing. We have found that the log, used as part of Unit assessment, is also

working well in preparing candidates for the equivalent diary that is a requirement of the Course assignment. Additionally, this provides the Assessor/Verifier with information to support the assessment/verification process.

Assessment judgements

Across the Units for N4 to N5, the majority of centres are making accurate assessment decisions.

Whilst assessment can be undertaken at any point in the delivery and by a variety of approaches, centres are reminded that they cannot submit a result for a Unit until all of that Unit's Outcomes and Assessment Standards have been met. Should a centre be selected for verification, all assessment evidence for the Unit must be made available (this will be discussed with each centre as part of the process to arrange the visit).

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Section 3: General comments

Across all the levels, the majority of centres are making accurate assessment decisions and making good use of the Course documentation, in particular the Unit assessment support packs.

Internal verification

Having and applying an internal verification policy is a requirement of a centre's approval to offer SQA qualifications, and in the majority of visits we see evidence of such policies being applied. If centres require further information on internal verification, there is guidance available on SQA's website (www.sqa.org.uk).

Prior verification

Should you wish to use your own instrument of Unit assessment, or substantially alter one of SQA's Unit assessment support packs, we would recommend that this is submitted for prior verification. This is a free service that will ensure that your approach to assessment is correct. Full details on this can be found at: www.sqa.org.uk/sqa/63004.html