



**National Qualifications 2013
Internal Assessment Report**

**Skills for Work:
Automotive Skills**

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

National Qualifications (NQ) Awards

Titles/levels of NQ Awards verified:

C271 10 Skills for Work: Automotive Skills (Intermediate 1)

General comments

In all centres where external verification took place, all the assessors and Internal Verifiers have a clear and active understanding of the Unit requirements corresponding to the National Occupational Standards (NOS). Centres are continuing to make constructive efforts to ensure that the award mirrors, as closely as possible, the actual working environment found in the automotive field.

The schools that operate the Skills for Work award, have made, and are continuing to make, excellent efforts to provide a real working environment for the candidates. They maintain close links with local garages and repair centres so that the candidates can see the actual links between the elements of the Units being taught and the actual requirements for a service person in the automotive field.

As expected, the colleges that operate the Skills for Work award use highly trained automotive personnel and deliver within their well-equipped practical workshops, where, in most cases 'live' vehicles are used to enhance the learning experience.

All the verifiers reported that the centres are continuing to use the holistic approach to the four Units that make up the Group Award C271 10. This makes best use of the available resources and allocated time, helping to enhance the learning potential of the candidate. Effective practical motor vehicle skills, coupled with the working knowledge of the automotive industry and integration of the underlying skills enhance the candidate's overall ability and provides transferrable skills.

Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

In all centres viewed by the external verification process, clear evidence was seen that assessors were using the NABs supplied for the award by SQA. All centres are using, to a varying degree, commercial and centre-produced materials which supplement the depth of learning and augment the task-related materials within the NOS. These varying methods lead to a hands-on attitude and practical approach — which the candidate responds to effectively.

The variety of centre quality-approved assessments (which includes direct observation and assessment of the candidate in the practical workshop carrying

out specific NOS element(s), directed guided learning assignments, checklist / job card completions, theory assignments and planning tasks) gives the assessors the opportunity to vary the assessment to meet the needs of the individual candidate.

Evidence Requirements

All practical assessment is carried out by direct observation within the practical environment by a work-qualified assessor who ensures that the evidence gathered is:

- ◆ **valid** against the element
- ◆ **authentic** to the individual candidate
- ◆ **reliable** by meeting the requirements set out in the Unit, and
- ◆ **sufficient** in the skill/knowledge requirement for each element contained within the four automotive Units that make up the award

During the external verification visit, the verifier confirms that all the evidence gathered is contained within the candidates' work portfolios, including digital photographs supporting the evidence of the assessor and linking directly to the NOS.

All material is signed-off by the assessor to give assurance that it is the candidate's own work and is valid for the element being measured, and sufficient to satisfy the element or the Unit specification.

Constructive feedback is given and recorded on the candidate's material and at the end of each task/session verbal feedback is given.

Administration of assessments

All candidates are monitored as they progress, given constructive feedback and encouragement, their work is sampled and their individual assessment needs are being met.

In the terms of holistic approach, assessment is completed as the award progresses, and in most cases is agreed with the candidate and assessor on a time-based schedule, but can with agreement be adjusted to suit the practical task, candidate needs, resource demands and experience of the candidate.

Internal verification is carried out in line with the centre-set quality schedule across all the Units and all the elements as required by the National Occupational Standards.

In each centre, internal verification schedules from their quality sections were in place, robust and being followed. All internal verification, both formative and summative, is signed-off. Feedback is given to both the assessor and the learner as the award progresses.

Internal verification in all centres continues to be 100%. This seems to be directly related to the candidate numbers, and in some instances the related inexperience of the candidate, coupled to the safety of the candidate and the nature of the automotive task undertaken.

All practical work is checked by the assessor as the work progresses and quality checked on completion.

Areas of good practice

Within the centres, the candidate is given encouragement to use service data, service repair manuals, and checklists coupled to the related tasks in the Units which are used in the daily routine of the automotive working environment. The opportunity to engage in active work placement within the local repair and retail industry helps to enhance the award credibility while developing the level of experience and skills of the candidate.

The holistic approach used by all centres gives the candidate a co-ordinated approach, combining practical skills, working relationships, and knowledge, all of which are relevant within the everyday working environment of the automotive industry.