



# **Construction Craft SVQs**

## **Assessment Methodology**

**January 2009**

# Assessment Methodology for Construction Crafts

This paper outlines the assessment methodology that must be applied to the SVQs contained in Appendix 1

These SVQs have been developed by ConstructionSkills which is the Sector Skills Council (SSC) for Construction. Part of the new guidance and criteria covering SVQs requires the SSC to produce an Assessment Strategy. This must be followed by both awarding bodies and centres. It is designed to give greater clarity and guidance to the assessment of SVQs to ensure their quality and promote confidence in those who gain them.

This Assessment Methodology gives you information on the main points of the assessment strategy and how it will affect your centre.

## 1 External Quality Control of Assessment

Control of assessment will be through centre based activity and work evidence reports. As part of these SVQs candidates will be required to provide valid and reliable evidence of commonly occurring competences. Candidates will also be required to undertake a sample of questions taken from a bank of questions contained within the relevant Training and Assessment Programme (TAP) provided by the Awarding Body. Questions will be relevant and relate to the SVQ underpinning knowledge and will be marked locally and moderated by SQA. Assessors and Verifiers will be required by the awarding body to hold the qualifications stipulated in section 3.

Risk assessment information will provide one of the inputs to the verification planning process so that the frequency of verification visits may be adjusted if required. External Verification visits will normally take place annually. SQA reserves the right to increase the frequency of external verification visits to a particular centre should the need be identified. Centre will be required to carry out their own risk assessments.

## 2 Simulation and Workplace Evidence

Some performance evidence will be derived from assessments undertaken in an assessment centre. These assessments must be derived from situations that realistically and authentically simulate workplace conditions, in accordance with the general criteria that form part of the full assessment strategy. The standards specify the evidence that must be obtained from situations which realistically simulate workplace conditions.

Where simulation is allowed, it must only be practised under the conditions of a realistic working environment, which is defined as:

- ◆ A place where the provision of the occupational work activities are carried out;
- ◆ Working conditions should reflect those found in the workplace (which may include the customers' premises) and include facilities, appliances, systems and controls used in the workplace for the activities being assessed. The simulation must also replicate the constraints and pressures of the workplace.

## **2.1 Physical conditions**

- ◆ the size and scale of the area in which the work is taking place should be full size, matching the type of installation location that would be found on an authentic job or site
- ◆ any wall or floor and roof construction or finishes should be in materials that are used for real life construction
- ◆ positioning of work should simulate real life work situations – if work at heights is a requirement of the evidence, then provision for work at heights should be made, if work under floors is an evidence requirement then authentic provision must be made
- ◆ The Health and Safety practices should also simulate real life work situations - including the wearing of appropriate PPE.

## **2.2 System components**

- ◆ any system components that candidates are required to install in simulated conditions should be of the types, sizes, and general condition of components that candidates would be required to install on the job

## **2.3 Working arrangements**

- ◆ working arrangements under which candidates are intended to produce evidence in simulated conditions should replicate arrangements within the workplace. The arrangements should generally permit each candidate to provide evidence for all competences for which the simulated facility is intended.
- ◆ candidates working in simulated conditions should be provided with the job information that they would normally receive on the job – this may include verbal or written instructions, drawings or specifications appropriate to the type of installation activity.
- ◆ candidates should not receive either directly or indirectly, assistance from other candidates or guidance from the work of other candidates, which will reduce the value of the evidence as a reliable and valid measure of the candidate's competence.

Where real life job situations would normally require operatives to be given assistance, with for instance heavy or bulky components, then this should be permitted in work situations which simulate normal working conditions. However the role of persons acting as assistants in work simulated situations should be clearly defined by the Awarding Body and controlled by the Assessment Centre.

## **2.4 Work Evidence Report**

The Assessment Strategy which ConstructionSkills developed for the construction craft SVQs requires that candidates produce evidence from the workplace. This is a vital part of the SVQs and will help towards ensuring that anyone gaining a SVQ in one of the crafts is fully competent to industry standards. For this reason it is important that every candidate undertaking one of the SVQs in a construction craft is able to produce evidence of workplace activity.

The method of recording this evidence has been agreed with industry, SBATC and ConstructionSkills and will be the use of a site monitoring form. There is a copy of this form, called a Work Evidence Report, to accompany this Assessment Methodology.

External Verification site visits are to be during years 1, 2, 3, and 4 using the Work Evidence Report forms. Copies of these forms will go to the employer, managing agency carrying out the review and the centre at which the candidate is undertaking his or her off-site training.

The copy which goes to the centre should be filed with the candidate's record. It is vital that centres ensure that they have a system for receipt and storage of these forms.

To comply with ConstructionSkills Assessment Strategy SQA External Verifiers (EV) will ask to see Work Evidence Report forms during centre visits. The EV will need to be assured that the centre has an effective system for receiving these forms and storing them in a manner that is accessible and which allows the moderator to view them on request. Work Evidence Report forms sampled during centre visits should be signed by the visiting External Verifier.

## **3. Expertise of Assessors, Internal Verifiers and External Verifiers**

### **Assessors**

Assessors for these SVQs must be occupationally competent (Craft/Trade Specific) and must have an up-to-date working knowledge of the sector, they must:

- ◆ hold an in-depth knowledge of the National Occupational Standards for the sector
- ◆ have operational experience appropriate to the level of SVQ they intend to assess (they must still be working in the sector)

- ◆ hold or be working towards Employment National Training Organisation (ENTO) unit A1 or hold units D32 and D33. In Scotland the Scottish teaching exemption should apply and where the ENTO units apply, an action plan should be agreed for their achievement.

All assessors must:

- ◆ have a sound in-depth knowledge of the national occupational standards and requirements of the SVQ; they must also have an understanding of the Awarding Body policies and procedures.
- ◆ only assess in their acknowledged area of occupational competence.
- ◆ be registered with their approved centre and be accountable to that organisation for their assessment practice.
- ◆ demonstrate a commitment to uphold the integrity of the national occupational standards and their assessment practices.
- ◆ be prepared to participate in training initiatives for their continued professional development.
- ◆ provide evidence of their ability to maintain occupational competence thus keeping their technical knowledge and skills up-to-date.

Ideally, assessors will not be involved in the training of candidates. However, if this places an unrealistic assessment burden on the approved centre, it is acceptable as long as the criteria for trainers is met and assessment of their own candidates does not take place.

### **Internal Verifiers**

Internal Verifiers for the SVQs must:

- ◆ have an in-depth knowledge of National Occupational Standards for the sector
- ◆ have up to date operational experience appropriate to the level of SVQ they intend to verify (they must still be working in the sector)
- ◆ hold or be working towards ENTO unit V1 or hold unit D34, they must also hold the ENTO unit A1 or units D32 and D33. In Scotland the Scottish teaching exemption should apply and where the ENTO units apply, an action plan should be agreed for their achievement.

Internal Verifiers must be in a position to contribute to and influence an Approved Centre's assessment policy. They should be EITHER employed by the same organisation as the Assessors

OR

working in partnership with the Approved Centre and have access to the evidence used by the Assessors.

All internal verifiers must:

- ◆ have a sound in-depth knowledge of the national occupational standards and SVQ requirements for the assessments they are

verifying. They must also have a good understanding of the Awarding Body policies and procedures.

- ◆ demonstrate a commitment to uphold the integrity of the national occupational standards and their assessment and verification practices.
- ◆ be prepared to participate in training initiatives for their continued professional development.
- ◆ provide evidence of their ability to maintain occupational competence thus keeping their technical knowledge and skills up-to-date.

### **External Verifiers**

External Verifiers must have an up-to-date working knowledge of the sector, this is defined as:

- ◆ having in-depth knowledge of the National Occupational Standards for the sector
- ◆ involvement in the delivery of training and skills development activities within the sector.

External Verifiers must:

- ◆ hold or be working towards ENTO Unit V2 or hold unit D35, the units of competence concerned with external verification when they are appointed by the Awarding Body.
- ◆ hold ENTO unit A1 or units D32 and D33 and they are encouraged to achieve unit V1 or hold unit D34. (See note 1).
- ◆ demonstrate a commitment to uphold the integrity of the National Occupational Standards and their assessment and verification practices.
- ◆ be prepared to participate in training initiatives for their continued professional development.
- ◆ demonstrate their ability to maintain credibility with the sector and to retain the confidence of the sector through commitment to ongoing personal and professional development.

Note 1 All External Verifiers are expected to achieve ENTO unit V2 within 12 months of being accepted as an External Verifier. They must have achieved ENTO unit A1 or hold units D32 and D33 before being appointed as an External Verifier.

Note 2 The Scottish Teachers qualification can act as an exemption for the ENTO A/V units within SVQs. There is however no exemption for D35/V2

## **4 Independent External Assessment**

With the exception of Painting and Decorating and Wood machining, SVQs contain the CITB Health and Safety Test as a mandatory unit. The aim of the Health and Safety test is to promote health and safety

awareness and to reduce on-site injuries. The test is a 45 minute interactive computer test which can be taken at approved centres.

## **5 Integrative Assessment (Skills Testing)**

Skills Testing is an Independent External Assessment carried for industry by SBATC Industry Accredited Assessors. The Skills Test Centres are approved by ConstructionSkills who set the standard and train invigilators.

## **6 Documentation**

Documentation and further information can be obtained from the following address:

Scottish Qualifications Authority  
The Optima Building  
58 Robertson Street  
Glasgow  
G2 8DQ

# Appendix 1

<b>Title</b>	<b>Level</b>
Bricklaying (Construction)	2
Bricklaying (Construction)	3
Carpentry and Joinery (Construction)	2
Carpentry and Joinery (Construction)	3
Painting and Decorating (Construction)	2
Painting and Decorating (Construction)	3
Plastering (Construction)	2
Plastering (Construction)	3
Roofing Occupations (Construction)	2
Roofing Occupations (Construction)	3
Stonemasonry (Construction)	2
Stonemasonry (Construction)	3
Wall and Floor Tiling (Construction)	2
Wall and Floor Tiling (Construction)	3
Woodmachining (Construction/Sawmilling Extrusion)	2
Woodmachining (Construction/Sawmilling Extrusion)	3