



**Internal Assessment Report 2013
Scottish Vocational Qualifications
Construction and Civil
Engineering Services:
Construction Operations**

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

SVQ awards

General comments

All centres verified in session 2012–2013 had a well-established understanding of the requirements of the national standards as defined by the standard-setting body.

Almost all External Verifiers commented on the high quality of candidate practical evidence on display at centres and onsite.

Other examples of centres clearly working to national standards were highlighted by External Verifiers, including clear compliance with health and safety legislation, with risk assessments and with resultant control measure identification. This reflects current best practice in the industry and ensures a constant student focus on compliance with health and safety standards.

Unit specifications, instruments of assessment and exemplification materials

Almost all centres had a clear understanding of the requirements of specialist and generic Unit specifications and their assessments. External Verifiers reported that centre staff's familiarity with generic Unit requirements impacted positively on effective integration of specialist and generic Units at more than a few centres.

However some External Verifier reports highlighted issues relating to:

- ◆ observation reports not covering all the items included in each of the Unit specifications
- ◆ knowledge question papers requiring amendments to include all specified items in the performance criteria of the Unit specification
- ◆ developing a more generic approach to observation report writing to allow assessors to record observed evidence for all Units which generate evidence naturally
- ◆ outlining of test specifications by ensuring that checklists record size, amounts, standards and tolerances

Evidence Requirements

While most centres externally verified had a well-defined and clear understanding of the Evidence Requirements for almost all specialist Units, some External Verifiers reported issues and development points relating to:

- ◆ knowledge question papers not stating the performance level (pass mark) that candidates need to achieve
- ◆ developing specimen answers for underpinning knowledge questions in order to ensure consistency of assessment decisions

Administration of assessments

External Verifiers reported that assessment planning and administration of the assessment process was effective at all centres verified.

In more than a few centres, External Verifiers highlighted formative assessment, constructive and development feedback, photographic evidence, and assessment portfolios as being particularly effective.

Almost all verifier reports noted internal verification as being robust in terms of confirming assessment decisions but also supportive in terms of assessor feedback.

One centre received favourable comments for introducing assessment and verification procedures for new assessors. This risk-based analysis focused on identifying the maximum number of candidates a new assessor can deal with and also the minimum number of observations to be carried out by the Internal Verifier.

Almost all centres continue to encourage candidates to access assessment opportunities at their own pace and this is supported by effective assessment planning and review.

General feedback

In the majority of centres verified, External Verifiers reported that the quality of candidates' practical evidence was of a good standard.

Almost all centres continue to enhance their learning and assessment environments and facilities.

Feedback given to candidates was very supportive and developmental in all centres verified. This was recorded in the candidate portfolios to enable candidates to focus on areas for development in both industry and at the centre. All centres were fully compliant with the assessment strategy with regards the assessor and verifier qualifications, experience and currency.

Areas of good practice

All of the external verification reports for session 2012–2013 highlighted and reported areas of good practice in delivery. Much of this good practice was evident at most centres, specifically:

- ◆ excellent developmental feedback on practical assessments to candidates, with supportive comments on areas of competence which were achieved and areas where further training and development is required
- ◆ good facilities with a realistic working environment
- ◆ excellent staff and candidate working relationships supporting candidate confidence when undertaking assessments

- ◆ excellent use of a variety of assessment procedures and sites to allow candidates to show competence in a variety of locations

Individual centres had good practice highlighted in relation to excellent electronic records, allowing an ongoing focus on:

- ◆ continuous professional development (CPD) records and activity
- ◆ internal verification
- ◆ CVs and qualifications
- ◆ student progress
- ◆ electronic storage of photographic evidence

Specific areas for improvement

More than a few centres had areas for improvement reported for the following aspects of the assessment process, such as:

- ◆ feedback comments from observation reports should be directed at the candidates and not the Internal Verifier
- ◆ CPD for the assessor should be more industry-related rather than just internal CPD activities