



**Scottish Vocational Qualifications
Internal Assessment Report 2015
Highway Maintenance/
Roadbuilding**

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

SVQ awards

General comments

The visited centre reports indicate that most of the centres are experienced in the delivery of the Highway Maintenance and Roadbuilding awards and have been developing the portfolios again this year. Centre staff demonstrated that they have good knowledge of the awards and have a clear understanding of the requirements and the national standards.

Assessors and internal verifiers hold the relevant qualifications and have good working knowledge and experience in the industries. Most centre staff have been working to the national standards for years and all have a good understanding of the requirements.

Unit specifications, instruments of assessment and exemplification materials

From the external verification reports it was clear that centres have continued to enhance the portfolios used for both Highway Maintenance and Road Building. The standards for the awards have not changed in the last session so no changes were required to the instruments of assessment, but some new questions were added by various centres. The main part of the portfolio covers the practical assessment, where the evidence is normally collected on live sites to meet the awards criteria and evidence requirements. A bank of questions is used to confirm the candidates' underpinning knowledge.

Centre assessors/internal verifiers have been dealing with the awards for years and have had no problems working with the Unit specifications or instruments of assessment.

Evidence Requirements

Candidate evidence was well presented by all the centres that were delivering either Highway Maintenance, Road Building or both awards. During the external verification in centres there were no issues or concerns noted in the reports. All reports were positive that the requirements are being clearly met and centres have no problems generating or recording the candidate evidence required.

Administration of assessments

Centre inductions are carried out with candidates prior to them being registered for the awards. During the induction process, centre policies and procedures are explained and all candidates sign that they understand them. Candidates are then registered for the awards and an assessment plan is agreed and recorded. This is reviewed and updated regularly while candidates are progressing through the various Units that make up the awards.

Constructive feedback is given during the assessment and on completion of each Unit. Interim internal verification is carried out at most centres and feedback is

given while the assessor is assessing candidates. This is good practice and it means that the internal verification is not totally end-loaded.

When candidates have completed the award, and internal verification has been carried out, the administration staff result the candidate and request certification by SQA.

All centre staff are carrying out continuous professional development (CPD) to ensure the CITB Consolidated Assessment Strategy is met.

General feedback

Candidates interviewed at external verification visits gave good positive support to the way the induction of the awards was carried out and support provided during the assessments by the assessors. Candidates all felt that the constructive feedback was always given in a positive manner, even if there were any additional actions required for them to achieve to successfully complete a Unit. The candidates agreed that positive feedback helped to keep them motivated for further Unit assessments.

Areas of good practice

- ◆ Centres put a lot of effort into the portfolios for the assessments. They were well presented and easy for the External Verifiers to carry out quality assurance
- ◆ Staff CPD activities demonstrated that they are keeping up to date with the industry changes and meeting the requirements of SQA
- ◆ CPD records also confirm that they are working to current assessor/verifier national standards
- ◆ It was good to see that some centres have been making some minor changes to the portfolios/underpinning questions

Specific areas for improvement

- ◆ There were no areas requiring improvement, but centres should keep looking to develop the portfolios further