



**Scottish Vocational Qualifications
Internal Assessment Report 2016
Highways and Road Maintenance**

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 visit reports for this year indicate that the centres delivering the awards continue to improve their experience and to develop their portfolios of evidence. Centre staff were positive and showed good working knowledge and experience from within the highways and roads maintenance industry.

As with previous years, the evidence verified and the interviews conducted with centre staff over the reporting period confirmed that centres understand what is required from them with regards to interpretation of the national standards. Centres continue to ensure that the quantity and quality of evidence gathered meets the levels required for these awards.

Unit specifications, instruments of assessment and exemplification materials

The verification reports submitted throughout this reporting period clearly indicate, as a result of the interviews with the assessors and verifiers undertaken during verification visits, that centres and their staff have a good working knowledge of the contents of the unit specifications across the awards. This is confirmed by the standard of primary evidence which continues to be provided by direct observation of work activity from live working sites and the supporting evidence generated/gathered by the candidates and the assessors.

Centres continue to use a variety of centre-devised assessment instruments, such as checklists, knowledge questions and in some cases professional discussions — all of which comply with the awarding body and assessment strategy requirements.

Evidence requirements

The assessment guidelines give centres examples of both primary and secondary evidence that is required for the awards.

Candidate evidence was well presented by all the centres that were delivering the awards.

External verification visits conducted during this reporting period indicated there were no issues or concerns. 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

Discussions with centre staff during visits continue to reflect that not much has changed in the methodology that centres use to ensure that they programme visits for assessors to realise the best opportunities for the collection of evidence.

Centre administrators and assessors remain active in contacting employers and candidates alike to arrange site visits which correspond with live work activities which the candidates are undertaking to maximise the evidence gathering opportunity. This provides assessors with the best scenarios to make judgements on the competency of their respective candidates against all of the award specifications.

As in previous years, this is quantified by the fact that almost all assessment of candidates continues to be based on live work activity in real-time working environments.

Internal verifiers continue where required to provide constructive feedback to assessors, and verifiers confirm that assessors act on the comments given to them.

General feedback

Feedback to candidates — assessors continue to advise candidates to gather the appropriate supporting workplace evidence and to get it endorsed by a supervisor or manager to support its authenticity. This procedure positively assists the assessors in supporting his or her direct observations so ensuring that all the evidence requirements for the awards are met in as short a time as possible.

Assessors provide feedback to the candidates following the direct observations of their activities in the workplace.

Feedback from candidates — Candidates interviews conducted during this reporting period confirm that candidates are happy with the support they receive from all members of centre staff throughout their assessment process.

Access to assessment — As with the previous internal assessment reports, no centre or assessor has reported any difficulty in gaining access to candidates who are in employment for the purpose of carrying out live assessments in the workplace.

Areas of good practice

The general areas of good practice commented on in previous reporting years have continued to be the same this year, indicating that centres are consistent in their approach to the assessment and verification process required. These areas are as follows:

- ◆ The use of good comprehensive additional supporting evidence such as knowledge question banks, relevant course certification, site documents, job cards
- ◆ Good descriptive and detailed observation reports
- ◆ Positive candidate feedback records
- ◆ Good comprehensive internal verification recording procedures

- ◆ CPD records which demonstrate that staff are keeping up to date with industry changes and national standards

Specific areas for improvement

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