



**National Qualifications 2016
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 courses

Group Award C271 74 Skills for Work: Automotive Skills

F8N0 10 Automotive Skills: The Vehicle Modification Project

F8MY 10 Automotive Skills: The Technician

F8MX 10 Automotive Skills: The Car

F8MW 10 Automotive Skills: The Garage

General comments

The centres that are operating the award are using various assessment methods and effectively covering the outcomes within each of the four units. Most centres made good use of local industrial contacts to introduce candidates to a real working environment. This is evidenced especially within the Automotive Skills: The Garage unit where most of the assessment is directly related to the workplace environment (evidenced within candidate portfolios).

In some centres, the Technician and the Vehicle Modification Project units are used to enhance the learning process and introduce candidates to the 'live' road-ready vehicle where experience gained is directly transferable to the vehicle industry.

The external verifiers confirmed that the centres visited were using a holistic approach to all four units that make up the group award and, by doing so, were making the best use of the resources and the candidates' time. Assessors and internal verifiers at the centres visited this year had a good understanding of the requirements of the award, with well thought-out tasks aligned to the assessment standards of the units, to meet the outcomes across all the units.

Unit specifications, instruments of assessment and exemplification materials

All assessors seen at the visits this session demonstrated a clear understanding of the unit requirements and the assessment standards of the units. This was reflected in the achievements of the candidates. All assessment was done within the working environment using direct observation, check sheets, and job cards aligned to the assessment standards of the units within the award.

Evidence requirements

All centres that were visited were using the SQA National Assessment Bank (NAB) materials. Some centres are amalgamating the NABs with locally produced materials which assist in the measurement of the outcomes and deepen the understanding of the candidate, while keeping the balance of ensuring that the candidate is not being over-assessed. Comments from the assessors, which were recorded within the candidates' portfolios, were positive and constructive and helped to reinforce the candidate experience of the unit

tasks. Assessor-recorded portfolio evidence and materials produced by the candidates adequately covered the unit requirements.

The candidate evidence viewed was valid, authentic, reliable, and sufficient to meet the skill/knowledge requirement for each assessment standard contained within the award.

All materials seen were signed-off by both the assessor, dated and marked. This gives assurance that it is the candidate's own work and is valid for the assessment standard being measured.

Administration of assessments

All candidates are monitored as they progress through the units, and are given both verbal and written constructive feedback and encouragement.

Their work is sampled as the units progress and recorded in line with SQA requirements, ensuring individual assessment needs are being fully met. A holistic approach to assessment was used by all centres that were visited. In most cases, assessment events are agreed between the candidate and assessor, to fit the attendance pattern and curriculum requirement of the school.

Where the practical task demands a more intense time pattern, or external candidate school needs, the schedule can be adjusted.

In all centres visited, internal verification is carried out in accordance with the centre policy, recorded on a timeline and amended when required. All are monitored as the programme develops and positive feedback is given to the candidates as they progress.

Internal verification in all centres still continues to be 100%; this seems to be directly related to the small candidate numbers, and inexperience of the candidates, coupled to the safety of the candidates and the nature of the automotive industry.

All practical work is measured against the standards, recorded in the candidate's portfolio by the assessor as the work progresses, recorded in the appropriate check sheets, and quality-checked on completion.

Areas of good practice

Candidates are fully encouraged to use manufacturer's service data sheets, service repair manuals, internet, electronic auto data, commercial repair job card, VOSA check sheets and locally devised service/repair sheets/checklists for the related assessment tasks within the four units. This is a working practice which is used in the automotive workshop/garage, and an essential part of working life to ensure profitability of the company.

Centres are doing more to engage with, or have active work placements within, the local repair and retail industry or college. This helps to enhance the award's credibility and develop the experience and skills of the candidates.

Candidates are being made aware of the need for good 'housekeeping', working with others and practising a greater level of health and safety awareness, all of which translates to industry.