



**Scottish Vocational Qualifications and Higher National Units
Qualification Verification Summary Report 2017
Carpentry and Joinery**

Introduction

There was extensive qualification verification activity throughout session 2016–17 for qualification GF25 23 SVQ 3 Carpentry and Joinery (Construction) and for G9R1 47 HN PDA Carpentry and Joinery SCQF level 7.

Almost all qualification verification reports were positive and there was clear evidence that these qualifications continue to be assessed in a professional and effective manner at almost all centres. However, 2016–17 saw a significant rise in the number of recommendations identified across centres in relation to assessment and verification.

GF25 23 SVQ 3 Wood Occupations (Construction): Carpentry and Joinery

Units verified:

F7A9 04	Confirm Work Activities and Resources for the Work
F7AA 04	Develop and Maintain Good Working Relationships
F7AB 04	Confirm the Occupational Method of Work
FN2J 04	Conform to General Workplace Health, Safety and Welfare
F00W 04	Set Up and Use Fixed or Transportable Machinery
DY0R 04	Install First Fixing Components
F771 04	Install Second Fixing Components
FW1D 04	Set Up and Use Transportable Cutting and Shaping Machines
DY13 04	Erect Structural Carcassing Components
H0WW 04	Erect Roof Structure Carcassing Components
DY47 04	Mark Out from Setting Out Details for Routine Products
DY45 04	Manufacture Routine Products
FW16 04	Manufacture Bespoke Products

G9R1 47 HN PDA Carpentry and Joinery SCQF 7

Units verified:

F8ME 34	Architectural landscape walling
F8MC 34	Arch Construction
F8MD 34	Architectural Feature Work
F8MG 34	External Corners and Piers in Stonework
F8MF 35	Curved walls on plan

Category 2: Resources

Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.

Qualification verification reports for the SVQ Wood Occupations qualification, confirmed that assessors and internal verifiers at all centres were competent, well-qualified, both vocationally and professionally, and all had extensive industry experience. Staff at almost all centres undertook and recorded appropriate continuing professional development (CPD) activity in their CPD logs to ensure they maintained occupational currency and complied fully with the requirements of the assessment strategy.

However, at more than a few centres, qualification verifiers reported that there was insufficient evidence of recorded CPD activity for assessors and internal verifiers to ensure they maintained occupational currency, as required by the assessment strategy.

Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.

Almost all centres externally verified for SVQ Wood Occupations and HN Advanced Carpentry and Joinery qualifications had effectively implemented their centres ongoing processes and procedures to review the assessment environment, assessment procedures, equipment, learning resources, and assessment materials. There was clear evidence of the impact of these reviews in the improvements and enhancements introduced.

In a few centres, good practice was reported for the use of the workshops to allow full-sized activities to take place and for sustainability through reuse of materials.

At a few centres, qualification verifiers reported that evidence of these formal reviews were not made available during the visit.

Category 3: Candidate support

Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.

External verifiers reported that all centres had processes and procedures in place to enable candidate development needs to be identified and appropriate support provided. At all centres verified, centre processes to support candidate development were being implemented effectively.

All centre staff delivering the SVQ Wood Occupations qualification used candidate records of evidence from the workplace (CREWs) effectively to capture candidate experience and learning from the workplace which was matched to unit requirements.

In discussion with their assessor, candidates could identify and discuss areas of the qualification that they needed to develop and improve.

At more than a few centres, candidates could access learning materials from home to support their development. At one centre the qualification verification report highlighted that simulated skills test jigs were available to support learning.

Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.

External verifier reports for HN and SVQ qualifications confirmed that candidates at all centres received well-planned and effective feedback from their assessor on course progression and achievement. Feedback in all centres was very effective, with assessors confirming what has been achieved and, where necessary, identifying areas for improvement or skills development. Feedback about specialist and generic unit competences was provided at all centres and was valued by candidates.

Category 4: Internal assessment and verification

Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.

All centres had well-established assessment and verification processes and procedures in place. Qualification verifiers reported that assessors and internal verifiers at almost all centres implemented these procedures effectively. Good practice was reported at more than a few centres for the use of candidate log books for recording the use of woodworking machines and power tools.

However, areas for development were identified at more than a few centres for the small sample size being used for internal verification.

Ineffective internal verification planning was reported at a few centres. At one centre the established internal verification system and documentation was not being used by the internal verifier.

Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.

All centres continue to use SQA-devised training and assessment programmes (TAPs) to carry out assessment for both the SVQ Wood Occupations and the HN/PDA SCQF 7 Carpentry and Joinery qualifications.

The implementation and use of TAPs has again been reported as being effective at almost all centres visited, with good practice being reported at a few centres in relation to the standard of construction drawings and the quality of candidate portfolios. However, at a few centres, external verifiers reported that candidates should complete more cutting lists and workshop rods and that candidate drawings should be fully annotated.

Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.

All centres continue to use SQA-devised TAP evidence recording documentation very effectively to confirm individual candidate assessment evidence. Almost all assessment records are signed and dated by the candidate, the assessor, and, where, appropriate the internal verifiers. At a few centres, however, external verifiers commented on missing signatures, dates, and names on assessment records.

Good practice was reported at one centre, which provided feedback by video. At another centre candidate drawings were improved through introducing a drawing package.

At one centre the external verifier noted that SOLAR assessments should be used for the assessment of the Access Platforms unit from next session.

Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.

External verifiers reported that assessor judgements were accurate and consistent at all centres delivering the SVQ Wood Occupations and the HN/PDA Advanced Craft qualifications.

Sampled practical work and knowledge evidence confirmed that candidates were meeting the requirements of units and were achieving national standards. However, at some centres external verifiers reported areas for development in relation to:

- ◆ clerical housekeeping, missing signatures, dates and candidate names on assessment materials
- ◆ candidates spending more time of finishing
- ◆ encouraging candidates to dress end grain details
- ◆ increasing the width of newel posts
- ◆ providing more photographic evidence for CREWs
- ◆ countersigning of assessment decisions for assessors who are working towards assessor qualifications
- ◆ more detailed feedback on practical assessments

Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.

Qualification verifiers reported that all centres continue to retain candidate evidence and assessment records in line with SQA requirements. In all centres visited, retention policies exceeded SQA requirements. All centres complied fully with qualification verification visit plan requirements in relation to candidate evidence sampling.

Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.

All centres had clear policies and procedures in place for disseminating information from qualification verifiers to assessors and internal verifiers. Staff at all centres implemented centre procedures effectively and there was good evidence of improvements and enhancements to develop assessment practice.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2016–17:

- ◆ full-sized activities in workshops
- ◆ sustainability through reuse of materials
- ◆ candidate remote access to learning materials
- ◆ simulated skills test jigs
- ◆ log books for recording candidate use of woodworking machines and power tools
- ◆ standard of construction drawings and the quality of candidate portfolios
- ◆ feedback using video
- ◆ enhanced drawing skills through introducing a drawing package

Specific areas for development

The following areas for development were reported during session 2016–17:

- ◆ recorded vocational CPD activity
- ◆ evidence of ongoing reviews
- ◆ internal verification sample size
- ◆ internal verification planning
- ◆ centre internal verification documentation not being used
- ◆ cutting lists and workshop rods
- ◆ wearing of hard hats
- ◆ design calculations for stairs
- ◆ SOLAR assessments for the Access Platforms unit
- ◆ missing signatures, dates, and candidate names on assessment records
- ◆ time spent on finishing
- ◆ width of newel posts
- ◆ photographic evidence
- ◆ countersigning assessment decisions
- ◆ feedback on practical assessments