



**Scottish Vocational Qualifications and
Professional Development Awards**

Qualification Verification Summary Report 2018

Wall and Floor Tiling

Introduction

The single centre delivering the Scottish Vocational Qualification (SVQ) in Wall and Floor Tiling experienced a significant transition in academic year 2017–2018. The source of candidate assessment evidence for this SVQ moved from being generated via a CREW (Candidate Record of Evidence from the Workplace), to evidence of practical competence being gathered from the candidate's natural working environment, and recorded in a candidate's portfolio.

Consequently, the centre delivered two models of SVQ qualifications in 2017–2018. Candidates registered in 2017–2018 undertook the new SVQ, while candidates registered prior to August 2017 undertook the old SVQ.

To support centre staff make this transition, SQA provided each centre with extensive support throughout the academic year, with centres being offered three support visits over the academic session, along with ongoing support in the form of e-mails and phone conversations.

GF23 23 and GM81 23, SVQ 3 Wall and Floor Tiling (Construction) and PDA Wall and Floor Tiling

- DY76 04 Prepare Backgrounds for Tiling
- DY9E 04 Tile Wall and Floor Surfaces
- DY9D 04 Produce Tiled, Mosaic and Stone Surface Finishes
- 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
- DY3K 04 Lay Sand and Cement Screeds

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.

The single qualification verifier report for the SVQs in Wall and Floor Tiling confirmed that the assessor and internal verifier were competent, were well qualified both vocationally and professionally, and had a wealth of industry experience. Staff recorded appropriate continuing professional development (CPD) activity, and adopted a reflective approach to CPD outcomes and the benefits gained in relation to enhancing day-to-day practice.

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

The centre had reviewed the frequency, content and focus of standardisation meetings with a view to maintaining a clear focus on the delivery and enhancement of the SVQ qualifications. Each Course Improvement and Action meeting records discussions and actions on all aspects of SVQ delivery and the assessment process. The annual Course Improvement and Action meeting additionally recorded evidence of review of assessment and progress, learning and teaching, environments, resources, students' views and general improvements.

Category 3: Candidate support

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

Centre staff implemented well-established centre processes to identify candidate development needs and to provide appropriate and effective support.

Diagnostic testing is undertaken when required by candidates, and where necessary Personal Learning Plans are developed to suit individual needs.

Skills development needs for all candidates were highlighted through Training and Assessment Programmes (TAPs) assessments and assessor feedback comments. These comments identified areas for further training and skills development, as well as any improvement required in relation to construction practices.

These processes of identifying candidate development needs are augmented by Construction Industry Training Board (CITB) reviews, which focus on candidates' overall progress with the qualification.

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

Candidates have continuous access to their assessor throughout the college training programme. Candidates undertake summative practical assessments only after the successful completion of practical training activities.

Candidates received well-planned and effective feedback from their assessor on course progression and skills development. Feedback on completed assessments was very effective, with the assessor confirming what had been achieved, and where necessary identifying areas for improvement and further skills development.

Category 4: Internal assessment and verification

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

Sampled candidate evidence confirmed that centre assessment and verification policies and procedures were being implemented very effectively across the SVQ qualifications.

Internal verification planning was comprehensive, and internal verification activity was thorough. This ensures an ongoing check on standardisation of assessment decision making across all candidates.

The internal verifier has reviewed and enhanced internal verification planning to ensure a quality assurance check on candidate assessment decisions across the academic year.

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

The centre continues to assess all candidates registered for group award GF23 23 using the SQA-devised TAPs. This means there is no need for centre-devised assessments.

For group award GM81 23, the centre has developed an e-portfolio model and assessment documentation, both of which are valid and reliable for use in a construction context. Additionally, the centre has made excellent progress in supporting candidates to generate evidence from the workplace.

Centre staff have clearly benefited from the SQA centre support visits, which have taken place across the academic year.

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

For all candidates registered for group award GF23 23, candidate evidence is clearly being generated under SQA-required conditions and in line with the requirements of the assessment strategy. The candidate, the assessor and the internal verifier sign and date all assessment records to ensure authenticity of candidate evidence. However, the recording of candidate, assessor and internal verifier signatures and dates on assessment records was not applied consistently.

The centre e-portfolio model for candidates undertaking group award GM81 23 complies with SQA requirements relating to security and authenticity of candidate assessment evidence and records.

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

All sampled candidate evidence and assessment records confirmed that all assessor judgements were accurate, consistent and fair.

Assessor judgements were clearly consistent across all candidates undertaking SVQs in Wall and Floor Tiling.

Sampled practical work and knowledge evidence confirmed that candidates were achieving and sometimes exceeding national standards.

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

All evidence identified on the Visit Plan was readily available during this qualification verification activity. The centre has a clear understanding of what the awarding body's policy requires about retention of candidate evidence and assessment records.

The qualification verifier report for the single SVQ Wall and Floor Tiling centre confirmed that the centre continues to retain candidate evidence and assessment records in line with SQA requirements. The centre retention policy exceeded SQA requirements.

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

There was an excellent range of evidence available for qualification external verifiers to confirm effective dissemination of information. This includes standardisation meeting minutes and the Course Improvement and Action meeting minutes, and SQA reports on the SVQ support visits. The centre had clear policies and procedures in place for the dissemination of information from qualification verifiers to assessors and internal verifiers. Staff at the centre implemented centre procedures effectively.

Areas of good practice reported by qualification verifiers

The following examples of good practice were reported during session 2017–18:

- ◆ Reflective approach to CPD activity and outcomes, and the benefits gained in relation to enhancing day-to-day practice (Criterion 2.1)
- ◆ Annual Course Improvement and Action meeting records, evidence of review of assessment environments, candidate progress, learning and teaching approaches, resources, students' views and general improvements (Criterion 2.4)
- ◆ Internal verifier review and enhancement of internal verification planning to ensure a quality assurance check on assessment decisions across the academic year (Criterion 4.2)

Specific areas for development

No areas for development were reported during session 2017–18 for this verification group and qualification.