



**Scottish Vocational Qualifications and  
Professional Development Awards**

**Qualification Verification Summary Report 2018**

**Woodmachining**

## **Introduction**

The few centres delivering the Scottish Vocational Qualification (SVQ) and Professional Development Award (PDA) in Woodmachining went through 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, centres 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 in making 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.

### **GF24 23 GM82 23 SVQ 3 and PDA Woodmachining**

H106 12 Conform to General Workplace Health, Safety and Welfare  
H10E 12 Move, Handle or Store Resources  
HL42 46 Woodworking Power Tool Skills  
F7GF 12 Woodmachining: Jig Development and Manufacture  
F7GH 12 Woodmachining: Planing Machines

## **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 qualification verifier reports for SVQ and PDAs in Woodmachining confirmed that assessors and internal verifiers 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.**

All centres visited for Woodmachining qualifications had effective ongoing processes and procedures in place for reviewing all aspects of course delivery.

These processes and procedures were being implemented effectively and professionally, and there was clear evidence of enhancements and improvements being implemented after these reviews had taken place. For example, there was good evidence from the minutes of review meetings at all centre confirming the ongoing reviews of the assessment environment, equipment, reference, and learning and assessment materials.

Good practice reported at one centre involved staff and student visits to a local company to grind cutters, and sample a more up-to-date grinder. This enhanced the skills and knowledge of students and staff.

### **Category 3: Candidate support**

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

Qualification verifier reports for Woodmachining qualifications confirmed that all centres have effective processes and procedures in place to enable candidate development needs and prior achievements and experience to be identified, and appropriate support to be provide where necessary.

All centre staff delivering the SVQ Woodmachining qualification used Candidate Records of Evidence from the Workplace (CREWs) to capture candidate experience and learning from the workplace effectively, and this was matched to unit requirements for candidates on the SVQ qualification.

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

#### **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 regular contact with their assessor, and receive effective feedback from them on course progression and skills development. Feedback on completed assessments was very effective, with the assessor confirming what has 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 Woodmachining qualifications.

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

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

For all candidates, all centres continue to assess using the SQA-devised Training and Assessment Programmes (TAPs). This removes the need for centre-devised assessments.

For the new SVQ for candidates registered from August 2017, centres have developed an e-portfolio model and assessment documentation, 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.

Centres have made a very good start to the new SVQ Woodmachining. A new portfolio, with evidence from the workplace, has been developed, with good photographs being collated. This evidence now needs to be matched against the National Occupational Standards (NOS) and indexed. The students are well versed in the requirements of the new award.

In the sampled portfolios, the assessment instruments used were valid, reliable, practicable, equitable and fair.

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

For all candidates, 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 most 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.

At one centre a recommendation was identified requiring candidates and assessors to sign and date all assessment records.

The centre e-portfolio model for candidates undertaking SVQs 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 candidate evidence and assessment records sampled by the qualification verifier confirmed that all assessor judgements were accurate, consistent and fair.

Assessor judgements were clearly consistent across all candidates undertaking SVQ and PDA Woodmachining qualifications. 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 visit plans was readily available during qualification verification activity. Centres have a clear understanding of what the awarding body's policy requires about retention of candidate evidence and assessment records. Evidence at all centres is retained in secure cupboards, in line with SQA requirements.

Qualification verifier reports for all centres confirmed that centres continue to retain candidate evidence and assessment records in line with SQA requirements. All centres' retention policies 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 to confirm effective dissemination of information for qualification external verifiers. This includes standardisation meeting minutes and the Course Improvement and Action meeting minutes, and SQA reports on the SVQ support visits. Centres have clear policies and procedures in place for the dissemination of information from qualification verifiers to assessors and internal verifiers. Staff at all centres implemented centre procedures effectively.

Documented evidence at all centres shows that all qualification verifier reports are disseminated to all staff, with names and dates against action points.

At one centre the curriculum manager has a checklist in place to confirm that staff have had the opportunity to read relevant documentation and reports. This was noted as good practice.

## **Areas of good practice reported by qualification verifiers**

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

- ◆ Staff and students' industry visits (Criterion 2.4)
- ◆ Dissemination of documentation and reports (Criterion 4.9)

## **Specific areas for development**

The following area for development was reported during session 2017–18:

- ◆ Candidates and assessors signing and dating assessment records (Criterion 4.4)