



# **CONSTRUCTION ON-SITE ASSESSMENT (OSAT) MANUAL**

**A Practitioner's Guide**

## **Preface**

This guide is intended to be a practical guide for centres involved in the delivery of OSAT (On Site Assessment and Training) SVQ/NVQ Construction Qualifications. It is acknowledged that the natural working environment of Construction and Civil Engineering sites, present a most challenging context in which to deliver quality assured and credible qualifications. The intention of this guide to provide a range of practical examples, including working exemplars, based on current established best practices.

While it is acknowledged that OSAT continues to be an evolving and dynamic context, which will continue to develop new strategies for providing evidence of competence for construction candidates. There are now well established methodologies, of providing credible and reliable evidence of candidate's performance in the construction site workplace, which can help to ensure the integrity of SVQ/NVQ qualifications and the National Occupational Standard. This guide will give best practice working examples to support centres.

There are already many excellent documents including the various Codes of Practice, Guidelines on Assessment, Guidelines on Internal Verification, Guides to Quality Assurance, Guidelines on Completion of Documents, Codes of Conduct etc. It is not the intention of this guide to reciprocate these documents, but rather to express working examples, of how to implement and achieve their stated aspirations in 'bricks and mortar' terms.

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# **Construction On-site Assessment (OSAT) Manual**

## **Introduction**

## Introduction

OSAT has been used as a mode for delivering construction qualifications for more than a decade now. Assessing in the OSAT field has raised major challenges on a broad range of quality assurance issues during this period. It was always anticipated that the construction site context, with its accepted — indeed necessary — dynamic and daily fluctuating mode of operation, would provide a range of new challenges, when assessing effectively in this context.

However, despite this, there has been a steady progress made in formulating and devising methods of ensuring that the National Occupational Standards are being maintained and that the integrity of the SVQ/NVQ construction qualifications are being assured in the OSAT mode of delivery.

Everyone involved in OSAT should find something of interest in the following pages. But it is mainly the Practitioners, Assessors, Internal Verifiers and indeed the candidates as well, that this guide is targeted towards. The various sections will contain practical guidance based on a range of established best practices which have been developed by centres and identified by External Verifiers in their reports and feedback to awarding bodies and other forums.

For the Assessor and Internal Verifier there are a wide range of rules and codes of practice which require to be complied with to meet the awarding bodies requirements. Sometimes this seems to be very difficult and complex. By adopting best practice precedents already established, then compliance should follow simply and naturally for all concerned. That in essence, is the aim of this guide.

## **A PRACTICAL GUIDE TO EXTERNAL VERIFICATION PROCEDURES FOR CONSTRUCTION SVQ/NVQs**

- 1 Introduction — Dick Dickson
- 2 Generating Evidence of Competence in OSAT — John Carr
- 3 Evidence Recording Documentation with Best Practice Exemplars —  
Dick Dickson

### **First Report/Feedback meeting — Friday 3 October am in Optima Glasgow**

- 4 Complying with the Assessment Strategy — Dick Dickson
- 5 Approaches to Internal Verifying OSAT Assessment Decisions — John Carr

### **Second Report/Feedback Meeting – Friday 10 October am in Optima Glasgow**

- 6 Feedback — Assessor to Candidate/IV to Assessor etc — John Carr
- 7 Sampling in an OSAT Environment — Dick Dickson

### **Third Report/Feedback Meeting — Saturday 25 October am in Optima Glasgow (during brickwork EV workshop sessions)**

- 8 Case studies with Best Practice Exemplars — Dick Dickson
- 9 Preparing for an OSAT Visit — John Carr

### **Fourth Report/Feedback Meeting — 7 November am in Optima Glasgow (possibly with K Hilsley input)**

Week commencing 10 November — Project completion and handover.

# **Section 1**

## **Generating Evidence of Competence in OSAT**

## **GENERATING EVIDENCE OF COMPETENCE IN AN OSAT CONTEXT**

### **RATIONALE**

The main objective of OSAT is to certificate experienced construction workers with vocational qualifications with the evidence of competence for each Unit and PC being generated in the candidate's natural working environment.

An holistic approach towards the collection of evidence should be adopted. The focus should be on assessing all activities which the candidate undertakes rather than focusing on specific tasks.

### **PRIMARY AND SECONDARY EVIDENCE**

The most valid and reliable source of evidence in vocational qualifications is where the Assessor has been able to observe the candidate demonstrating skills and knowledge or carrying out activities at first hand; 'DIRECT EVIDENCE'.

Alternative evidence can be used to support a candidate's claim of competence when the primary evidence is insufficient. This evidence is known as 'INDIRECT EVIDENCE' and this can be used to corroborate the 'DIRECT EVIDENCE'.

Types of evidence used in OSAT:

## **DIRECT EVIDENCE**

### **DIRECT OBSERVATION**

SVQ/NVQs require observation by the Assessor at some stage in the assessment process. Like any other methods of assessment you use, observations should be planned in advance to take advantage of any skills or activities which occur naturally in the workplace, making best use of the available resources. You should use a holistic approach and assess as many skills and activities as possible during the observation by integrating Elements and PCs where practicable.

To help you observe your candidates, you must devise an observation report to record the skills and activities demonstrated by your candidates.

Remember that, for some SVQ/NVQs, observation can also tell you what your candidates know, understand and can apply (and when knowledge is not apparent from performance, you must ensure that this is assessed in other ways, such as written questioning).

In assessments involving observation of practical skills, you should ensure that:

- ◆ Candidates know they are being assessed
- ◆ Candidates know what skills or activities you expect them to demonstrate, and
- ◆ Your observation is as unobtrusive as possible

### **RECORDING DIRECT OBSERVATIONS**

Direct observations of candidates demonstrating competences in the workplace are acknowledged as being the most reliable form of evidence there is. It is absolutely critical for the Assessor to write and record these observations in a manner by which anyone reading them afterwards, eg the Internal Verifier/External Verifier would be left in no doubt that the required competences have indeed been observed.

One of the main challenges in Quality Assurance terms is authenticating evidence as being the actual work of the candidate. One of the main reasons for this is that construction candidates are often generating evidence during working squad/team activities. In these situations the Assessor requires to demonstrate that the assessed evidence is the candidates own work. NVQ certificates are in principle, deemed invalid if this is not the case; *See NVQ Code of Practice — Dealing with Malpractice — paragraph 79*. Please make reference to **Best Practice Exemplar A**.

## QUESTIONING

This method of assessment is used to generate evidence for a variety of reasons:

- ◆ To assess PCs and scope of knowledge where it would not be practical or safe to wait until the skill or activity can be observed.
- ◆ To authenticate your candidate's evidence.
- ◆ To address gaps in Knowledge and Understanding.
- ◆ To confirm your candidate's Knowledge and Understanding where it is not apparent from performance.

### Oral questioning

This is now acknowledged as being very useful in gleaning specific and relevant 'small pieces' of information from the candidate but should not be used in an interrogative manner. Its main asset is often to fill in any missing parts of evidence which are required to fully meet the Scope of Knowledge requirements. Please make reference to **Best Practice Exemplar E**.

### Written questions

These can be very useful when evidence in some depth is required for the Scope of Knowledge and Understanding. This is often more relevant for Level 3 NVQ Awards, although there are some examples of it being beneficial for aspects of Level 2 Evidence Requirements. Please make reference to **Best Practice Exemplar D**.

### Multiple-choice questions

It is now the accepted best practice to use multiple-choice questions to meet the Scope of Knowledge requirements of the Standards. There is strong evidence that the majority of construction candidates prefer these types of questions to traditional written answer type questions. It is normal to have a 'cut off' (evidence requirement) score which is the minimum requirement the candidate has to achieve.

It is also proving to be safer when candidates undertake these questions in a controlled supervised situation. It is also now the established best practice to get each candidate to answer the same number of questions and to write their answers by themselves. Scribing on behalf of candidates is only accepted in appropriate circumstances and there is clear guidance on this. The multiple-choice questions stems whenever possible, should relate to a visual medium (drawings; sketches or graphical details) as this communication medium is preferred by candidates. Please make reference to **Best Practice Exemplar C**.

## INDIRECT EVIDENCE

### WITNESS TESTIMONY

Witness testimony can be a valuable source of evidence where it has been produced by a reliable witness — the more reliable the witness, the more valuable the evidence.

There are various criteria you should consider as you and your candidates identify witnesses as part of the assessment planning process. These include:

- ◆ Is the witness familiar with the National Occupational Standards and what is required of candidates?
- ◆ Is the witness qualified in the 'D/AV' Units or working towards them?
- ◆ Does the witness know the candidate's abilities and experience and what is expected of them in the workplace?

A witness who can meet all three of these criteria can often be a most reliable source of evidence. However, this should not rule out seeking witness testimony from someone who can not meet all three — at very least, they may be able to confirm or authenticate that your candidates carried out activities.

Ideally, witness testimony should include the witness's signature, the date, details of the witness's relationship to the candidate and where appropriate, should be presented on headed notepaper. This would allow you to confirm that the witness testimony is genuine.

It should be highlighted that a witness testimony is not a guarantee of competence, rather a testimony as to the candidate's experience in a particular skill/activity. The Assessment of Competence and validity of the testimony rests with the Assessor. Please make reference to **Best Practice Exemplar F**.

### PRODUCT EVIDENCE

The best examples of these are proving to be the candidate's product, which is observed by the Assessor as it is being formed with the candidate's involvement, eg a concrete unit being cast, a section of drains being connected, an area of slabs/monoblocks being laid. Photographs of products by themselves are often found to be very dubious in terms of authenticity, particularly when this evidence has been generated in team/squad operations at some previous point in time.

## **PHOTOGRAPHIC EVIDENCE**

This is an area which on occasion has created some confusion. The most effective and accepted best practice use of photographic evidence is proving to be as corroboration of the direct observations with the candidate being clearly identifiable in the photo. Well written Direct Observations combined with sequenced photographs of these same observations is very strong in authenticating the presented evidence. Photographs by themselves may have limited value in terms of safe evidence. Please make reference to **Best Practice Exemplar B**.

## **PROFESSIONAL DISCUSSIONS**

A professional discussion between a candidate and an Assessor focuses on evidence already provided or demonstrated by the candidate. This is likely to consist of product evidence of practical tasks.

The Assessor starts by asking the candidate questions about the evidence and a discussion ensues. The Assessor must record their discussions. The Assessor is responsible for ensuring that the points that need to be covered are brought into the discussion by the candidate.

The professional discussion is not a substitute for knowing or doing something, however — the candidate needs to be able to show the Assessor what he or she says in the discussion is backed up in other ways. This could be, for example, by product evidence observation reports or photographic evidence.

## **DIFFERING SOURCES OF EVIDENCE, SUCH AS PRIOR LEARNING AND EXPERIENCE**

In assessing SVQ/NVQs, you should anticipate that many candidates will be able to provide evidence of previous learning and experience which is relevant to the VQ and shows they are already competent.

Your decision to use this evidence as credit towards achieving the VQ should be based on the same criteria you consider in recognising expertise by any other route — the evidence must show current expertise and be authentic, relevant and sufficient.

First of all, you must be satisfied that the skills and Knowledge and Understanding can be mapped across to the Units SVQ/NVQ. Then you need to be certain that candidates have retained the knowledge of the occupational area and can transfer it and apply it to the various contexts described in the standards.

If you do perceive any gaps in the candidate's expertise, you may wish to offer further opportunities for development or use other methods to assess the candidate.

Like other methods of assessment and sources of evidence you use in your centre, these alternative sources of evidence must be subject to your centre's internal verification system.

## **SUFFICIENCY OF EVIDENCE**

The Evidence Requirements section of the National Occupational Standards for SVQ/NVQ gives an indication of how much performance evidence and knowledge evidence candidates will need to produce and in what contexts. Often the Evidence Requirements will also state the assessment method which should be used in generating the evidence and the quantity of evidence required to show expertise.

As an Assessor, you must be satisfied that your candidates have produced enough evidence of sufficient quality to prove to you that their expertise has been demonstrated consistently over a period of time. This means that you are confident that your assessment decision is stable and reliable and that your candidate will be able to retain and transfer the skills and Knowledge and Understanding into a range of contexts or situations.

## **INFERRING COMPETENCE**

Inferring competence means that, although your candidate may have produced performance evidence to meet some aspects of the Evidence Requirements or scope of knowledge, you may be able (where the standards allow) to infer that the candidate would be able to perform across some aspects of the award. Your grounds for reaching this decision could be based on other evidence of Knowledge and Understanding. You should be aware that inferring expertise does not mean that there is no evidence is available — you need to have evidence in order to be able to infer competence and can justify your decision to an Internal Verifier and External Verifier.

For example an Assessor could infer competence in Trowel Occupational if a candidate was observed setting out a traditionally built structure at foundation level competently to the ability to set out the cladding to an already existing timber frame structure.

**NB:** The inference could not be inferred in a reversal of these circumstances.

## **AUTHENTICATION**

Where you do not have the opportunity to observe your candidates carrying out activities or producing evidence at first hand, you will need to take steps to confirm that your candidate's evidence was produced by them.

There are several ways of carrying out authentication.

Authentication can be achieved by one or more of these methods:

- ◆ Questioning
- ◆ Witness testimony
- ◆ Product evidence
- ◆ Photographic evidence of work activities

## **VALIDITY OF ASSESSMENT**

Each assessment — whether it's a written question paper or an observation report — should be designed in such a way that it provides candidates with an opportunity to produce the evidence that shows they have the knowledge and skills to satisfy the requirements of the qualification.

As assessment is valid when it:

- ◆ Is appropriate to purpose (eg a practical assessment should be used to assess practical skills).
- ◆ Allows the production of evidence of candidates' Scope of Performance which can be measured against National Occupational Standards defined within the qualification.
- ◆ Allows candidates to produce sufficient evidence of all the skills and Scope of Knowledge required to satisfy standards within the qualification.
- ◆ Facilitates the making of reliable assessment decisions by all Assessors for all candidates.
- ◆ Is accessible to all candidates who are potentially able to achieve it.

## **GATHERING AND PRESENTING EVIDENCE (USING PORTFOLIOS)**

Portfolios help the Assessor and the candidate to collect, present, collate and reference all evidence against the National Occupational Standards.

They should also allow the Assessor to record clearly the assessment decision taken in respect of evidence presented in the portfolio.

Recording located documents in the portfolio must allow all evidence to be collated/ referenced and assessment against the National Occupational Standards and the Scope of Performance and Scope of Knowledge.

If candidate evidence cannot be located or is difficult to map to the standards, then you risk the verification process both internal and external, being unable to confirm your assessment decisions.

## PRESENTING AND RECORDING EVIDENCE

For OSAT, there are a few tips for presenting and recording evidence and assessment decisions you may want to consider:

- ◆ Consistency in the approach to presenting evidence and recording assessment decisions helps to clarify what is expected of candidates and other Assessors involved in the assessment process. For example, you may want to consider producing some standard forms for recording questions (and candidates' responses) observation, photographic evidence and feedback. These can help to ensure that the National Occupational Standard is maintained for those candidates doing the same qualification.
- ◆ Using an evidence index at the front of the document with space to number, describe and indicate where the evidence can be found, helps all those involved in the assessment process to keep track of evidence.
- ◆ Encouraging the candidate to participate in the process of collecting and presenting the evidence helps them to become more familiar with the standards, especially where you have started this process by working on Units which are relevant to your candidate's day-to-day work.
- ◆ Cross-referencing evidence back to the standards is a requirement of SVQ/NVQs. This is to ensure that all parts of the standards have been assessed.
- ◆ Using a candidate's personal details page at the front of the portfolio giving details such as name, qualifications, age, relevant experience, start date of award and passport photograph of the candidate.

## **Section 2**

# **Evidence Recording Documentation**

## BEST PRACTICE EXEMPLAR C

**It has been demonstrated that the use of multi-choice questions in OSAT is a very effective way of allowing candidates to demonstrate the full scope of Knowledge and Understanding. Candidates respond very well to this method of questions. Here is a sample bank of such questions for Unit VR 367: Lay Modular Pavement.**

**Instructions to Candidates — Attempt ALL questions by ticking the box.**

**Minimum Pass mark — 13 correct out of 17.**

### Disposal of Waste

Q1 How should you get rid of hazardous waste?

- a) Put it in the nearest skip
- b) Bury it in a hole somewhere
- c) In accordance with the site rules
- d) Take it to the nearest council recycling centre

### Emergencies

Q2 Someone working in a deep excavation has been injured. What is the FIRST thing you should do?

- a) Climb into the excavation immediately and give first aid assistance
- b) Shout and let other people know what has happened
- c) Go and find your supervisor and tell him what has happened
- d) Phone an ambulance right away

Q3 When you use Carbon Dioxide (CO<sub>2</sub>) extinguisher the nozzle will:

- a) Get very warm
- b) Get red hot
- c) Become ice cold
- d) Stay the same

### Hazards

Q4 How can you tell if a monoblock bedding material is hazardous?

- a) The product will always be in a black container box
- b) By the symbol on the container label
- c) By the shape of the container box
- d) By smelling it carefully

## Hazards (cont'd)

Q5 Where would you get the information you require before laying modular paving in a specialised bedding material to be used?

- a) From the site drawings
- b) From the statutory regulations
- c) In the manufacturer's technical information
- d) The site manager will know

## Legislation and Official Guidance

Q6 If you have rubble and waste materials at the end of a modular paving job you should:

- a) Just leave it where it is
- b) Take it away and dump it outside the site
- c) Put it in the designated waste area
- d) Dig a hole and bury it

Q7 You are using a wheelbarrow to move a load of monoblock pavings. Is this manual handling?

- a) Only if the wheelbarrow has a flat tyre
- b) It depends on the number of blocks you put in the barrow
- c) Yes, you are still manually handling the load
- d) No, the wheelbarrow is carrying the load

## Maintenance

Q8 A portable disc cutter should be checked:

- a) Every three months
- b) According to the manufacturer's instructions
- c) Every time it is going to be used
- d) Only when it hasn't been used for a long time

## Methods of Work

Q9 Modular brick pavings are to be laid to a particular design pattern. From where would you find out the details of the pattern?

- a) From working drawings
- b) In the Bill of Quantities
- c) In the manufacturer's guide
- d) Make it up as you go along

### Methods of Work (cont'd)

Q10 From where would you be best able to confirm the type of monoblock to be used on a pavement?

- a) From the manufacturer's technical information
- b) From the drawing specification
- c) By asking the site manager
- d) By asking the building supplier

### Personal Protective Equipment (PPE)

Q11 You must wear head protection **at all times unless** you are:

- a) In a safe area like the site office
- b) Working in extremely hot weather over a long period
- c) A self employed person or sub contractor
- d) Monoblocking in a safe working area

Q12 When should you wear safety boots or shoes on the site?

- a) If the risk assessment says so
- b) All of the time
- c) When you are working at ground level
- d) If the monoblocks are very heavy

### Problems

Q13 The work of a roofing contractor is affecting your safety while you are monoblocking a driveway. You should stop work and:

- a) Kick up a row with him
- b) Speak to your supervisor
- c) Go home for the day
- d) Put on your head protection

### Programmes

Q14 An open excavation is going to hold up your work programme on a monoblock pavement. What first action should you take?

- a) Report the situation to your supervisor
- b) Tell the Health and Safety Officer
- c) Start to backfill the excavation by yourself
- d) Go away to another site meantime

## Protect Work

Q15 What is the best way to protect newly paid monoblock work area from damage by general construction activities?

- a) By covering it with a builder's tarpaulin
- b) With barriers and notices
- c) To have someone stand on guard
- d) Tell everyone on the site to be careful

## Resources

Q16 Calculate the area of monoblocks required to cover a rectangular area measuring 4.7 metres x 9.3 metres (show the working out for your answer).

- a) 4371 square metres
- b) 4.371 square metres
- c) 14 square metres
- d) 43.71 square metres

## Security

Q17 The MAIN reason a site must be made secure overnight at the end of each working day is to:

- a) Prevent materials being stolen
- b) Avoid storm damage
- c) Make security easy
- d) Protect the general public

**BEST PRACTICE EXEMPLAR C**

Evidence Requirements	
6 from 7 correct	
YES	NO

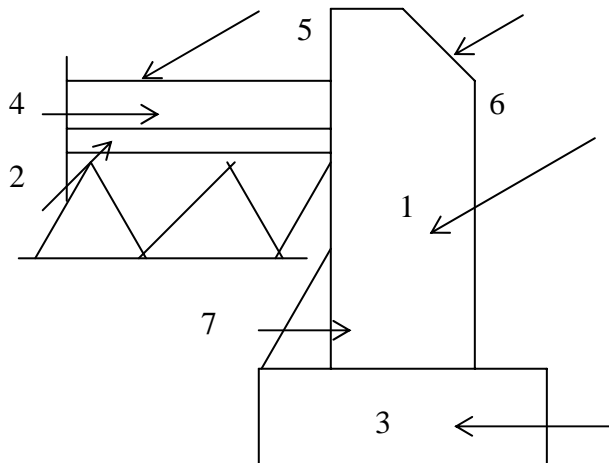
**Underpinning Knowledge Questions**

**UNIT TITLE: LAY MODULAR OPAVEMENT**  
**UNIT NO: VR 367**

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Section through



**Candidate instruction. Answer the following questions:**

1 The kerb is indicated by number:

- a) 6
- b) 2
- c) 1
- d) 3

2 The foundation is indicated by number:

- a) 7
- b) 3
- c) 4
- d) 1

3 The haunching is indicated by number:

- a) 7
- b) 2
- c) 4
- d) 5

4 The sub-base is indicated by number:

- a) 5
- b) 4
- c) 3
- d) 2

5 The chamfer is indicated by number:

- a) 5
- b) 7
- c) 6
- d) 4

6 The bedding is indicated by number:

- a) 2
- b) 5
- c) 3
- d) 7

7 The paving is indicated by number:

- a) 4
- b) 2
- c) 5
- d) 1

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## BEST PRACTICE EXMPLAR D

### Written Question (Short Answer)

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Unit Title:**           **Lay Modular Pavement**

**Unit Number:**       **VR 367**

Q1	<p>In the space provided below list five items of PPE.</p> <p>1 2 3 4 5</p>
<p>All Correct    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>	
Q2	<p>Calculate the area of monoblock to be laid in a driveway 8.5 metres long by 3.4 metres wide.</p>
<p>Answer Correct + 1%    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>	
Q3	<p>Describe what is meant by the term Kinetic Lifting.</p>
<p>Correct Description    Yes <input type="checkbox"/>    No <input type="checkbox"/></p>	

Evidence Requirement All Correct	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR E**

**ORAL QUESTIONING RECORD**

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VR02 — CONFORM TO EFFICIENT WORKING PRACTICES**

<b>Q1</b>	<b>Name the main methods of communication on site.</b>
<b>Q2</b>	<b>Name the procedures that you are required to follow on site.</b>
<b>Q3</b>	<b>What procedures has your organisation put in place on this site to encourage good working relationships with other employees?</b>

Evidence Requirement All Correct	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Assessor's Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**IV Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## BEST PRACTICE EXEMPLAR F

### WITNESS TESTIMONY

<b>SVQ Title and Level</b>	
<b>Candidate's Name</b>	Angus McLeod
<b>Evidence Index Number</b>	4
<b>Index Number of other evidence which this Testimony relates to (if any)</b>	2
<b>Performance Criteria</b>	Unit 01 — PC 1 2 & 3
<b>Date of Evidence</b>	18/02/2008
<b>Names of Witness</b>	William Wallace
<b>Designation/Relationship to Candidate</b>	Company Foreman
<b>Details of Testimony:</b>  Angus has worked with me for about five years now and he is a good all-round paver tradesman and very reliable. He works well without needing to be supervised. He always leaves work of a high standard and can lay the full range of block, brick, stone or set pavings. He has worked on both commercial industrial estates and private housing estates.  He has recently finished monoblocking the driveway of house plot 21 at our prestigious Glen Housing Estate Site. Over recent months Angus, working with our labourer Jimmy Freel, has paved all of the driveways into these large dwelling houses which are selling for in excess of half a million pounds each. Each driveway is customised to the client's needs and design.  Angus works in a safe manner at all times and every night leaves his job the way he would like to find it the following morning.	
<b>I can confirm the candidate's evidence is authentic and accurate.</b>	
<b>Signed by Witness: Jock Brown                      Date: 18/02/2008</b>	

**Witness** (please tick the appropriate box)

- Holds D32/33 Award
- Is familiar with the SVQ Standards to which the candidate is working
- Is occupational competent

**Candidate Portfolio**

**Name:** \_\_\_\_\_

**EVIDENCE SUMMARY SHEET AND MATRIX**

As you place your evidence in your portfolio, you should register it on this sheet, this allows you to reference the same piece of evidence for different Units/Elements.

SVQ Level 2		VR01				VR02			VR03				VR04		VR367																	
No	Evidence Description PC	1	2	3	4	1	2	3	1	2	3	4	1	2	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
1																																
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12																																
13																																
14																																

**NB: This Unit is not yet complete (Reference to Observation No 3)**

Name: \_\_\_\_\_

**ASSESSMENT PLAN**

<b>Assessor's Name:</b>		<b>Units</b>	
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<b>Unit</b>	<b>Method of Assessment</b> <i>Indicate below in the left-hand column with a tick, the method of assessment that has been discussed and may be used with your candidate</i>	<b>Venue</b>	<b>Others</b>	<b>Review Number</b>
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**VR 367: LAY MODULAR PAVING**

	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

VR01	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

VR02	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

VR03	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

<b>Candidate's Signature:</b>		<b>Date agreed</b>	
<b>Assessor's Signature:</b>		<b>Date agreed</b>	

<b>UNIT TITLE:</b>		<b>UNIT NUMBER:</b>	
--------------------	--	---------------------	--

**OBSERVATION REFERENCE SHEET**

<b>No</b>	<b>Performance Criteria</b>	<b>Scope of Performance</b>	<b>Observation Evidence</b>	<b>Date</b>	<b>Observation Report No</b>	<b>Evidence Reference</b>
1						
2						

## BEST PRACTICE EXEMPLAR K

### ASSESSOR 'SIGN OFF' SHEET

Candidate Name: \_\_\_\_\_

**This document should be completed when the Assessor has deemed that the candidate has generated sufficient Evidence of Competence over time, to meet the requirements of Scope of Performance and Knowledge.**

<b>Candidate Declaration:</b>			
I confirm that all evidence included in this portfolio is my own work.			
<b>Candidate Signature:</b>		<b>Date:</b>	

<b>Qualification Title:</b>	
-----------------------------	--

Unit No	Unit No	Unit No	Unit No	Unit No	Unit No	Unit No	Unit No	Unit No
<b>Assessor's Signature:</b>						<b>Date:</b>		

<b>IV Signature:</b>		<b>Date:</b>	
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<b>Final Feedback Comments to Candidate:</b>

**BEST PRACTICE EXEMPLAR A**

**OBSERVATION RECORD**

<b>Unit Titles:</b>			
<b>Unit Numbers:</b>			
<b>Candidate Name:</b>		<b>Date:</b>	
<b>Evidence Summary Sheet:</b>		<b>Duration of Observation:</b>	
<b>Matrix Number:</b>			

<b>Skills/Activities Observed</b>	<b>PCs Covered (Scope of Performance)</b>

**BEST PRACTICE EXEMPLAR A**

**Knowledge and Understanding apparent from this Observation:**

**Other Units to which this evidence may contribute:**

**Assessor's comments and feedback to candidate:**

**I can confirm that the candidate's performance was competent.**

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_

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<b>Refer to Direct Observation Report Number:</b>	
<b>Date of Observation:</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **Section 3**

## **Complying with the Assessment Strategy**

## COMPLYING WITH THE ASSESSMENT STRATEGY

### Principles and practices

The assessment strategy's main function is to provide principles and practices which underpin the assessment processes and enable credibility to be maintained across the construction NVQ/SVQ Awards.

The Assessment Strategy **principles** are very well documented and are supported by the Assessment Methodology Guide. However, it is the **practical application** and the interpretation at site level which poses many challenges for Assessors, Internal Verifiers and External Verifiers.

### Assessing the NOS through Performance in the Workplace

The NOS require to be assessed during candidate's performance in the workplace. Direct Observations of these standards being demonstrated by the candidate is the primary source of evidence for the NOS.

Evidence is required to show that the candidate has met both the Scope of Performance and the Scope of Knowledge and Understanding.

### Scope of Performance

Established best practice is by direct Observations of the candidate by an Assessor who is occupationally competent for the specific SVQ/NVQ Award. These observations are recorded using a holistic approach. In practical terms this means that the Assessor will record evidence for the whole working experience being demonstrated. These observations are often corroborated with the use of secondary evidence. This includes both the practical and the generic skills. Please make reference to *Section 1 — Recording Direct Observations*.

### Scope of Knowledge and Understanding

Established best practice is to have a bank of written questions/multiple-choice questions available which meets the full Scope of Knowledge and Understanding of the NOS. Every candidate is required to answer each of these questions in a supervised environment. This creates a level playing field for all concerned and ensures a consistent and reliable approach to Evidence Requirements.

Some aspects of the Scope of Knowledge and Understanding can also be inferred from the observations of performance and then further confirmed and corroborated with the use of the multiple-choice questions. Please make reference to *Section 1 — Multiple-choice questions*.

## Occupational Expertise for Assessors, Internal Verifiers and External Verifiers in Practice

### Assessors:

**In principle** the Assessor requires to possess ‘verifiable relevant current industry experience and knowledge of the occupational working area at or above the level being assessed’.

**In practice**, for what is often termed the traditional ‘biblical trades’, is to appoint Assessors who are Bone Fide time-served craftsmen who also possess the prerequisite experience and qualifications for their particular SVQ/NVQ trade. This would include Stonemasons/Trowel Occupations; Carpenters/Joiners; Bricklayers/Trowel Occupations; Plasterers/Trowel Occupations, Roof Slaters and Tilers, Wall and Floor Tilers/Trowel Occupations; Painting and Decorating and Plumbers.

For assessing the other SVQ/NVQs for a wide range of highly skilled operatives, established best practice is proving to be the appointment of Assessors who have sufficient relevant occupational expertise in the skills they are required to assess. Established best practice of these include for example:

SVQ/NVQ	Typical Assessor Occupational Background
Formwork/Shuttering Awards	Carpentry/Joinery background
GCO/GBO Awards	Groundworker/Bricklayer/Stonemasonry Trowel Occupation background
Wood Machining Awards	Carpentry/Joinery/Shopfitter background
Fitted Interior Awards	Plasterer/Joinery background

### Internal Verifiers:

**In principle**, the Internal Verifier requires to possess ‘verifiable relevant experience and current knowledge of the occupational working area at or above the level being verified’.

**In practice**, for what is often termed the traditional ‘biblical trades’, is to appoint External Verifiers who are Bone Fide time-served craftsmen and possess the prerequisite experience and qualifications for their particular SVQ/NVQ trade. This would include Stonemasons/Trowel Occupations; Carpenters/Joiners; Bricklayers/Trowel Occupations; Plasterers/Trowel Occupations, Roof Slaters and Tilers, Wall and Floor Tilers/Trowel Occupations; Painting and Decorating and Plumbers.

While it is acknowledged that it may not always be possible to appoint Internal Verifiers who have these craft specific backgrounds, nevertheless it is imperative that all Internal Verifiers are in full compliance with the assessment strategy and have expertise and experience of the particular aspects of work they are verifying and possess an in-depth knowledge of the NOS. This forms a critical cog in the machine of Quality Assurance for all construction SVQ/NVQ qualifications.

For GCO/GBO Awards the established best practice is to appoint Internal Verifiers who have relevant practical experience in, for example, ground works, excavations, concreting, drain laying, foundation work, slab laying, monoblock laying etc.

### **External Verifiers:**

**In principle**, the External Verifier requires to possess ‘verifiable relevant experience and current knowledge of the occupational working area at or above the level being verified’.

**In practice**, for what is often termed the traditional ‘biblical trades’, is to appoint External Verifiers who are Bone Fide time-served craftsmen and possess the prerequisite experience and qualifications for their particular SVQ/NVQ trade. This would include Stonemasons/Trowel Occupations; Carpenters/Joiners; Bricklayers/Trowel Occupations; Plasterers/Trowel Occupations, Roof Slaters and Tilers, Wall and Floor Tilers/Trowel Occupations; Painting and Decorating and Plumbers.

This has always been one of the strong planks in the unique SQA/AWUK Quality Assurance system for construction External Verifiers. All of the current SQA/AWUK External Verifiers meet this ‘time-serving’ criteria.

### **Evidence in Assessment**

The assessment strategy sets out the context and the rules for Evidence Requirements. Here are some tips to ensure compliance with this:

- ◆ Evidence must show that the candidate consistently demonstrates competence and meets all the performance criteria across the Scope of Performance and Scope of Knowledge and Understanding.
- ◆ The evidence must be generated in the workplace and knowledge evidence must be provided to cover any remaining items of Scope of Knowledge and Understanding.
- ◆ Knowledge evidence may be established in a variety of ways but the main point is that this evidence is matched to the requirements of the National Occupational Standards. All questions used must meet this requirement.
- ◆ Simulations are not considered to be acceptable for producing evidence BUT there are a very few exceptions to this rule. The most common of these is in Unit R01: Conform to General Workshop Safety — *‘Safe us of fire extinguishers, as appropriate to the fire’* and *‘Organisational procedures in case of accident and/or fire’*.

# **Section 4**

## **Internal Verification Approaches for OSAT**

## INTERNAL VERIFICATION APPROACHES FOR OSAT

**Internal verification** is the process of ensuring that assessments are being applied consistently and uniformly across all Assessors with a centre. In an OSAT context this can be a difficult task to achieve as candidates will produce different form of evidence for each PC and unit within an award.

In the context the internal verification process need to ensure that Assessors take into account all potential evidence and map this against the performance criteria before making an assessment decision.

Within each centre ‘Internal Verifiers’ are responsible for:

- 1 Regularly sampling evidence of assessment decisions made by all Assessors.  
  
In an OSAT context this means sampling:
  - ◆ Direct observations of candidate in their natural working environment and observation reports. **Best Practice Exemplar.**
  - ◆ Candidate portfolios including scope of knowledge evidence.
- 2 Maintain up to date records of internal verification plans, activity and sampling strategies. **Best Practice Exemplar.**
- 3 Ensure consistent interpretation of the National occupational students by all Assessors this could include:
  - ◆ Minutes of assessment team meetings. **Best Practice Exemplar.**
  - ◆ Records of standardised events. **Best Practice Exemplar.**
- 4 Provide feedback to all Assessors on their effectiveness of their assessment practice and decisions. **Best Practice Exemplar.**
- 5 Ensuring that corrective actions required by the award body are actioned within the agreed timescales. **Best Practice Exemplar (Action Plan).**
- 6 Centres must ensure that Internal Verifiers are provided with appropriate training and development opportunities to ensure that:
  - ◆ Internal verification is carried out to the VI standard.
  - ◆ Internal Verifiers has occupational experience in line with the Ass-Strategy
  - ◆ Understand the content, structure and assessment requirement of the qualification.
  - ◆ The integrity of the Nation Occupations Standard are maintained.

# **Section 5**

## **Feedback to Candidates**

## **FEEDBACK TO CANDIDATES**

Within the OSAT model candidate feedback is crucially important as it must confirm to the candidate what competences have been achieved. More importantly the feedback must be developmental and give the candidate clear guidance on what he/she needs to do to make further progress.

### **Best Practice Exemplar**

Best practice in candidate feedback should include.

- 1 Confirming what has been achieved during the observation/question session.
- 2 Give clear guidance on what competences still need to be assessed and achieved.
- 3 Confirm what the candidate needs to do.
- 4 Agree and record the next meeting or observation.
- 5 Agree and update the candidates assessment plan.

## **Section 6**

# **Sampling in OSAT**

## SAMPLING IN OSAT

Sampling in an OSAT context is both unique and challenging. The main reasons for this is the requirement to sample the vast range of construction sites where evidence is being generated, the wide range of assessment methods being used, the massive numbers of candidates who are being assessed and the throughput of these candidates and the large number of Assessors who are engaged in these processes, eg it is possible for there to be in excess of 80 Assessors active in construction SVQ/NVQ Awards on ONE visit.

The **principles** of sampling and sampling strategies are well documented but it is the operational **practices** which Assessors, Internal Verifiers and External Verifiers often require guidance on.

**In principle**, over time, the External Verifier sampling strategy must sample:

- ◆ The assessment decisions of all Assessors
- ◆ All of the assessment methods being used by the centre
- ◆ All of the assessment locations
- ◆ The evidence of candidate's at different stages of their award
- ◆ The decisions and records of all Internal Verifiers
- ◆ The centres assessment records

**In practice** some of these principles cannot be fully achieved, eg sampling all of the assessment location construction sites, but by adopting appropriate sampling strategies it should be possible to ensure that any risks are kept to a minimum. Here are some tips on how to achieve this:

### **Sampling the Assessment decisions of all Assessors:**

External Verifiers require to ensure that they sample the decisions of ALL Assessors during external verification visits. If necessary for larger centres this can be done over a reasonable time frame of perhaps two NVQ sessions (two years). The External Verifier will require to keep a record of the names of the Assessors who are sampled on the first external verification visit and ensure he uses a 'joined on' approach to each subsequent visit and progressively but systematically works through all of the other named Assessors until they have been sampled.

### **Sampling all of the Assessment methods being used by the centre:**

This is usually less problematic and normally the External Verifier will take note at the initial stages of the portfolio reviews, how many assessment methods are being used by the centre. The initial assessment plan will identify these for each candidate. Thereafter, a careful selection of the appropriate portfolios should ensure that all of the assessment methods will be verified. For example, Direct Observations will be used for assessing all candidates but perhaps Witness Testimonies are only being used in specific instances. It would be important, however, to sample the candidates who are using witness testimonies as part of their evidence.

### **Sampling all of the Assessment locations:**

In construction this just cannot be achieved in reality. Candidates may be generating evidence in literally hundreds of assessment locations on Construction and Civil Engineering sites and when these sites are finished, the candidates quickly move on to other sites. However, the External Verifiers sampling strategy should, over time, include covering as many sites as is practical, meet candidates on these various sites, include a geographical spread of sites and conduct visits to large, medium and small sites where candidates are generating evidence. This strategy should help to keep risk factors to a minimum.

### **Sampling the evidence of candidates at different stages of their Awards:**

Although it is established best practice and also the most optimum use of External Verifier's time resource, to sample completed or nearly completed candidate evidence, there are some advantages to sample some candidates, who are at an earlier stage of their award programme. Meeting these candidates will enable the External Verifier to confirm that the centre is meeting each candidate's individual needs from the very commencement of their SVQ/NVQ programme.

### **Sampling the decisions and records of all Internal Verifiers:**

External Verifiers require to ensure that they sample the decisions and records of ALL Internal Verifiers during external verification visits. If necessary, for large centres this may be done over a reasonable time frame of perhaps two NVQ sessions (two years). The External Verifier will require to keep a record of the names of the Internal Verifiers who are sampled on the first external verification visit and ensure he uses a 'joined on' approach to each subsequent visit and progressively but systematically works through all of the other named Internal Verifiers until they have all been sampled.

### **Sampling the centres' Assessment records:**

Centres require to have readily available for the External Verifier the following:

- ◆ A list of all candidates progress
- ◆ Portfolio evidence for each candidate
- ◆ A list of the Assessors and Internal Verifiers
- ◆ Copies of all D or A and V Units for staff, if appropriate plans for achieving relevant A and V Units
- ◆ CVs of Assessors and Internal Verifiers
- ◆ Assessment plans for candidates
- ◆ Assessment records
- ◆ Internal verification plans and strategies
- ◆ Appeals procedure and records of appeals
- ◆ Minutes of the assessment team meetings

Under the QCA NVQ Code of Practice, External Verifiers are required to review a **selection** of candidate portfolios some of which can be selected **before** the visit (and notified to the centre) and some which will be selected **during** the visit. It is, therefore, a requirement to have ALL candidate portfolios available for the visit. However, large centres with perhaps hundreds of active candidates may find this requirement difficult to comply with and it is important that the Internal Verifier and External Verifier agree a sampling strategy which will enable a credible form of random sampling to take place.

## **Section 7**

# **Making Preparations for an External Verification Visit**

## **Making preparations for an OSAT external verification visit**

Planning for external verification is in many ways the most important part of the entire verification process. Effective planning and good preparation will go a long way to ensuring that the external verification visit is productive, developmental and successful.

### **Initial contact**

This normally takes place by telephone and/or e-mail a minimum of six weeks prior to the visit or earlier if the centre requires this. It is vital that the centre uses this contact to establish as much information about what the External Verifier requires for the visit. The call is normally initiated by the External Verifier and discussion should focus on:

- ◆ Current levels of activity (candidates/Assessors/Internal Verifiers/qualifications)
- ◆ Number of active sites where assessments takes place
- ◆ Types of evidence sources being adopted by the Assessor(s)
- ◆ Provisional dates for the visit

### **Visit dates**

It is crucial that the centre allows ample time for planning and preparing when agreeing a visit date with the External Verifier. You will need to collate all the evidence required, arrange interviews, site visits and a suitable location for a portfolio review and feedback from the External Verifier.

### **The Visit plan**

It is important to use the visit plan as a checklist for the visit, to ensure that all of the requirements are in place. If necessary contact your External Verifier prior to the visits if you need clarification. The plan will confirm the following:

- ◆ Days/dates and time of the visit(s)
- ◆ Venue for the initial meeting
- ◆ Suitable location for the portfolio review in close proximity to the site visits
- ◆ Agreed site visit location, day, date and time of the 'site visits'
- ◆ Portfolio, Assessor, Internal Verifier sample
- ◆ Additional Evidence Requirements

### **Travelling to and from the site visits**

The centre needs to arrange travel for the External Verifier to and from the site visits. In the interests of best practice the Assessor, Internal Verifier or a nominated person should accompany the External Verifier to and from the site to ensure optimum utilisation of the External Verifier's time. The nominated member of centre staff should be available throughout the duration of the site visit.

### **Accommodation requirements for conducting a portfolio review**

The External Verifier will need a quiet space in which to work without interruption with suitable facilities for conducting a review of candidate portfolios and where interviews can take place in an appropriate manner. (NVQ Handbook 2006/2007 *Investigating the Sample* Page 13)

## **Section 8**

# **Best Practice Examples of Evidence Recording Documentation**

## BEST PRACTICE EXEMPLAR C

**It has been demonstrated that the use of multi-choice questions in OSAT is a very effective way of allowing candidates to demonstrate the full scope of Knowledge and Understanding. Candidates respond very well to this method of questions. Here is a sample bank of such questions for Unit VR 367: Lay Modular Pavement.**

**Instructions to Candidates — Attempt ALL questions by ticking the box.**

**Minimum Pass mark — 13 correct out of 17.**

### Disposal of Waste

Q1 How should you get rid of hazardous waste?

- a) Put it in the nearest skip
- b) Bury it in a hole somewhere
- c) In accordance with the site rules
- d) Take it to the nearest council recycling centre

### Emergencies

Q2 Someone working in a deep excavation has been injured. What is the FIRST thing you should do?

- a) Climb into the excavation immediately and give first aid assistance
- b) Shout and let other people know what has happened
- c) Go and find your supervisor and tell him what has happened
- d) Phone an ambulance right away

Q3 When you use Carbon Dioxide (CO<sub>2</sub>) extinguisher the nozzle will:

- a) Get very warm
- b) Get red hot
- c) Become ice cold
- d) Stay the same

### Hazards

Q4 How can you tell if a monoblock bedding material is hazardous?

- a) The product will always be in a black container box
- b) By the symbol on the container label
- c) By the shape of the container box
- d) By smelling it carefully

## Hazards (cont'd)

Q5 Where would you get the information you require before laying modular paving in a specialised bedding material to be used?

- a) From the site drawings
- b) From the statutory regulations
- c) In the manufacturer's technical information
- d) The site manager will know

## Legislation and Official Guidance

Q6 If you have rubble and waste materials at the end of a modular paving job you should:

- a) Just leave it where it is
- b) Take it away and dump it outside the site
- c) Put it in the designated waste area
- d) Dig a hole and bury it

Q7 You are using a wheelbarrow to move a load of monoblock pavings. Is this manual handling?

- a) Only if the wheelbarrow has a flat tyre
- b) It depends on the number of blocks you put in the barrow
- c) Yes, you are still manually handling the load
- d) No, the wheelbarrow is carrying the load

## Maintenance

Q8 A portable disc cutter should be checked:

- a) Every three months
- b) According to the manufacturer's instructions
- c) Every time it is going to be used
- d) Only when it hasn't been used for a long time

## Methods of Work

Q9 Modular brick pavings are to be laid to a particular design pattern. From where would you find out the details of the pattern?

- a) From working drawings
- b) In the Bill of Quantities
- c) In the manufacturer's guide
- d) Make it up as you go along

### Methods of Work (cont'd)

Q10 From where would you be best able to confirm the type of monoblock to be used on a pavement?

- a) From the manufacturer's technical information
- b) From the drawing specification
- c) By asking the site manager
- d) By asking the building supplier

### Personal Protective Equipment (PPE)

Q11 You must wear head protection **at all times unless** you are:

- a) In a safe area like the site office
- b) Working in extremely hot weather over a long period
- c) A self employed person or sub contractor
- d) Monoblocking in a safe working area

Q12 When should you wear safety boots or shoes on the site?

- a) If the risk assessment says so
- b) All of the time
- c) When you are working at ground level
- d) If the monoblocks are very heavy

### Problems

Q13 The work of a roofing contractor is affecting your safety while you are monoblocking a driveway. You should stop work and:

- a) Kick up a row with him
- b) Speak to your supervisor
- c) Go home for the day
- d) Put on your head protection

### Programmes

Q14 An open excavation is going to hold up your work programme on a monoblock pavement. What first action should you take?

- a) Report the situation to your supervisor
- b) Tell the Health and Safety Officer
- c) Start to backfill the excavation by yourself
- d) Go away to another site meantime

## Protect Work

Q15 What is the best way to protect newly paid monoblock work area from damage by general construction activities?

- a) By covering it with a builder's tarpaulin
- b) With barriers and notices
- c) To have someone stand on guard
- d) Tell everyone on the site to be careful

## Resources

Q16 Calculate the area of monoblocks required to cover a rectangular area measuring 4.7 metres x 9.3 metres (show the working out for your answer).

- a) 4371 square metres
- b) 4.371 square metres
- c) 14 square metres
- d) 43.71 square metres

## Security

Q17 The MAIN reason a site must be made secure overnight at the end of each working day is to:

- a) Prevent materials being stolen
- b) Avoid storm damage
- c) Make security easy
- d) Protect the general public

## BEST PRACTICE EXEMPLAR C

Evidence Requirements	
6 from 7 correct	
YES	NO

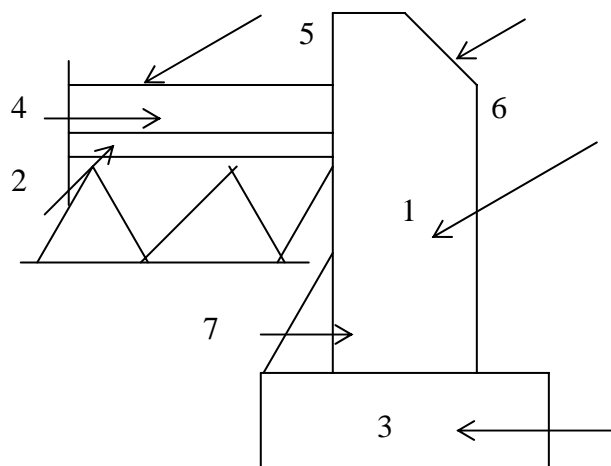
### Underpinning Knowledge Questions

**UNIT TITLE:** LAY MODULAR OPAVEMENT  
**UNIT NO:** VR 367

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Section through



**Candidate instruction. Answer the following questions:**

- The kerb is indicated by number:
  - 6
  - 2
  - 1
  - 3
- The foundation is indicated by number:
  - 7
  - 3
  - 4
  - 1

3 The haunching is indicated by number:

- a) 7
- b) 2
- c) 4
- d) 5

4 The sub-base is indicated by number:

- a) 5
- b) 4
- c) 3
- d) 2

5 The chamfer is indicated by number:

- a) 5
- b) 7
- c) 6
- d) 4

6 The bedding is indicated by number:

- a) 2
- b) 5
- c) 3
- d) 7

7 The paving is indicated by number:

- a) 4
- b) 2
- c) 5
- d) 1

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## BEST PRACTICE EXMPLAR D

### Written Question (Short Answer)

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Unit Title:**           **Lay Modular Pavement**

**Unit Number:**       **VR 367**

Q1	<p>In the space provided below list five items of PPE.</p> <p>1    <i>Hard hat</i></p> <p>2    <i>Boots</i></p> <p>3    <i>Ear Defenders</i></p> <p>4    <i>Gloves</i></p> <p>5    <i>High Visibility Vest</i></p>
<p>All Correct      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	
Q2	<p>Calculate the area of monoblock to be laid in a driveway 8.5 metres long by 3.4 metres wide.</p> <p><i>Area = Length x Breadth</i></p> <p><i>Area = 8.5 m    x 3.4 m</i></p> <p><i>Area = <u>28.9 m<sup>2</sup></u></i></p>
<p>Answer Correct + 1%      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	
Q3	<p>Describe what is meant by the term Kinetic Lifting.</p> <p><i>Don't know</i></p>
<p>Correct Description      Yes <input type="checkbox"/>      No <input type="checkbox"/></p>	

Evidence Requirement All Correct	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR E**

**ORAL QUESTIONING RECORD**

**Candidate Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VR02 — CONFORM TO EFFICIENT WORKING PRACTICES**

<b>Q1</b>	<b>Name the main methods of communication on site</b>
	Record the candidate's response below:  <i>Verbal instruction given, drawings, two way radio, hand signals.</i>
<b>Q2</b>	<b>Name the procedures that you are required to follow on site</b>
	Record the candidate's response below:  <i>Work methods statements Risk assessments Fire procedures Safety and first aid</i>
<b>Q3</b>	<b>What procedures has your organisation put in place on this site to encourage good working relationships with other employees?</b>
	Record the candidate's response below:  <i>Tool box talks Team meetings Method statements Health &amp; Safety</i>

Evidence Requirement All Correct	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## BEST PRACTICE EXEMPLAR F

### WITNESS TESTIMONY

<b>SVQ Title and Level</b>	
<b>Candidate's Name</b>	Angus McLeod
<b>Evidence Index Number</b>	4
<b>Index Number of other evidence which this Testimony relates to (if any)</b>	2
<b>Performance Criteria</b>	Unit 01 — PC 1 2 & 3
<b>Date of Evidence</b>	18/02/2008
<b>Names of Witness</b>	William Wallace
<b>Designation/Relationship to Candidate</b>	Company Foreman
<b>Details of Testimony:</b>  Angus has worked with me for about five years now and he is a good all-round paver tradesman and very reliable. He works well without needing to be supervised. He always leaves work of a high standard and can lay the full range of block, brick, stone or set pavings. He has worked on both commercial industrial estates and private housing estates.  He has recently finished monoblocking the driveway of house plot 21 at our prestigious Glen Housing Estate Site. Over recent months Angus, working with our labourer Jimmy Freel, has paved all of the driveways into these large dwelling houses which are selling for in excess of half a million pounds each. Each driveway is customised to the client's needs and design.  Angus works in a safe manner at all times and every night leaves his job the way he would like to find it the following morning.	
<b>I can confirm the candidate's evidence is authentic and accurate.</b>	
<b>Signed by Witness: Jock Brown</b>	<b>Date: 18/02/2008</b>

**Witness** (please tick the appropriate box)

- Holds D32/33 Award
- Is familiar with the SVQ Standards to which the candidate is working
- Is occupational competent

Candidate Portfolio

Name: \_\_\_\_\_

**EVIDENCE SUMMARY SHEET AND MATRIX**

As you place your evidence in your portfolio, you should register it on this sheet, this allows you to reference the same piece of evidence for different Units/Elements.

SVQ Level 2		VR01				VR02			VR03				VR04		VR367																	
No	Evidence Description PC	1	2	3	4	1	2	3	1	2	3	4	1	2	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
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12																																
13																																
14																																

**NB:** This Unit is not yet complete (Reference to Observation No 3)

Name: \_\_\_\_\_

**ASSESSMENT PLAN**

<b>Assessor's Name:</b>		<b>Units</b>	
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<b>Unit</b>	<b>Method of Assessment</b> <i>Indicate below in the left-hand column with a tick, the method of assessment that has been discussed and may be used with your candidate</i>	<b>Venue</b>	<b>Others</b>	<b>Review Number</b>
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**VR 367: LAY MODULAR PAVING**

	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

VR01	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

VR02	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

VR03	Direct Observation			Multiple-choice Questions		APL	
	Photographic Evidence			Witness Testimonies		Oral Questions	
				Professional Discussions			

<b>Candidate's Signature:</b>		<b>Date agreed</b>	
<b>Assessor's Signature:</b>		<b>Date agreed</b>	

<b>UNIT TITLE:</b>		<b>UNIT NUMBER:</b>	
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**OBSERVATION REFERENCE SHEET**

<b>No</b>	<b>Performance Criteria</b>	<b>Scope of Performance</b>	<b>Observation Evidence</b>	<b>Date</b>	<b>Observation Report No</b>	<b>Evidence Reference</b>
1						
2						

**ASSESSOR ‘SIGN OFF’ SHEET**

**Candidate Name:** \_\_\_\_\_

**This document should be completed when the Assessor has deemed that the candidate has generated sufficient Evidence of Competence over time, to meet the requirements of Scope of Performance and Knowledge.**

<b>Candidate Declaration:</b>			
I confirm that all evidence included in this portfolio is my own work.			
<b>Candidate Signature:</b>		<b>Date:</b>	

<b>Qualification Title:</b>	
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Unit No	Unit No	Unit No	Unit No	Unit No	Unit No	Unit No	Unit No	Unit No
<b>Assessor’s Signature:</b>						<b>Date:</b>		

<b>IV Signature:</b>		<b>Date:</b>	
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<b>Final Feedback Comments to Candidate:</b>
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**BEST PRACTICE EXEMPLAR A**

**OBSERVATION RECORD**

<b>Unit Titles:</b>			
<b>Unit Numbers:</b>			
<b>Candidate Name:</b>		<b>Date:</b>	
<b>Evidence Summary Sheet:</b>		<b>Duration of Observation:</b>	
<b>Matrix Number:</b>			

<b>Skills/Activities Observed</b>	<b>PCs Covered (Scope of Performance)</b>

**BEST PRACTICE EXEMPLAR A**

**Knowledge and Understanding apparent from this Observation:**

**Other Units to which this evidence may contribute:**

**Assessor's comments and feedback to candidate:**

**I can confirm that the candidate's performance was competent.**

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_

<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **Section 9**

## **Photographic Evidence Exemplars**

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** Angus McLeod

**Date:** 11 Feb 07

**Photographic Evidence Number:** 1



<b>Refer to Direct Observation Report Number</b>	1
<b>Date of Observation</b>	11 Feb 07
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**BEST PRACTICE EXEMPLAR B**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Photographic Evidence Number:** \_\_\_\_\_



<b>Refer to Direct Observation Report Number</b>	
<b>Date of Observation</b>	
<b>Units covered by this observation:</b>	

**Candidate's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IV Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_