



**Higher National and Vocational Qualifications
Internal Assessment Report 2015
Carpentry and Joinery**

The purpose of this report is to provide feedback to centres on verification in Higher National and Scottish Vocational Qualifications in this subject.

Higher National Units

General comments

Staff at all centres continue to have a comprehensive understanding of the National Occupational Standards which link to the Higher National Units being delivered in the Advanced Craft in Carpentry and Joinery qualification.

Discussions with candidates at centres, confirmed their knowledge and understanding of the standards, tolerances, performance and knowledge requirements for each Unit within the qualification.

Candidates found the standards challenging but achievable. Candidates confirmed that they were enjoying the course and the work they had undertaken so far.

However, recommendations asking assessors to ensure that candidates spend more time on the finishing of practical workpieces and drawings was reported at more than a few centres.

Unit specifications, instruments of assessment and exemplification materials

Assessors at almost centres sampled have a comprehensive knowledge of each Unit specification and its SQA-devised Training and Assessment Programme (TAP) which supports the delivery of assessment.

Candidate evidence sampled included candidate TAP assessment records and practical workshop evidence and confirmed that assessors had a clear focus on the demands of each Unit.

Evidence Requirements

The evidence requirements of each Unit were being met consistently by staff at reviewed centres. Effective assessment and verification procedures ensured that the assessment process complied fully with all Unit and SQA requirements.

Systematic approaches to internal verification planning and reporting covering all Units in the qualification and confirming accuracy and consistency were reported at almost all centres visited.

All evidence sampled confirmed that each Unit's evidence requirements are understood by staff at all centres visited for the HN Advanced Carpentry and Joinery qualification.

However, recommendations requiring centres to provide detailed feedback from internal verifiers to assessors were reported at more than a few centres.

Administration of assessments

All centres continue to administer assessments in a professional and systematic way.

Effective quality assurance procedures at centres ensure an ongoing focus on enhancing assessment environments, resourcing, and candidate practical and knowledge evidence and assessment records.

These processes are again underpinned by supportive internal verification monitoring and reporting.

Recommendations were reported at two centres in relation to including a declaration on the candidate information sheet at the start of the portfolio stating all work submitted for assessment purposes will be the candidate's own work.

A recommendation was also highlighted at one centre requiring centre staff to ensure all signatures and dates on assessment records are completed.

General feedback

Candidates commented favourably on the delivery of the Advanced Craft Carpentry and Joinery qualification and expressed that they had enjoyed the work they had been given during the course and most hoped to continue their studies to a higher level.

Logging evidence of vocational CPD activity was reported as a recommendation by the External Verifier at one centre.

Areas of good practice

Good practice was reported for the following aspects of the Advanced Craft Carpentry and Joinery qualification:

- ◆ All wood machines are documented on a checklist which is signed off and dated at one centre. This is an excellent system which allows the lecturer to see that each student has had an opportunity to use each machine. It also records candidate health and safety training
- ◆ The use of a candidate front cover and portfolio evidence checklist
- ◆ Very good completion and detailed content within the Learner's Evaluation Forms
- ◆ The high standard of work carried out within the portfolios for the Research, Design and Costing of Timber Screens was reported at one centre
- ◆ Constructive feedback to candidates on written assessments was reported at one centre

Specific areas for improvement

Recommendations and areas for improvement were reported in the following aspects of the Advanced Craft Carpentry and Joinery qualification:

- ◆ Candidates spending more time on finishes and drawings
- ◆ Systematic approaches to internal verification planning and reporting
- ◆ Provide detailed feedback from internal verifiers to assessors
- ◆ Candidate information sheet at the start of the portfolio stating all work submitted for assessment purposes will be the candidate's own work
- ◆ Logging evidence of vocational CPD activity
- ◆ Centre staff ensuring that all signatures and dates on assessment records are completed for all candidates and all Units

SVQ awards

General comments

Almost all external verification reports confirmed that centres have a clear, comprehensive and accurate understanding the National Occupational Standards relating to individual Units and the requirement of the Training and Assessment Programme (TAP) which supports the delivery of the Carpentry and Joinery SVQ.

Staff at almost all centres understood how the information obtained from Candidate Records of Evidence from the Workplace (CREWs) and evidence from Phase Tests supported the ongoing development of practical skills and generic behavioural competences.

However, recommendations relating to national standards were reported at two centres, these recommendations related to ensuring that only Training and Assessment Programme standards and tolerances are used for the doors practical assessments; and to ensuring that more time is spent on the finish of completed practical assessments.

Unit specifications, instruments of assessment and exemplification materials

Staff at almost all centres sampled had a thorough knowledge of Unit specification and the requirements of each Unit's TAP assessment.

The industry-devised Units H109 12 Construction Craft Competence Assessment and H10A 12 Construction Crafts Employability Skills are being delivered effectively by staff at almost all centres sampled.

One External Verifier reported that all mandatory Unit achievements must be complete and recorded within the portfolio and evidence supported by photographic evidence.

At one centre, the External Verifier recommended that the centre ensures that CREWs are signed off by staff, the candidate and the employer.

Evidence Requirements

Almost all centres have a clear understanding of the evidence requirements of Carpentry and Joinery SVQ Units and their TAPs.

However, at more than a few centres, candidate knowledge assessments, practical assessment records and drawings were not always signed and dated by the assessor, the candidate and where appropriate the internal verifier to fulfil the evidence requirements of each Unit and the Construction Industry Assessment Methodology.

Recommendations relating to evidence requirements were identified by External Verifiers at more than a few centres. Recommendations related to:

- ◆ risk assessment and method statement
- ◆ assessing and recording written feedback on drawings
- ◆ vocational CPD activities and records

Administration of assessments

External verification reporting confirmed that assessments are being administered effectively and assessment record keeping and retention of evidence is systematic with all assessment records and evidence being readily available at almost all centres verified.

However, one External Verifier reported that centres must make candidates available during external verification visits for discussions with the External Verifier during planned visits.

At most centres, supportive internal verification activity ensured that all evidence requirements are being met consistently and effectively by assessors.

However, recommendations specific to internal verification were reported at more than a few centres, including:

- ◆ ensuring that the internal verifier was occupationally competent and qualified
- ◆ internal verification records being available to the External Verifier during EV visits
- ◆ internal verifiers providing feedback to assessors
- ◆ internal verification confidence statements, sampling and risk management

At a few centres, recommendations were noted for including a declaration on the candidate information sheet at the start of the portfolio confirming that all evidence is the candidate's own work.

Feedback from assessors to candidates was systematic and valued by candidates at almost all centres.

Discussions with candidates during verification visits confirmed that feedback from practical and knowledge assessments was valued and that Phase Tests and CREWs were working well at almost all centres.

Areas of good practice

Good practice was identified for:

- ◆ Regular standardisation meetings at one centre, with a set agenda covering assessment environments (workshops and classrooms), assessment procedures, equipment, learning and teaching materials, IV sampling and

activity. Any actions raised are allocated to a member of the team with an agreed timescale for completion and review. Any issues with the award which cannot be resolved in-house are directed to the Quality Section who then liaise directly with SQA and disseminate the findings to the team

- ◆ Dissemination of vocational CPD activity learning and logging the number of hours spent on each CPD activity was reported at more than a few centres
- ◆ Application of modern practical techniques and materials
- ◆ Approaches to developing roof angles and bevels prior to skills testing
- ◆ Planning and tracking progress through posting information on the workshop door to enable candidates and assessors to monitor progress
- ◆ Good innovative use of workshops
- ◆ Excellent and constructive feedback on portfolios and also on joints and practical elements
- ◆ Candidate access to IT facilities, primarily for Construction students

Specific areas for improvement

Recommendations and areas for improvement were reported in the following aspects of the Carpentry and Joinery SVQ qualification:

- ◆ Ensuring that only TAP standards and tolerances are used for the doors practical assessments
- ◆ Recording mandatory Unit achievements within the candidate portfolios
- ◆ Ensuring that CREWs are signed off by staff, the candidate and the employer
- ◆ Ensuring that knowledge assessments, practical assessment, records and drawings are signed and dated by the assessor, the candidate and where appropriate the internal verifier
- ◆ Assessing and recording written feedback on drawings
- ◆ Vocational CPD activities and records