The Proskills Assessment Strategy

Introduction

This Assessment Strategy is designed to cover the following SVQs qualifications derived from the following National Occupational Standards (NOS)

Building Products
Performing Building Products Operations
Precast Concrete
Ceramics
Manufacturing Ceramics
Craft Ceramics
Coatings
Producing Surface Coatings
Furniture, Furnishings and Interiors
Soft Furnishings
Finishing Furniture
Furniture Making
Furniture Restoration and Service Repair
Furniture Processing
Solid Surfaces
Kitchen, Bedroom and Bathroom Design
Glass
Installation of Domestic Fascias Soffits and Bargeboards
Fenestration Installation & Surveying
Glass Manufacturing
Glass Processing
Production of Glass Supporting Fabrications
Glazing
Glass Related Operations
Generic
Combined Working Practices
Health and Safety
Paper
Fibreboard Operations
Paper Manufacturing
Print
Carton Manufacturing
Digital Print Production
Print Administration
Machine Printing
Print Finishing
Wood
Wood & Timber Merchants
Sawmilling
Engineered Wood
Advanced Wood Occupation
Managing Wood Fuel Production
Producing Wood Fuel
Wood Products Manufacturing
Tooling Technology
Merchant Supplies – Timber

This Assessment Strategy is designed to supplement the guidance issued by the Regulatory Authorities, including the SQA Accreditation Regulatory requirements, and guidance issued by Awarding Bodies. This document is designed to be a core set of assessment practices.

Section 1: Simulation
- Simulation is generally not acceptable. The exceptions to this are:
    - Dealing with emergencies
    - Dealing with accidents

- o Certain pre-approved real time simulators
- o Limited other procedures that cannot be practically performed in the workplace, and for which sufficient evidence cannot be collected through other means.
- Any simulation must be approved in advance by the External Verifier, and clear reasons must be given for its intended use
- If approval is given, all Awarding Body guidance and requirements must be observed
- Simulation should not be the primary source of a candidate's claim to competence

Section 2: Expertise of Witnesses, Assessors and Verifiers

Third party 'witnesses' must also be competent to make judgements about the activity(ies) for which they are providing the testimony. As the assessment decision lies with the Assessor, it is their responsibility to verify this and, where challenged, to justify their acceptance of third party 'witness testimony' to the Internal Verifier.

Assessors must:
- Be registered and recognised by an approved centre. The appointment of Assessors may require the prior approval of the Awarding Body.
- Be competent to make qualitative judgements about the units they are assessing. Illustrations of competence could include the assessor:
  - o Having achieved the award themselves
  - o Having substantial demonstrable experience in the job roles they are assessing
  - o Being in a day-to-day line management or quality assurance role with responsibility for the job roles they are assessing
- Hold or be working towards an appropriate Assessor qualification as identified by SQA Accreditation the qualification regulator. Assessors holding older assessor qualifications must be able to demonstrate that they are assessing to the current standards
- Carry out their duties in accordance with the current NOS for Assessment, and in line with current guidance on assessment practice issued by the regulatory authorities and the appropriate Awarding Body
- Maintain appropriate evidence of development activities to ensure their assessment skills and occupational understanding are current (CPD)
- Have a working knowledge of awards and a full understanding of that part of the award for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Must maintain records demonstrating how they meet the assessment strategy.
- Meet any additional requirements as specified in the award specific annex.
- Meet any additional requirements as specified by the Awarding Body

Internal Verifiers must:
- Be registered and recognised by an approved centre .The appointment of Internal Verifiers may require the prior approval of the Awarding Body
- Hold or be working towards an appropriate Internal Verifier qualification as identified by SQA Accreditation the qualification regulator. Internal Verifiers holding older qualifications must be able to demonstrate that they are verifying to the current standards
- Carry out their duties in accordance with the current NOS for Verification, and in line with current guidance on verification practice issued by the regulatory authorities and the appropriate Awarding Body
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational understanding are current (CPD)
- Have expertise and knowledge of awards and a full understanding of that part of the award for which they have responsibility. The Awarding Body will confirm this through examination of relevant CVs supported by relevant references.
- Must maintain records demonstrating how they meet the assessment strategy.
- Meet any additional requirements as specified in the award specific annex.
- Meet any additional requirements as specified by the Awarding Body.

External Verifiers must:
- Be registered and recognised by an approved Awarding Body
- Be familiar with and/or experienced in the relevant sector and/or context to be able to verify that candidate evidence has met the National Occupational Standards and the requirements of the appropriate Awarding Body

- Hold or be working towards an appropriate External Verifier qualification as identified by SQA Accreditation the qualification regulator. External Verifiers holding older qualifications must be able to demonstrate that they are verifying to the current standards
- Carry out their duties in accordance with the current National Occupational Standards for Assessment and Verification and current guidance on best verification practice issued by the regulatory authorities and appropriate Awarding Body.
- Maintain appropriate evidence of development activities to ensure their verification skills and occupational awareness are current (CPD)
- Meet any additional requirements as specified in the award specific annex.
- Not work with any centre in which they have a personal or financial interest.
- Meet any additional requirements as specified by the Awarding Body

Section 3: Evidence and Location of Assessment

Evidence
The majority of the Candidate's evidence should come from direct observations of competence in the real workplace, unless specified in the award specific annex. Other types of acceptable evidence include, but are not limited to:

- Witness Testimony (Details of acceptable witnesses are found in "Section 2: Expertise of Verifiers, Witnesses and Assessors")
- Logs/Diaries kept by Candidates
- Recorded answers to questions posed by the Assessor
- Recorded/Transcribed Interviews with the Candidate
- Recorded use of up-to-date commercial/industrial equipment
- e-portfolios and other forms of digital media
- Works documentation attributable to the candidate
- Both interim and final internal verification.

Location of Assessment
Although the majority of the Candidate's evidence should come from direct observations of competence in the real work place, in exceptional circumstances simulation of the real workplace may be allowed. Occasions in which this may be approved are listed under "Section1: Simulation".

Section 4: Enhanced Quality Control
The External Quality Control will be through enhanced external verification and enhanced internal verification the latter moderated or monitored by the External Verifier.

Enhanced Internal Verification Strategy
All Internal Verifiers must provide evidence of having verified:
- Evidence supporting any key units (where specified in the award specific guidance) and evidence supporting at least one other unit from the award

  OR
- The evidence supporting at least two distinct units (or as documented in the Award Specific Guidance) for each award per annum.

As well as:
- All evidence from all simulations/simulators
- Over time, an example of each unit the Assessor is qualified to assess
- Over time, an example of each assessment method used in the centre
- Evidence of internal verification

Enhanced External Verification Strategy
External Verifiers must carry out regular risk assessments and subsequent statistical analysis for each of the centres for which they have verification responsibilities. Where problems are identified through this procedure, the External Verifier will take further measures to ensure that the centre is performing to an acceptable level.

This could include, but should not be limited to:
- Verifying a representative sample of candidates' work from each Assessor, covering all Assessors in the centre over an agreed period of time, including:
  - Evidence supporting any key units from the award (where specified in the award specific guidance)
  - Selected evidence supporting distinct units identified by the External Verifier in response to issues raised through risk assessment
  - All evidence from all simulations
- Verifying selected evidence of Internal Verification procedures identified by the External Verifier in response to issues raised through risk assessment
- Externally-set banks of questions and answers that will test the presence of "essential" knowledge and understanding for selected Candidates