



OFQUAL — Regulated Qualifications for England and Wales

Qualification Verification Summary Report 2018–19

Occupational Work Supervision

Verification group: 523

Introduction

This report relates to OFQUAL qualifications in Occupational Work Supervision (Construction) that were delivered in centres in England and Wales in 2018–19. The following qualifications were externally verified in 2018–19:

GE1Y 79 NVQ Level 3 Occupational Work Supervision
GD3Y 57 Level 3 Diploma in Occupational Work Supervision

Almost all centres delivering the NVQ were private training providers. Only three colleges in England and Wales delivered both of the above qualifications, all as part of the Apprenticeship in Occupational Work Supervision.

All units within qualifications GE1Y 79 and GD3Y 57 were externally verified during session 2018–19.

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.

All assessors and internal verifiers at the centres visited were able to provide sufficient evidence of their relevant occupational experience, and almost all of those held the required assessor/internal verifier qualifications. One centre had one assessor and one internal verifier currently working toward their awards. All assessors and internal verifiers have extensive occupational experience and most are experienced assessors.

In some cases, assessors and internal verifiers did not provide adequate, current and relevant CPD records. On some occasions, centres were required to provide further evidence for this.

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

Almost all centres were able to demonstrate effective ongoing reviews of assessment resources, requirements and facilities. These were generally evidenced through minutes of standardisation meetings, internal verifier reports and candidate feedback.

Site selection checklists were widely used by centres administering the NVQ workplace competence qualification. This is to confirm that the environments are safe and conducive to assessment.

In all centres the assessment instruments for the NVQ were taken from the National Occupational Standards for the qualification. The assessment materials used were either taken from the SQA site resource or adapted to a similar format to meet centre and candidate needs.

All centres that delivered the knowledge-based diploma, GD3Y 57, used SQA-devised Training and Assessment Support Packs (TAPS) as the assessment instrument.

Category 3: Candidate support

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

All centres were able to provide evidence that candidate needs and prior achievements were being captured prior to the candidate undertaking the qualification assessment.

Most centres use a profiling approach to identify candidates' prior achievements, prior experiences and current job role. Some centres also require candidates to complete a curriculum vitae in order to match their experience to the qualification profile. Centres also provided recordings of assessors interviewing the candidates as part of their induction to the qualification in order to establish their occupational experience.

Centres involved with the delivery of the OWS apprenticeship were able to produce individual learning plans (ILPs) for their candidates. This is a requirement of the ESFA funding organisation and an expectation of OFSTED in the delivery of apprenticeships. These documents capture a full history of candidate experience, employment, qualifications and aspirations.

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

Suitable assessment plans, with scheduled assessor/candidate meetings and assessor reports were provided by almost all centres. This meant that most centres were able to confirm that scheduled formal contact had taken place to review candidate progress and revise plans, where necessary.

Many centres were able to provide evidence that candidates and assessors were in regular contact. Candidates often made contact with their assessor by telephone, text, email or video calls for additional support. Professional discussion was used by some centres to capture reviews that had taken place between the assessor and internal verifier following their knowledge assessment. In other words, an assessment of knowledge had taken place as a professional discussion and immediately following this the recorded discussion continued and included a review of the candidate's progress.

Category 4: Internal assessment and verification

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

In almost all cases, centres were able to demonstrate adequate quality assurance of the assessment and internal verification process through correct assessment and internal verification practices and compliance to procedures. Evidence for this in almost all cases was provided by way of assessment and internal verification reports.

All centres were able to produce clear procedures for assessment and internal verification. Most centres were able to provide clear evidence that policies and procedures were being applied appropriately.

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

All centres use the National Occupational Standards as the assessment instrument for the qualifications being delivered. Almost all centres develop their own in-house style of assessment instrument, in line with the NOS requirements, to present the assessment requirements in a more candidate-focused user format.

All assessors used a variety of assessment methods to generate evidence, including direct observation, questioning and answering, product evidence, witness testimonies, and recorded professional discussion.

In almost all cases assessment instruments and methods were valid, reliable, practicable, equitable and fair.

Centres that delivered the OWS apprenticeship used the SQA-developed Training and Assessment Packs (TAPS) as the assessment instruments for the knowledge-based, diploma GD3Y 57.

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

Almost all centres confirmed the authenticity of candidate evidence through authenticity statements of candidates, assessor reports and internal verification sampling reports.

Almost all centres require candidates to sign a disclaimer during their induction, informing them that they must only submit work for assessment that is their own, and which has been generated under the required conditions.

There were no instances of plagiarism reported by external verifiers.

Invigilation is required for the assessment of the knowledge-based, diploma. This is undertaken in controlled conditions at centres.

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

Assessor reports, internal verification reports and qualification verifier reports confirmed that, in almost all cases, candidates' work had been accurately and consistently judged by assessors. In many cases, assessor reports were comprehensive in nature and provided good quality and supportive feedback to candidates. Internal verifier reports for many centres provided good, clear and comprehensive feedback to assessors with action points, where required, to confirm accurate and consistent assessor judgement.

In more than a few centres, there is only one assessor and one internal verifier. However, in such cases, almost all had other suitable assessors and internal verifiers who could be deployed, if required.

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

Almost all centres demonstrated a knowledge of SQA requirements on the retention of candidate evidence. Some centres retain documentation electronically and the candidates' hard copy scripts and portfolios are stored securely.

There were no issues reported relating to the retention and availability of evidence for the purposes of external verification review.

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

Almost all centres provided suitable and adequately documented minutes from standardisation meetings to disseminate feedback from external verifiers to all assessment delivery staff.

Some centres where there was only one assessor and one internal verifier operating were able to provide evidence of qualification feedback to staff in the form of emails and other meeting notes.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2018–19:

- ◆ Assessment process and associated support material of a high standard.
- ◆ Well-documented and high quality internal verification sampling records and associated review processes.

Specific areas for development

The following areas for development were reported during session 2018–19:

- ◆ CPD recording, although improved from 2018–19, remains inconsistent.
- ◆ Recording of assessor review of candidate progress is sometimes inconsistent.