



**National Qualifications 2017  
Internal Assessment Report  
Skills for Work: Automotive Skills**

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

# National Courses

Skills for Work: Automotive Skills at SCQF level 4 (C271 74)

F8N0 10 Automotive Skills: The Vehicle Modification Project

F8MY 10 Automotive Skills: The Technician

F8MX 10 Automotive Skills: The Car

F8MW 10 Automotive Skills: The Garage

## General comments

All the centres verified are skilfully employing holistic assessment methods to cover all outcomes for the four units very effectively. Centres have established strong links with local industry, through which they can introduce candidates to the reality of a commercial, working environment. This is evidenced especially within the Modification, Car and Technician units, where most of the assessment is directly related to the vehicle and the working environment.

In most cases, where operationally possible, visiting verifiers observed and talked to candidates while they were undertaking assessable practical work tasks.

Some centres have combined the Technician and the Project units to enhance the learning process and familiarise the candidate with the vehicle, thereby allowing them to gain directly transferable experience.

The external verifiers reported that the holistic approach to the delivery and assessment of all four units makes the best use of centre resources and the students' time. In all centres verifiers reported that their discussions with the assessors and internal verifiers revealed a good understanding of the requirements of the qualification. All centres verified were delivering the course using well thought-out tasks which are aligned to both National Assessment Bank support materials (NABs) and the unit elements.

## Course arrangements, unit specifications, instruments of assessment and exemplification materials

All assessors who were seen during the verification visits this session demonstrated a clear understanding of the requirements for both the unit content and assessment. Outcomes can be combined across the units and this was reflected during the discussion with the candidates. In all centres, assessment was carried out within the practical automotive working environment using direct observation check sheets, job cards aligned to unit outcomes, and commercial manufacturer's service schedules.

## Evidence requirements

All centres use the SQA NABs to build candidate portfolios. Some centres combine the NABs with locally produced material. This approach assists in measuring the outcome, and maintains a balance in ensuring that the candidate

is not over assessed. Verifiers had access to candidates' portfolios and noted the positive and constructive comments they contained. In all centres verified the candidate evidence viewed was valid, authentic, reliable, and sufficient to meet the skills and knowledge requirement for each element of the qualification.

All materials, which were open to view, were signed off by both the assessor and the candidate, and were dated and marked, thereby ensuring authenticity.

## **Administration of assessments**

In all centres visited, verifiers saw evidence that candidates are given practical verbal and written constructive feedback throughout the course.

Candidates' work is sampled regularly, and progress recorded in the portfolios in line with SQA requirements, ensuring individual assessment needs are being fully met. All centres use a holistic approach to assessment.

In most centres, an assessment timetable is agreed between the candidate and assessor, to fit the attendance pattern and curriculum requirement of the candidate. Where the practical task, especially on the project, demands a more intense pattern of practical involvement, the schedule can be adjusted.

In all centres internal verification is carried out in line with centre policy. Internal verification in all centres continues to be 100%. All practical and written assessments are measured against the National Occupational Standards, recorded in the appropriate check sheets, quality checked on completion, and signed off by the internal verifier.

## **Areas of good practice**

The holistic approach to delivering this qualification, using amalgamated units and industrial contacts, enhances the industrial experience for the candidate.

The use of manufacturers' service data sheets, service repair manuals, internet, electronic auto data, repair job cards, MoT check sheets and locally devised service/repair sheets/checklists adds to the realism of the qualification.

Some centres are actively engaged in work placement within local industry or colleges, and this direct commercial interaction helps candidates to develop their skills and experience.

## **Specific areas for improvement**

Verifiers did not identify any specific areas for improvement during this visit.