



Higher National Qualifications

Qualification Verification Summary Report 2017

Building Services Engineering

Introduction

The qualifications were verified across two centres delivering HN units. Both centres delivered the graded unit. One centre delivered the qualification on a distance learning basis. The units verified are listed below:

DP15 34	Heating A
DP16 34	Heating B
DP12 34	Design Principles
FT95 34	Building Services Engineering Science
DP10 34	Project Management
DP0V 34	Air Conditioning A
DP0W 34	Air Conditioning B
DP0T 34	Thermofluids and Acoustic Criteria
DP0M 34	Building Services Engineering Graded Unit

Category 2: Resources

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

Both centres presented evidence of effective initial and ongoing reviews of the assessment environment procedures, equipment, learning resources, and assessment materials. A broad range of evidence was used to support the criteria. These included the use of unit review reference materials and assessment review documentation. The effectiveness of this was evident within the up to date assessment materials presented and the availability of the centres' resources along with candidates' responses. In one centre, good supportive assignments were developed for each individual unit to support the learning material provided to candidates. All units had supporting literature specific to that particular unit.

Category 3: Candidate support

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

In both centres, candidates' prior achievement and development needs were taken into account and matched to qualifications.

The candidates undertaking the graded unit were well prepared and followed the prescribed unit delivery route prior to undertaking the qualification. One centre delivered the units through distance learning and was given extensive feedback including target setting. Good candidate support was highlighted through the use of a centre's technical practice library. In addition candidates in one centre were given the flexibility to complete their group award in line with their occupational area.

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

Both centres were effective in ensuring candidates were given the opportunities to maintain contact with appropriate staff throughout the delivery and assessment of the qualification. Candidate contact logs were used to record contact made through a variety of methods including telephone conversations and email. One centre made good use of the Moodle platform to facilitate and record candidate and assessor contact.

Category 4: Internal assessment and verification

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

Both centres applied their assessment and verification procedures through the use of scheduling. Both centres focused on pre-, ongoing, and post-internal verification in line with their policies and procedures. Assessment procedures were clear and in line with centre policies and procedures.

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

The assessment of the graded unit was valid, equitable, and fair in both centres with one centre using a project to assess the unit. Good use was made of formative assessment methods prior to final unit assessment. In one centre, unit specific supportive assignments were available to support assessment instruments being used.

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

Induction processes were used to convey centre policies on plagiarism and malpractice. Verification processes also ensured that assessments were carried out under SQA's required conditions. Both centres had candidate identification on assessment materials.

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

Marking schedules and assessor templates ensured candidates' work was accurately judged. Evidence of staff development to promote this aspect of SQA criteria was also in evidence.

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

Both centres had processes and procedures in place to ensure the retention of candidate assessment evidence for defined periods for the purposes of internal and external verification. Central storage systems were in place and adopted restricted access policies.

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

Both centres had procedures in place to ensure staff were made aware of results of qualifications and verification. In the main, these were through the use of staff dissemination meetings and records of these meetings were available to external verifiers.

Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2016–17:

- ◆ Innovative use of blended learning platforms
- ◆ Unit specific assignments to support learning
- ◆ Unit specific formative assessment materials
- ◆ Group award focused on candidate's occupational area

Specific areas for development

The following area for development was reported during session 2016–17:

- ◆ None identified