Scottish Vocational Qualifications

Qualification Verification Summary Report 2017
Floorcovering

Introduction

There was a single qualification verification visit during 2016–17 for qualification GF23 23 SVQ 3 Wall and Floor Tiling (Construction). The qualification verification report was very positive and there was clear evidence that this qualification is being delivered in a very professional and effective manner at the centre visited.

GF1P 23: SVQ 3 Floorcovering (Construction)
Units verified:-

F7A9 04:   Confirm Work Activities and Resources for the Work
F7AA 04:   Develop and Maintain Good Working Relationships
F7AB 04:   Confirm the Occupational Method of Work
F7AD 04:   Co-ordinate and Organise Work Operations
F00E 04:   Set Out for Laying Floorcoverings
DY80 04:   Prepare Surfaces to Receive Floorcoverings
F10H 04:   Assess Conditions for Floorcoverings
FN2J 04:   Conform to General Workplace Health, Safety and Welfare

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.

Qualification verification reporting for the SVQ in Floorcovering confirmed that the assessor and internal verifier were competent, were well qualified both vocationally and professionally, and had extensive industry experience. Staff at the centre undertook and recorded appropriate continuing professional development (CPD) activity to ensure they maintained occupational currency and complied fully with the requirements of the assessment strategy.

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

The single centre visited for the SVQ Floorcovering qualification had effective ongoing processes and procedures in place to review accommodation, assessment procedures, equipment, learning resources and assessment materials. These processes and procedures were being used effectively and there was clear evidence of improvements being identified and implemented through these reviews.

Category 3: Candidate support

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

The centre had well established processes and procedures in place to allow candidate development needs to be identified and appropriate support provided.

Support for candidate development was being implemented effectively.

Additionally, the effective use of candidate record of evidence from the workplace (CREW) ensured that candidates' experience and learning from the workplace was matched to unit requirements. In discussion with the assessor, candidates could identify and discuss areas of the qualification that they needed to improve and develop.

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

Candidates received well planned and effective feedback from their assessor on course progression and skills development. Feedback on completed assessments was very effective with assessors confirming what has been achieved and where necessary identifying areas for improvement or skills development. Feedback also related to both specialist and generic unit competences.

Category 4: Internal assessment and verification

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

The centre had well established assessment and verification processes and procedures in place. The qualification verifier reported that the assessor and internal verifier implemented centre assessment and verification procedures professionally, consistently and robustly. However, the qualification verifier noted that the internal verifier should sign candidate assessment evidence and assessment records during internal verification activity.

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

The single centre continues to use SQA devised Training and Assessment Programmes (TAPs) effectively to carry out assessment for the Floorcovering SVQ delivery. The implementation and use of TAPs has again been reported as being effective, thus ensuring that assessments in use are valid, reliable, practicable, equitable and fair.

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

The centre continue to use SQA devised TAPs materials and evidence recording documentation very effectively to confirm individual candidate assessment competence and achievement. All assessment records are signed and dated by the candidate, the assessor, and where appropriate, the internal verifier. Completed practical checklists and photographic evidence further authenticated this evidence.

In the Floorcovering SVQ programme, CREWs are signed by industry supervisors to confirm receipt of complementary industrial experience on-site.

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

Assessor judgement was reported as being accurate and consistent at the centre delivering the SVQ Floorcovering programme. Sampled practical work and knowledge evidence confirmed that candidates were meeting the requirements of units and national standards.

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

The qualification verifier reported that the single centre continues to retain candidate evidence and assessment records in line with SQA requirements. In most cases, centre retention policies exceeded SQA requirements. All centres complied fully with qualification verification visit plan requirements in relation to candidate evidence sampling.

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

The centre had clear policies and procedures in place for the dissemination of information from qualification verifiers to assessors and internal verifiers. Staff at the centre implemented centre procedures effectively and there was good evidence of improvements and enhancements being taken to develop assessment practice.

Areas of good practice reported by qualification verifiers
No specific areas were highlighted in 2016–17.

Specific areas for development
The following areas for development were reported in session 2016–17:

♦ The internal verifier should sign candidate assessment evidence and records during internal verification activity.