



**Scottish Vocational Qualification**

**Qualification Verification Summary Report 2017**

**Construction (Highways Maintenance  
and Roads Building)**

## Introduction

The Highway Maintenance and Roadbuilding awards are mainly undertaken by people working for or in local authority (councils) roads departments. The awards have a wide range of routes suitable for most individuals or people looking to upskill and enhance qualifications that they may already hold. Most of the awards include practical activities and people undertaking them must be physically able to meet the criteria in the various group awards in the following:

SVQ Construction Operations Civil Engineering Services: Highway Maintenance GF1R 22

SVQ Construction Operations Civil Engineering Services: Roadbuilding GF1R 22

Various group awards were successfully verified at almost all centres.

## 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.**

Almost all centre staff had the relevant qualifications and industry experience to deliver these awards, and had undertaken various activities/courses, and recorded the information to meet the requirements of CPD. Assessors/internal verifiers at almost all centres hold the required qualification to deliver the awards, and were found to be working to the latest assessment strategies sent to the centres by SQA.

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

Portfolios developed by the centres meet the awards standards and SQAs requirements. Assessors complete a risk assessment/visual inspection prior to any practical assessment taken place as the evidence is generated on live sites. Equipment required is detailed in the assessment standards and assessors check that equipment is fit for purpose and meets the assessment criteria. Equipment is normally provided by the candidate's employer. Learning materials and codes of practice are provided by the centres and checked to make sure they are current and up to date. Reviews are carried out prior to and during assessments and are recorded in the portfolios.

Almost all centres complied with this criterion and full reviews are carried out at centre standardisation meetings.

## 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 candidates are given an induction by centres, during which a discussion is held checking candidates' previous experience and to see if they hold any certificates that maybe relevant to

the awards. Any relevant certificates are copied and recorded in the candidate assessment plan. All candidates are assessed by a competent qualified assessor against the standards and criteria for the awards.

Almost all centres complied with SQAs requirements, and assessment plans were agreed with the candidate and updated when required.

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

During the induction, candidates are issued with the centre's induction pack which contains the centre information and assessor's/centre's contact details. During the induction, a visit plan is agreed and a date for a first visit. The candidate's supervisor is contacted about the visit and to confirm that the candidate will be undertaking the activity, and that it meets the standards and criteria for the awards. Constructive feedback is given on completion of each unit and if the candidate failed any section, an action is put in place and recorded in the portfolio.

All centres complied with this criterion and they meet SQAs requirement for the awards.

## **Category 4: Internal assessment and verification**

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

Almost all centres' policies and procedures are that if there are new awards or assessors, the centre would carry out 100% internal verification and support the new assessor until the centre completed reviews of the assessments paperwork. If no areas of concern are identified, they would consider reducing to an acceptable level for internal verification and assessor support. Internal verification was found to be acceptable in almost all centres, but should not just be end loaded. This information was taken from most of the centre policies for internal verification and assessment procedures.

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

Assessment portfolios developed by the centres have complied with the awards and all meet the standards and SQA requirements. Checklists are used to confirm that the above listed points are being met. Centre portfolios meet the criteria in this section and their internal verification system and process also confirms that they are valid, reliable, practicable, equitable, and fair, and that evidence was seen in the internal verification reports.

All the centres meet this criterion.

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

Centre covers their malpractice/plagiarism policy with all candidates during the induction and registration process. Candidates sign a declaration that they fully understand the centre's policies and that evidence provided is their own work. Checks are also carried out during the centre internal verification.

Almost all centres complied with this criterion and the few non-compliant centres addressed the issues quickly.

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

The portfolios all receive some sort of internal verifier and assessment judgement check, and are discussed at almost all centres at their next available meeting. Feedback on internal verification is given to assessors and if they cannot attend the meeting, they are emailed and a read receipt requested. Internal verification ensures that accurate and consistent judgments have been made by all assessors. This criterion is also part of the standardisation meeting agendas, and SQA's requirements for the awards was met by almost all centres.

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

Centres are aware of the retention of evidence requirements of SQA and it is document in their policies. Almost all centres kept the evidence longer than required by SQA — usually from one external verification visit to the next — which is normally an annual visit. All evidence is securely stored at all the centres.

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

Once the report from the external verification visit is received, it is discussed with the staff involved in the delivery at the next meeting. Staff who are unable to attend will be notified by email and a read receipt request to confirm that they have read the email. Actions or sanctions are dealt with immediately by the centres, and SQA is informed when actions have been completed. This was taken from most of the centres policies.

**Areas of good practice reported by qualification verifiers**

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

None to report.

## **Specific areas for development**

- There were no issues with any areas of awards highlighted in the reports.
- External verifiers received additional training on the new assessment strategy.
- External verifiers will have to focus more on the new assessment strategy, particularly for any awards containing plant units.