Scottish Vocational Qualifications

Qualification Verification Summary Report 2017
Interior Systems

Introduction

Qualification verification visits which took place during 2016–17 for GF7M 22 SVQ 2 Interior Systems (Construction): Dry Lining — Fixing and GF7L 22 SVQ 2 Interior Systems (Construction): Dry Lining — Finishing were successful with all reports confirming that the assessment process was working well.

Qualification verification reports were very positive and there was clear evidence that these qualifications are being delivered in a very professional and effective manner at the centres visited.

GF7M 22 SVQ 2 Interior Systems (Construction): Dry Lining — Fixing at SCQF Level 5
GF7L 22 SVQ 2 Interior Systems (Construction): Dry Lining — Finishing at SCQF Level 5
Units verified:

FN2J 04   Conform to General Workplace Health, Safety and Welfare
FW0J 04   Conform to Productive Work Practices
FN2V 04   Move, Handle or Store Resources
DY0G 04   Install Dry Lining Partition Systems
DY0K 04   Install Dry Linings and Encasements
FW1L 04   Finish Dry Lining Walls or Ceilings

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 reports for SVQs in Interior Systems confirmed that the assessors and internal verifiers were competent, were well qualified both vocationally and professionally and all had extensive industry experience. However, recommendations were reported in relation to staff undertaking and recording 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.

Centres visited for SVQ Interior Systems qualifications 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 professionally and there was clear evidence of enhancements and improvements being implemented after these reviews had taken place.

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

Support for candidate development was being implemented effectively at all centres delivering Interior Systems qualifications

Any prior achievements were discussed with candidates and matched against the requirements of the qualification. Where appropriate candidates were credited with any prior unit achievement that related to assessments within the qualification being undertaken.

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 assessors on their progress 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 specialist and generic unit competences. At one centre candidates undertaking this award were employed and their managing agents conduct regular individual college and site reviews to monitor progress and attendance.

All candidates had a college block timetable and weekly class timetable showing periods where they are in contact with their assessor.

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. Qualification verifier reports confirmed that assessors and internal verifiers implemented centre assessment and verification procedures professionally and consistently. At one centre, an electronic system for allocation of internal verification is used on a risk management basis. Internal verification activity for both Interior Systems qualifications was sampled and was reported as effective at all centres visited.

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

All centres use assessment materials which are centre devised. These assessments were valid, reliable and covered the range listed in the National Occupational Standards.

All assessors delivering Interior Systems qualifications had made judgements which were reliable, fair, and consistent. At one centre, good practice was reported regarding the range of health and safety documentation available to candidates to support the assessment process.

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

All centres continue to use well designed evidence recording documentation very effectively to confirm individual candidate competence and achievement. All assessment records are signed and dated by the candidate, the assessor and, where appropriate, the internal verifier. Completed practical checklists/observation reports and photographic evidence authenticated this evidence. All candidates confirm the authenticity of their assessment evidence by signing plagiarism statements.

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 all centres delivering SVQ Interior Systems programmes. Sampled assessment decisions, candidate practical work, knowledge evidence and assessment records confirmed that candidates were meeting the requirements of the qualification and individual units and were achieving national standards.

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

Qualification verifiers reported that all centres continue to retain candidate evidence and assessment records in line with SQA requirements. In all 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.

All centres had clear policies and procedures in place for the dissemination of information from qualification verifiers to assessors and internal verifiers. Staff at all centres 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

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

♦ Range of available health and safety documentation

Specific areas for development

Areas for development were reported during session 2016–17:

♦ Recording vocational continuing professional development