



Assessor's Guidelines for the SVQ2 Plant Operations (Construction) SCQF level 5

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About this guide

This guide provides some practical examples of how to assess your candidates for the **SVQ2 Plant Operations (Construction) SCQF level 5**. You may be able to think of other ways of assessing your candidates and recording your decisions about their competence.

Using assessments based on these examples does not guarantee successful verification — it is still your responsibility to ensure that internal quality assurance procedures are followed.

Introduction

This introduction provides a brief overview of SVQs and how they are assessed in the workplace. If you are already familiar with the concept of SVQs, you may wish to go to the next section.

About SVQs and the SCQF

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy and are usually delivered in the workplace or in partnership with a college or other training provider. The qualifications have been designed by standards-setting bodies made up of experienced practitioners who represent employers, professional bodies, trade unions, education and voluntary organisations.

Each standards-setting body is responsible for developing national standards which define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Each SVQ which a standards-setting body develops has to fit into a broad framework which allows qualifications in the UK and throughout Europe to be compared.

There are SVQs for nearly all occupations in Scotland and they are available at SVQ levels 1–5. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

Each Unit defines one aspect of a job or work-role, and says what it is to be competent in that aspect of the job. To be awarded a full SVQ, learners must achieve each of the SVQ Units which make it up by demonstrating that they are competent in that aspect of the job. The Units which make up the SVQ can also be taken as freestanding awards. Some SVQs or SVQ Units are incorporated into other awards or programmes including HNCs and Modern Apprenticeships.

Explanation of levels

SVQ1 (SCQF level 4)	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable.
SVQ2 (SCQF level 5)	Competence involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. At this level, there will be activities, which are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.
SVQ3 (either SCQF level 6 or 7)	Competence involves the application of knowledge and skills in a broad range of varied work activities, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often present.
SVQ4 (either SCQF level 8 or 9)	Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.
SVQ5 (SCQF level 11)	Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.

For further information on SCQF go to www.scqf.org.uk.

How are standards defined in SVQs?

All SVQs consist of standards which can be broken down into various parts.

Units define the broad functions carried out in the sector, and are made up of a number of **Elements**. These **Elements** describe the activities which employees have to perform, and will require candidates to demonstrate certain skills or Knowledge and Understanding.

The quality of performance in what people must be able to do — how well they have to perform — is described by **Performance Criteria**. These may also be called **statements of competence** or **what candidates should do**.

The section on **Knowledge and Understanding** says what candidates must know and understand, and how this knowledge applies to their jobs.

You may also come across standards containing statements on **scope**. These statements could, for example, list the equipment that candidates are expected to be familiar with and use in their occupational area.

Increasingly, you may see changes to this format as standards become more user-friendly and are written in plain English. For example, there may be some standards containing **Range Statements** or **Evidence Requirements**, but over time these should disappear. You may, however, find that information on the context, nature and amount of evidence which is required to prove competence (which used to be given in Range Statements and Evidence Requirements) is now defined in the **assessment guidance** for the qualification. Assessment guidance is drawn up by the awarding body and is packaged along with the standards to form the SVQ.

Who is involved in SVQs?

There are several roles:

- ◆ **the candidate** the person who wants to achieve the SVQ (eg an employee)
- ◆ **the assessor*** the person who assesses the candidates and decides if they are competent (eg supervisor)
- ◆ **the internal verifier*** an individual nominated by the centre (eg a company) who ensures that assessors apply the standards uniformly and consistently (eg supervisor's line manager)
- ◆ **the External Verifier*** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ

*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the Assessment Strategy for this SVQ(s) — see SQA’s website: www.sqa.org.uk.

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Learning and Development Units (the national standards for assessment and verification), or an alternative qualification which SQA also recognises.

The steps involved in assessing a candidate for an SVQ

In deciding whether a candidate should achieve an SVQ, you will go through these stages:

- ◆ planning for assessment
- ◆ generating and collecting evidence of the candidate’s competence in the Units
- ◆ judging the evidence of the candidate’s ability and making an assessment decision based on the evidence
- ◆ recording the assessment decision and the candidate’s achievement

1 The SVQ2 Plant Operations (Construction) SCQF level 5

The SVQ in Plant Operations (Construction) has been developed by ConstructionSkills and is intended for people in plant operations of the construction industry and related sectors.

These people may be working as plant operators or slingers/banksmen. They will require skills and knowledge in one or more of the following areas:

- ◆ using plant and machinery for the lifting and transferring of loads
- ◆ using plant or machinery for extraction of materials
- ◆ using plant and machinery for excavating materials
- ◆ using plant and machinery for the construction and formation of materials
- ◆ using plant and machinery to receive and transport loads
- ◆ using plant and machinery for accessing areas at height
- ◆ using plant and machinery for the laying and distribution of materials
- ◆ using plant and machinery for the compaction of materials
- ◆ using plant and machinery for the processing of materials
- ◆ directing and guiding the movement of plant and machinery
- ◆ arranging and securing loads

They will also be required to operate within site time-scales, work safely at all times, work as part of a team, work in an organised and effective manner, take care of the equipment and associated tools and attachments, and in general conduct themselves in an appropriate manner during a variety of working situations.

The SVQ is designed to be assessed in the workplace, or in conditions of the workplace. Examples of the settings or centres in which the SVQs are likely to be delivered include general construction sites, civil engineering sites, on or near the public highway, employers' premises/distribution depots and training providers' training areas.

Structure of the SVQ

This section lists the Units which form the SVQ in Plant Operations (Construction).

SVQ2 Plant Operations (Construction) SCQF level 5 (GF7R 22)

Route 1 — 4 Units required

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FN2J 04	6	12	VR 641	Conform to General Workplace Health, Safety and Welfare
FW0J 04	5	5	VR 642	Conform to Productive Work Practices

Prepare Plant or Machinery for Operational Performance — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY20 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Lifting plant or machines)
FY21 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Transferring plant or machines)
FY22 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Extracting plant or machines)
FY23 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Excavating plant or machines)
FY24 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Construction and formation plant or machines)
FY25 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Receiving or transporting plant or machines)
FY26 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Accessing plant or machines)
FY27 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Laying or Distributing plant or machines)
FY28 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Compacting plant or machines)
FY29 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Processing plant or machines)

Operate Plant or Machinery to Lift and Transfer Loads — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY2A 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact —static stabilisers)
FY2C 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact — mobile industrial)
FY2D 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact — luffing static)
FY2F 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact —360° pick and carry)
FY2G 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Crawler crane up to 10 tonnes)
FY2H 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Crawler crane all sizes)
FY2J 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Tower crane trolley jib)
FY2K 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Tower crane luffing jib)
FY2L 04	5	44	VR387	Operate Plant or Machinery to Lift and Transfer Loads (Rough terrain forklift/masted truck)
FY2M 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Forklift sideloader)
FY2N 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Industrial counterbalanced forklift)
FY2P 04	5	44	VR387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler industrial telescopic)
FY2T 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler up to 9 metres)
FY2V 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler all sizes)
FY2W 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler all sizes excluding 360°)
FY2X 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler all sizes including 360°)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY2Y 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Reach truck)
FY30 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist rack and pinion goods)
FY31 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist passenger/goods combined)
FY32 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist rope operated goods)
FY33 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist transport platform)
FY34 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Crawler tractor side boom)
FY35 04	5	44	VR387	Operate Plant or Machinery to Lift and Transfer Loads (Knuckle boom crane)
FY36 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Lorry loader)
FY37 04	5	44	VR387	Operate Plant or Machinery to Lift and Transfer Loads (Skip handler)
FY38 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Mobile crane blocked duties)
FY39 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Mobile crane pick and carry duties only)
FY3A 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Mobile crane all duties)
FY3C 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Pedestrian operated tower crane)
FY3D 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Pedestrian operated tower crane inclined jib)
FY3E 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Overhead crane)
FY3F 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Excavator crane)
FY3G 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Container handler)
FY3H 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Self-propelled motorised trailer)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY3J 04	5	37	VR 388	Operate Plant or Machinery to Extract (Dragline)
FY3K 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 180° crawler and wheeled below 5 tonne)
FY3L 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 180° crawler and wheeled above 5 tonne)
FY3M 04	5	37	VR 388	Operate Plant or Machinery to Extract (Wheeled loading shovel)
FY3N 04	5	37	VR 388	Operate Plant or Machinery to Extract (Tracked loading shovel)
FY3P 04	5	37	VR 388	Operate Plant or Machinery to Extract (Skid steer loader)
FY3R 04	5	37	VR 388	Operate Plant or Machinery to Extract (Motorised scraper)
FY3T 04	5	37	VR388	Operate Plant or Machinery to Extract (Trencher)
FY3V 04	5	37	VR 388	Operate Plant or Machinery to Extract (Loader compressor)
FY3W 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° below 10 tonne tracked)
FY3X 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° below 10 tonne wheeled)
FY3Y 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° above 10 tonne tracked)
FY40 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° above 10 tonne wheeled)
FY41 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Dragline)
FY42 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 180° crawler and wheeled below 5 tonne)
FY43 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 180° crawler and wheeled above 5 tonne)
FY44 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Crawler tractor/dozer)
FY45 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Trencher)
FY46 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° below 10 tonne tracked)
FY47 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° below 10 tonne wheeled)
FY48 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° above 10 tonne tracked)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY49 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° above 10 tonne wheeled)
FY4A 04	5	37	VR 390	Operate Plant or Machinery to Construct and Form (Grader)
FY4C 04	5	37	VR 390	Operate Plant or Machinery to Construct and Form (Crawler tractor/Dozer)
FY4D 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Truck mounted boom concrete pump)
FY4E 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Forward tipping dumper wheeled)
FY4F04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Forward tipping dumper tracked)
FY4G 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Agricultural tractor)
FY4H 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Trailer mounted concrete pump)
FY4J 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck — articulated chassis up to 15 tonne)
FY4K 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck — articulated chassis all sizes)
FY4L 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck — rigid chassis up to 15 tonne)
FY4M 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck — rigid chassis up to 50 tonne)
FY4N 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck — rigid chassis all sizes wheeled)
FY4P 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck — rigid chassis tracked)
FY4R 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Bowser)
FY4T 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform scissor)
FY4V 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform boom vehicle mounted)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY4W 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform boom self propelled)
FY4X 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform mast climber)
FY4Y 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Motorised scraper)
FY50 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Soil stabiliser)
FY51 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Concrete paver)
FY52 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Asphalt paver)
FY53 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Chipping spreader)
FY55 04	5	20	VR 394	Operate Plant or Machinery to Compact (Ride-on roller)
FY56 04	5	20	VR 394	Operate Plant or Machinery to Compact (Soil compactor)
FY57 04	5	20	VR 394	Operate Plant or Machinery to Compact (Landfill compactor)
FY58 04	5	15	VR 395	Operate Plant or Machinery to Process (Crusher)
FY59 04	5	15	VR 395	Operate Plant or Machinery to Process (Screener)
FY5A 04	5	15	VR 395	Operate Plant or Machinery to Process (Batching plant)

Route 2 — 5 Units required

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FN2J 04	6	12	VR 641	Conform to General Workplace Health, Safety and Welfare
FW0J 04	5	5	VR 642	Conform to Productive Work Practices

Prepare Plant or Machinery for Operational Performance — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY20 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Lifting plant or machines)
FY21 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Transferring plant or machines)
FY22 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Extracting plant or machines)
FY23 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Excavating plant or machines)
FY24 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Construction and formation plant or machines)
FY25 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Receiving or transporting plant or machines)
FY26 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Accessing plant or machines)
FY27 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Laying or Distributing plant or machines)
FY28 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Compacting plant or machines)
FY29 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Processing plant or machines)

Direct and Guide the Movement of Plant or Machinery — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY6C 04	5	10	VR 396	Direct and Guide the Movement of Plant or Machinery (Banksperson)
FY6D 04	5	10	VR 396	Direct and Guide the Movement of Plant or Machinery (Loader/Securer)

Arrange and Secure Loads — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY6E 04	5	14	VR 397	Arrange and Secure Loads (Loader/Securer)

Route 3 — 5 Units required

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FN2J 04	6	12	VR 641	Conform to General Workplace Health, Safety and Welfare
FW0J 04	5	5	VR 642	Conform to Productive Work Practices

Prepare Plant or Machinery for Operational Performance — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY20 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Lifting plant or machines)
FY21 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Transferring plant or machines)
FY22 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Extracting plant or machines)
FY23 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Excavating plant or machines)
FY24 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Construction and formation plant or machines)
FY25 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Receiving or transporting plant or machines)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY26 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Accessing plant or machines)
FY27 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Laying or Distributing plant or machines)
FY28 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Compacting plant or machines)
FY29 04	5	7	VR 386	Prepare Plant or Machinery for Operational Performance (Processing plant or machines)

Operate Plant or Machinery to Lift and Transfer Loads — 1 Unit required

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY2A 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact — static stabilisers)
FY2C 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact — mobile industrial)
FY2D 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact — luffing static)
FY2F 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Compact — 360° pick and carry)
FY2G 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Crawler crane up to 10 tonnes)
FY2H 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Crawler crane all sizes)
FY2J 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Tower crane trolley jib)
FY2K 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Tower crane luffing jib)
FY2L 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Rough terrain forklift/masted truck)
FY2M 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Forklift sideloader)
FY2N 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Industrial counterbalanced forklift)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY2P 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler industrial telescopic)
FY2T 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler up to 9 metres)
FY2V 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler all sizes)
FY2W 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler all sizes excluding 360°)
FY2X 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Telescopic handler all sizes including 360°)
FY2Y 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Reach truck)
FY30 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist rack and pinion goods)
FY31 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist passenger/goods combined)
FY32 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist rope operated goods)
FY33 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Hoist transport platform)
FY34 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Crawler tractor side boom)
FY35 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Knuckle boom crane)
FY36 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Lorry loader)
FY37 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Skip handler)
FY38 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Mobile crane blocked duties)
FY39 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Mobile crane pick and carry duties only)
FY3A 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Mobile crane all duties)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY3C 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Pedestrian operated tower crane)
FY3D 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Pedestrian operated tower crane inclined jib)
FY3E 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Overhead crane)
FY3F 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Excavator crane)
FY3G 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Container handler)
FY3H 04	5	44	VR 387	Operate Plant or Machinery to Lift and Transfer Loads (Self-propelled motorised trailer)
FY3J 04	5	37	VR 388	Operate Plant or Machinery to Extract (Dragline)
FY3K 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 180° crawler and wheeled below 5 tonne)
FY3L 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 180° crawler and wheeled above 5 tonne)
FY3M 04	5	37	VR 388	Operate Plant or Machinery to Extract (Wheeled loading shovel)
FY3N 04	5	37	VR 388	Operate Plant or Machinery to Extract (Tracked loading shovel)
FY3P 04	5	37	VR 388	Operate Plant or Machinery to Extract (Skid steer loader)
FY3R 04	5	37	VR 388	Operate Plant or Machinery to Extract (Motorised scraper)
FY3T 04	5	37	VR 388	Operate Plant or Machinery to Extract (Trencher)
FY3V 04	5	37	VR 388	Operate Plant or Machinery to Extract (Loader compressor)
FY3W 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° below 10 tonne tracked)
FY3X 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° below 10 tonne wheeled)
FY3Y 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° above 10 tonne tracked)
FY40 04	5	37	VR 388	Operate Plant or Machinery to Extract (Excavator 360° above 10 tonne wheeled)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY41 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Dragline)
FY42 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 180° crawler and wheeled below 5 tonne)
FY43 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 180° crawler and wheeled above 5 tonne)
FY44 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Crawler tractor/dozer)
FY45 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Trencher)
FY46 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° below 10 tonne tracked)
FY47 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° below 10 tonne wheeled)
FY48 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° above 10 tonne tracked)
FY49 04	5	37	VR 389	Operate Plant or Machinery to Excavate (Excavator 360° above 10 tonne wheeled)
FY4A 04	5	37	VR 390	Operate Plant or Machinery to Construct and Form (Grader)
FY4C 04	5	37	VR 390	Operate Plant or Machinery to Construct and Form (Crawler tractor/Dozer)
FY4D 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Truck mounted boom concrete pump)
FY4E 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Forward tipping dumper wheeled)
FY4F 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Forward tipping dumper tracked)
FY4G 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Agricultural tractor)
FY4H 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Trailer mounted concrete pump)
FY4J 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck - articulated chassis up to 15 tonne)
FY4K 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck - articulated chassis all sizes)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY4L 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck - rigid chassis up to 15 tonne)
FY4M 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck - rigid chassis up to 50 tonne)
FY4N 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck - rigid chassis all sizes wheeled)
FY4P 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Dump truck - rigid chassis tracked)
FY4R 04	5	29	VR 391	Operate Plant or Machinery to Receive and Transport Loads (Bowser)
FY4T 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform scissor)
FY4V 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform boom vehicle mounted)
FY4W 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform boom self propelled)
FY4X 04	5	12	VR 392	Operate Plant or Machinery for Accessing (Mobile elevated working platform mast climber)
FY4Y 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Motorised scraper)
FY50 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Soil stabiliser)
FY51 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Concrete paver)
FY52 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Asphalt paver)
FY53 04	5	28	VR 393	Operate Plant or Machinery to Lay and Distribute (Chipping spreader)
FY55 04	5	20	VR 394	Operate Plant or Machinery to Compact (Ride-on roller)
FY56 04	5	20	VR 394	Operate Plant or Machinery to Compact (Soil compactor)
FY57 04	5	20	VR 394	Operate Plant or Machinery to Compact (Landfill compactor)
FY58 04	5	15	VR 395	Operate Plant or Machinery to Process (Crusher)
FY59 04	5	15	VR 395	Operate Plant or Machinery to Process (Screener)

FY5A 04	5	15	VR 395	Operate Plant or Machinery to Process (Batching plant)
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Operate Road Rail Plant and Operate Ancillary Equipment — 1 subcomponent Unit required

Operate Road Rail Plant

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY5C 04	5	8	VR 398	Operate Road Rail Plant (Road rail — forward tipping dumper)
FY5D 04	5	8	VR 398	Operate Road Rail Plant (Road rail — MEWP scissor)
FY5E 04	5	8	VR 398	Operate Road Rail Plant (Road rail — MEWP boom)
FY5F 04	5	8	VR 398	Operate Road Rail Plant (Road rail — crawler tractor/dozer)
FY5G 04	5	8	VR 398	Operate Road Rail Plant (Road rail — knuckle boom crane)
FY5H 04	5	8	VR 398	Operate Road Rail Plant (Road rail — dump truck - articulated chassis)
FY5J 04	5	8	VR 398	Operate Road Rail Plant (Road rail — dump truck - rigid chassis)
FY5K 04	5	8	VR 398	Operate Road Rail Plant (Road rail — excavator 360° wheeled)
FY5L 04	5	8	VR 398	Operate Road Rail Plant (Road rail — excavator 360° tracked)
FY5M 04	5	8	VR 398	Operate Road Rail Plant (Road rail — excavator crane)
FY5N 04	5	8	VR 398	Operate Road Rail Plant (Road rail — crane)
FY5P 04	5	8	VR 398	Operate Road Rail Plant (Road rail — rough terrain forklift truck)
FY5R 04	5	8	VR 398	Operate Road Rail Plant (Road rail — telescopic handler)
FY5T 04	5	8	VR 398	Operate Road Rail Plant (Road rail — agricultural tractor)

Operate Ancillary Equipment

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY5V 04	5	7	VR 399	Operate Ancillary Equipment (Rail thimble)
FY5W 04	5	7	VR 399	Operate Ancillary Equipment (Rail flail)
FY5X 04	5	7	VR 399	Operate Ancillary Equipment (Rail ballast brush)
FY5Y 04	5	7	VR 399	Operate Ancillary Equipment (Rail ballast/material vacuum unit)
FY60 04	5	7	VR 399	Operate Ancillary Equipment (Rail hydraulic rail beam)
FY61 04	5	7	VR 399	Operate Ancillary Equipment (Rail hydraulic sleeper grab)
FY62 04	5	7	VR 399	Operate Ancillary Equipment (Rail trailer)
FY63 04	5	7	VR 399	Operate Ancillary Equipment (Rail tamper)
FY64 04	5	7	VR 399	Operate Ancillary Equipment (Rail vacuum lifter)
FY65 04	5	7	VR 399	Operate Ancillary Equipment (Rail grapple/log grab)
FY66 04	5	7	VR 399	Operate Ancillary Equipment (Auger)
FY67 04	5	7	VR 399	Operate Ancillary Equipment (Sweeper)
FY68 04	5	7	VR 399	Operate Ancillary Equipment (Pecker/hammer)
FY69 04	5	7	VR 399	Operate Ancillary Equipment (Mower)
FY6A 04	5	7	VR 399	Operate Ancillary Equipment (Grab)

Additional Units — not compulsory

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY6F 04	5	7	VR 400	Operate Specialised Powered Tools and Equipment (Generators)
FY6G 04	5	7	VR 400	Operate Specialised Powered Tools and Equipment (Pumps)
FY6H 04	5	7	VR 400	Operate Specialised Powered Tools and Equipment (Pedestrian operated plant or machines)
FY6J 04	5	7	VR 400	Operate Specialised Powered Tools and Equipment (Mixers)
FY6K 04	5	7	VR 400	Operate Specialised Powered Tools and Equipment (Compressors)
FY6L 04	5	7	VR 400	Operate Specialised Powered Tools and Equipment (Self powered tools)
FY6M 04	5	7	VR 401	Set Out Secondary Dimensional Work Control (Lines)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FY6N 04	5	7	VR 401	Set Out Secondary Dimensional Work Control (Levels)
FY6R 04	5	7	VR 401	Set Out Secondary Dimensional Work Control (Depths)
FY6T 04	5	7	VR 401	Set Out Secondary Dimensional Work Control (Areas)
FY6V 04	5	7	VR 401	Set Out Secondary Dimensional Work Control (Heights)
FY6W 04	5	7	VR 401	Set Out Secondary Dimensional Work Control (Angles)
FY6X 04	5	8	VR 402	Slings and Signalling the Movement of Loads
FY6Y 04	5	36	VR 403	Plant Operations from a Barge
FY70 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Mobile crane)
FY71 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Crawler crane)
FY72 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Tower crane)
FY73 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Overhead crane)
FY74 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Piling rig)
FY75 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Demolition rig)
FY76 04	5	36	VR 404	Erect and Dismantle Plant (Cranes and Rigs) (Drilling rig)
FN2V 04	5	5	VR 643	Move, Handle or Store Resources

An Assessment Strategy for the SVQ

As part of their/its review of the SVQ(s), the standards-setting body ConstructionSkills has developed an Assessment Strategy which defines a range of requirements:

- ◆ the occupational expertise of assessors and verifiers
- ◆ a definition of simulation
- ◆ definition of the workplace
- ◆ information on a model of independent assessment or external quality control

The relevant parts of the Assessment Strategy are published on SQA's website (www.sqa.org.uk), and both SQA and centres must comply with these requirements.

Why would people be interested in the SVQ?

People will take SVQs for a variety of reasons: to gain promotion, to prove their job competence, or for personal development. There will be other reasons too. One of the first things to do is to find out why your candidates want to do the SVQ, and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your candidates, they might help you to do this.

How do candidates begin?

Choosing the SVQ

You should make sure that candidates get guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience, and their plans for progression, are matched to the SVQ selected. It does not have to be you as the assessor, who carried out the matching process, but whoever has responsibility for this should ensure that the assessment opportunities available to the candidate are also considered.

New entrants

Candidates following this route are advised to undertake a formal training course and assessment for the category of plant they wish to operate which leads to the Scottish Progression Award (Specialised Plant and Machinery Operations) with an accredited centre. From here they should gain practical site experience and generate the necessary evidence to meet the requirements of the SVQ Units in their chosen category of plant.

Example

Liam had been working in the construction industry as a general operative. He decided that it was time for a career change so he approached his employer with the view to becoming a plant operator. His employer agreed, contacted a training provider, and booked him on a Foundation training course for Telescopic Material Handler all sizes.

The training centre trained him, and on successful completion of the course he was awarded the Scottish Progression Award (Specialised Plant and Machinery Operations) for the category of plant he was trained on. On completion of his course he was also advised by the centre on the procedure for moving on with his full SVQ2 Plant Operations (Construction) SCQF level 5.

He was advised that the main source of his evidence would be work-based so he should gain as much operating experience as he could, and that he should record this in a log book which he should get countersigned by a competent person on the sites on which he was operating.

He was also advised that he should retain other documents as secondary evidence, such as:

- ◆ work time-sheets
- ◆ records of daily inspections
- ◆ records of fault reporting
- ◆ relevant certificates from training courses
- ◆ photographs
- ◆ witness testimonies (from people he works or worked with, who can confirm the statements about work carried out)

Liam's assessor then informed him that he would be in touch over the next few months to arrange suitable opportunities to visit him on site so that he could directly observe him carrying out his role in the workplace. He explained that these reports would provide the primary evidence required for completion of his portfolio of evidence.

Experienced operators

Experienced operators have a choice of two methods of gaining an SVQ.

They can follow a similar route to the new entrant or they can follow a new assessment methodology which is available for assessing experienced operators — it is called the Experienced Worker Practical Assessment Route. This route is only available to candidates who have been operating plant in the *construction industry* for more than two years.

Example 1

John had been operating a 180^o wheeled excavator in a variety of industry sectors and workplaces over a period of 2–3 years. The only training he had received was informal training received from experienced, competent operators that he had worked with.

John decided that he wanted to concentrate on working in the construction industry sector. To stand a better chance of being allowed on the majority of sites, operators are advised that they should obtain a CPCS card. To gain this they require an SVQ in Plant Operations (Construction) which proves that they are competent operators. An SVQ in Plant Operations (Construction) is now the mandatory qualification the CPCS scheme requires to issue its Blue Competence Card to operators.

John decided to contact a local SQA centre for advice. An appointment was made to meet with an assessor so that a skills-matching session could take place where his skills, knowledge and expertise would be matched against the award standards. As a result of this exercise, it transpired that he only had one year's experience in the construction industry. He was advised that to gain an SVQ he should follow a similar route to a new entrant in order to generate the evidence required to meet the requirements of the following Units:

- ◆ VR 641 Conform to General Workplace Health, Safety and Welfare
- ◆ VR 642 Conform to Productive Work Practices
- ◆ VR 386 Prepare Plant or Machinery for Operational Performance
- ◆ VR 388 Operate Plant or Machinery to Extract (Excavator 180° crawler and wheeled above 5 tonne)

John decide that this was the way ahead for him. He then had an induction session, was registered for the award with SQA, and an action plan was agreed on how the assessment process would initially start.

The assessor arranged a number of site visits so that direct observations of the candidate could be done in the workplace, and that these reports would provide the primary evidence required for completion of his portfolio of evidence.

John was also briefed that the following sources of evidence would be required to complete his portfolio:

- ◆ work time-sheets
- ◆ records of daily inspections
- ◆ records of fault reporting
- ◆ relevant certificates from training courses
- ◆ photographs
- ◆ witness testimonies (from people he works with, who can confirm the statements about work carried out)

Example 2

At the profiling session it was discovered that John had more than two years experience in the construction industry and that there were two routes available to gain the SVQ.

Route 1 was as previously described for an experienced operator, while route 2 was the Experienced Worker Practical Assessment.

This method of assessment is only available to candidates with more than two years of experience in the construction industry and who have no further training requirements.

Centres wishing to use this methodology must contact the Approval Section at SQA for further advice on applying to use this route of assessment.

2 Preparing to assess the SVQ

This section offers practical advice on how to begin to go about assessing your candidates for the SVQ. This advice is offered as examples of good practice — you may develop your own approaches to assessing your candidates which also work well.

Your role and your candidate's role

Assessing the SVQ will involve several stages. Both you and the candidate should be clear on your roles in the assessment process before you begin.

Your role

- ◆ ensure candidates understand what is to be assessed and how it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidates' competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

Candidates' role

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how it is to be assessed
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

Planning

In planning for assessment, you will find it helpful to meet with your candidate and plan what is to be assessed, in what way, and when and where the assessment is to take place. This discussion can be confirmed in the form of an agreed assessment plan between you and your candidate.

You should treat assessment plans as working documents — they can be updated and changed as you review progress with your candidate.

As you are planning assessment, don't forget to make the most of opportunities to *integrate* assessment. This means planning to assess an activity which draws on the contents of different Units or Elements. It can be a practical and cost-effective way of assessing your candidate's competence.

If you are a new assessor working towards your Learning and Development Units (the national standards in assessment and verification) you will need copies of completed assessment plans as part of your evidence.

To help you plan for assessment, we have produced an assessment plan which covers Units VR 386 *Prepare Plant or Machinery for Operational Performance* and VR 388 *Operate Plant or Machinery to Excavate*.

You will notice that we have included spaces to enter dates when the assessment plan has been reviewed. Any gaps identified during these reviews should be discussed with your candidates and noted for action in the assessment plan.

Selecting methods of assessment

The methods of assessment you use should be valid, reliable and practicable.

- ◆ By *valid* we mean that the assessment method should be appropriate to the standards.
- ◆ By *reliable* we mean that the assessment method should ensure consistent results when used with different candidates, different assessors and on different occasions.
- ◆ By *practicable* we mean that the method ensures that the assessment makes best use of available resources, equipment and time.

Before you assess a candidate, you must make sure that the methods of assessment you have chosen to use, along with any assessment materials (such as questions and sample answers) have been agreed within your centre through its system of internal quality assurance. This system is often called *internal verification* — its purpose is to help to ensure that assessment methods are valid, reliable and practicable.

There are both benefits and challenges when you are assessing SVQs in the workplace, or in conditions of the workplace. When you select methods of assessment, you should try to offer the candidate the benefits of workplace assessment and minimise any potential difficulties.

The benefits might be:

- ◆ the candidate will feel at ease in his or her own work environment
- ◆ he or she will be able to work at a pace they are accustomed to
- ◆ he or she will be more familiar with the equipment they are operating
- ◆ the workplace will feel less of a formal assessment environment

The challenges might be:

- ◆ the candidate may slip into too much of a relaxed frame of mind due to the familiarity of the workplace
- ◆ arranging suitable times for assessment that meet the availability of the task and the assessor
- ◆ the mobile work environment that plant operators exist in
- ◆ pressure of work/productivity making access to the candidate difficult for the assessor

Example

You may agree with a candidate who has to demonstrate how to lift and transfer loads with a forklift, that this will be carried out by direct observation as and when the situation arises. If the assessor is working alongside the candidate, they would be well placed to observe the candidate's performance, perhaps using a prepared checklist, and to question the candidate afterwards.

Methods of assessment

Assessment may involve a range of assessment methods. For SVQs, some of the most commonly used methods are observation, product evidence, and questioning.

Observation

Observation by an assessor is considered to be the most valid and reliable method of assessment. It can be organised in a variety of ways:

- ◆ working alongside the candidate
- ◆ arranging to visit when naturally-occurring activities are carried out by the candidate
- ◆ arranging for activities to take place

Observation by the assessor can often be supplemented by other types of assessment methods such as questioning. For example, it may be appropriate to ask oral questions of candidates as they carry out naturally-occurring activities.

Product evidence

As candidates work towards achieving the SVQ, they will produce evidence in the form of products of their work. The nature of this evidence can vary widely depending on what the candidate's job entails, but examples of product evidence include:

- ◆ an area of ground which has been cleared and levelled by an excavator operator ready for ground workers to start laying paths, etc
- ◆ an area of ground re-landscaped after being excavated and re-instated
- ◆ a vehicle loaded safely and correctly by a forklift operator
- ◆ an area of road or ground compacted to site specifications

Questioning

Candidates have to show that they can meet the knowledge specifications for the SVQs. For these SVQs, Knowledge and Understanding is specified for each Unit. Much of a candidate's knowledge and understanding will be apparent from what they do or produce as part of their work, but this will not always be the case, and questioning can be a useful way of confirming what candidates know and understand.

Questions can be asked in a variety of forms, such as oral questions, short answer written questions, and multiple choice.

You should be careful that the method of questioning does not go beyond the competence required for the SVQ and become a barrier to fair assessment. For example, some candidates will feel more comfortable with oral questions than written.

Q I noticed that you completed a fault report sheet after you carried out your pre-start checks, why was that?

A It is a requirement of all operators within the company to do this so that accurate records are kept on servicing and faults on machines. (VR 642 — PC 3)

Q What action would you take if you saw a member of the public walking through the site?

A I would stop them and take them to the site office.
(VR 641 — PC 2, 3 and 4)

Other methods of assessment

These methods, like questioning, are often used for authentication. See Section 3 for more about authenticating candidates' evidence.

Personal statements

You might sometimes find it helpful to ask a candidate to give an account of why they did an activity in a certain way or how they produced a product of their work. This is often referred to as a *personal statement*. You should take care to ensure that by asking candidates to produce such statements, you are not asking them to demonstrate competence beyond what is required by the standards. You should also be selective in the use of personal statements, and make sure they have not been produced as a substitute to a more valid, reliable and practical method of assessment.

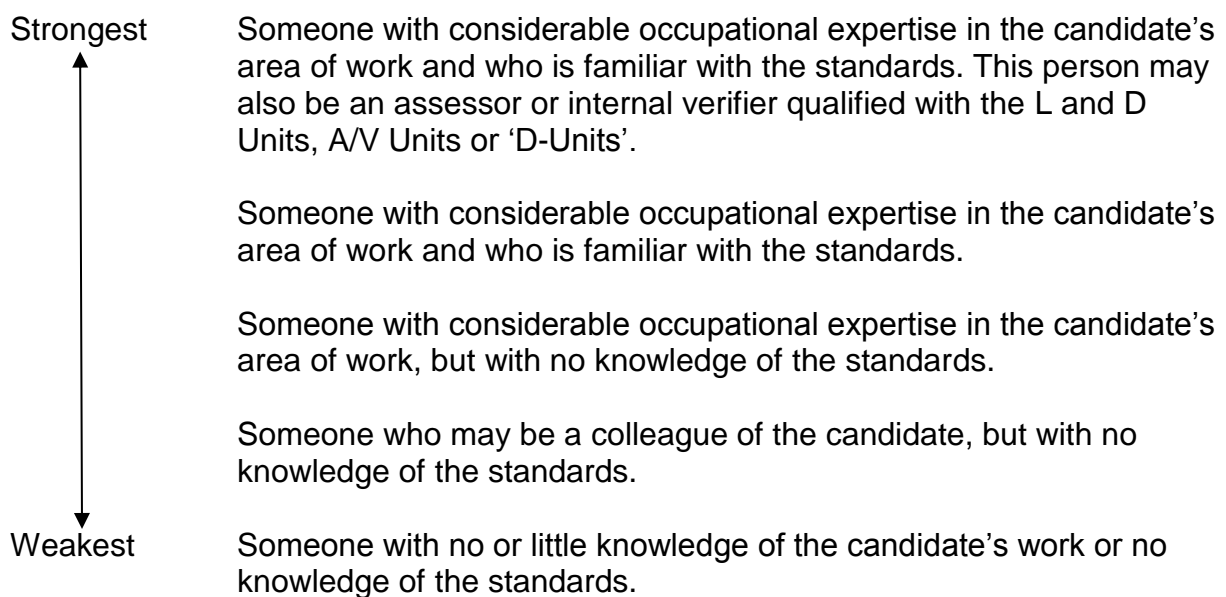
Due to the nature of work carried out by a plant operator a personal statement is not really appropriate evidence as the work tends to be more practical and the gaps in evidence can be achieved by oral questioning.

Witness testimony

For practical reasons, you may not be able to observe all the activities carried out by your candidates, but might feel that other people may be able to provide a statement on what your candidates have been doing or producing as part of their work.

Statements of this kind are called *witness testimony*, and are often used to support other evidence produced by candidates. If witness testimony is used, you should, ideally, identify witnesses and opportunities for using their testimony as part of assessment planning.

You should bear in mind that the weight of the evidence will vary, depending on the knowledge and expertise of the person providing the witness testimony. You will have to take these factors into account as you make your judgement.



Witness testimony is unlikely to be sufficient in itself for a decision about the candidate's competence, and would normally be supplemented by questioning candidates.

Example

In Unit VR 641 *Conform to General Workplace Health, Safety and Welfare*, candidates are required to 'comply with all appropriate workplace safety legislation at all times'. A witness testimony/statement produced by the candidate's supervisor or employer would be very useful as it could detail the ability of the candidate to conform to legislation in their work role.

Photographic evidence

In Construction SVQs, evidence being generated by candidates is often authenticated by the use of photographic evidence. Established best practice is for photographs to be presented in a natural sequence of events with the candidate being visible in the assessment activity. Exact site locations of the activity should be clearly noted in the photographs with dates and a clear description of what aspect of the particular Unit the photographs are linked to.

Simulation

Simulation is any structured assessment exercise involving a specific task which reproduces real-life situations.

On some occasions, it may not be practical to assess a candidate in real work. Examples might be where the standards require candidates to carry out emergency or contingency procedures, or where client confidentiality is an issue, or where a candidate's job role does not cover all aspects of the qualification.

ConstructionSkills has defined what it regards as simulation, and has specified in the standards when simulation is and is not acceptable. The standards also state when candidates must demonstrate competence in the workplace.

For more details on simulation and what constitutes performance in the workplace, look at the Assessment Strategy on SQA's website: www.sqa.org.uk.

Examples

In Units VR 641 *Conform to General Workplace Health, Safety and Welfare* and VR 643 *Move, Handle and Store Resources*, PC 2 requires the candidate to demonstrate the safe use of fire extinguishers. For obvious reasons simulation is a suitable method of assessment.

In Unit VR 641 *Conform to General Workplace Health, Safety and Welfare*, PC 4 requires the candidate to comply with organisational procedures in case of fire or accident. Simulation is an acceptable method of assessment for these activities.

Other sources of evidence

Other sources of evidence can be previous experience or learning, case studies or assignments.

SQA's *Guide to Assessment* (see section 5) has more advice on methods of assessment and how to ensure that your assessment is valid, reliable and practicable.

3 Generating evidence

The methods of assessment you use should generate sufficient evidence to demonstrate the candidate's competence.

We described earlier the circumstances in which you might choose to use different methods of assessment. Starting on the next page, this section gives you examples of forms which you can use to record and present evidence of:

- ◆ observation (by the assessor)
- ◆ questions and candidate responses
- ◆ personal statement (produced by the candidate)
- ◆ witness testimony

There are blank forms which you can copy and use in assessment in Appendix 1.

Observation

For observation, note that the form asks you to record the skills and activities observed. This helps you to make a judgement on how the activity was carried out and what it demonstrates.

Observation record

Unit/Element(s) VR 386 Prepare Plant or Machinery for Operational Performance and VR 389 Operate Plant or Machinery to Excavate

Candidate Joe Bloggs

Evidence index number 11

Date of observation 5 May 2012

Skills/activities observed	Performance Criteria covered
<p>Joe carried out a thorough check of his machine at the start of the day and noticed that there was a small hydraulic leak from one of the hoses on the dipper arm. He reported this to the site supervisor and informed him that he could still work with the machine while keeping the leak under observation.</p> <p>He was briefed by the foreman drainlayer on the requirements of the trenches that he was required to excavate, and was given a banksman to work with him. Before the foreman left, he quizzed him on whether or not there were any underground hazards that he should be aware of, and was informed that the ground had been checked and that no services were present.</p> <p>Joe set his machine up for the tasks in a manner that ensured he was safe and that the other personnel working in the area were a safe distance away so that they would not be struck due to the movement of his machine.</p> <p>He carried out the various tasks in a very professional manner, and was constantly checking with the banksman on the ground conditions and ensured that all personnel were safe at all times.</p> <p>He laid bedding materials in the trenches for the drainlayers, and then subsequently backfilled the trenches on the instructions of the foreman drainlayer.</p> <p>He later loaded two dump trucks with hardcore from a stockpile on site. He then spread this out and levelled it in another area where a generator was to be located.</p> <p>He also loaded two tipper lorries with waste materials which were removed from site.</p>	<p>VR 641 PC 1, 2, 3</p> <p>VR 642 PC 1, 2, 3</p> <p>VR 386 PC 1, 2, 3, 4, 5, 6, 7, 8</p> <p>VR 387 PC 1, 2, 3, 4, 5, 6, 7, 8</p>

At the end of a very productive shift, he re-fuelled his machine, checked it over, and informed the supervisor that the leak on his dipper arm had become slightly worse and that it would need repairing as a matter of urgency before commencing work the next day.

Knowledge and Understanding apparent from this observation

Joe demonstrated a high level of skill throughout the day's operations. He proved that he could work on his own and as part of a team. He continually showed excellent health and safety awareness, not only for himself but also for others.

He proved that he could understand instructions and ensure that the tasks he completed were within the tolerances given to him.

Other Units/Elements to which this evidence may contribute

VR 641 Conform to General Workplace Health, Safety and Welfare
VR 642 Conform to Productive Work Practices

Assessor's comments and feedback to candidate

Joe carried out his day's work in a very professional manner.

He showed good communication skills whilst working with the drainlaying squad and the drivers of the vehicles he loaded.

I can confirm the candidate's performance was satisfactory.

Assessor's signature M U K Shifter **Date** 5 May 12

Candidate's signature Joe Bloggs **Date** 5 May 12

Questions and candidate responses

This form can be used to record any questions you might ask the candidate to establish what they know and understand. You should note the candidate's responses on this form too.

Note that there is a space near the top of the form for you to record when, where, how and why you asked the questions.

Where you want to give the candidate written questions, this form could also be used.

Banks of questions for scope of knowledge and understanding

Established best practice is to use a bank of questions to confirm evidence for the full scope of knowledge and understanding. These are normally used for each candidate under the direct supervision of the assessor.

Record of questions and candidate's answers

Unit	VR 389 Operate Plant or Machinery to Excavate
Evidence index number	13
Circumstances of assessment	
Following the two recent direct observations of the candidate's performance, the following questions were asked to cover the scope of knowledge and understanding not covered from the observations.	
List of questions and candidate's responses	
Q	What action would you take if you spilled oil on the ground?
A	I would clear the spill up using absorbent materials and then dispose of the waste in the appropriate container on site.
Q	If your machine broke down, what action would you take?
A	I would report it immediately to my supervisor and ensure the machine was safe.
Q	
A	
Q	
A	
Q	
A	

Assessor's signature M U K Shifter **Date** 18 May 12

Candidate's signature Joe Bloggs **Date** 18 May 12

Unit: VR 388 Operate Plant or Machinery to Extract

Sample bank of oral questions for scope of knowledge and understanding

Q1 Who is responsible for carrying out the pre-start checks immediately prior to use?

- A The management.
- B The maintenance department.
- C The operator.
- D The banksman.

Q2 Whose responsibility is it to ensure the safety of pedestrians while operating an excavator?

- A The excavator operator.
- B The management.
- C The pedestrians themselves.
- D The health and safety officer.

Q3 What are your responsibilities, after treatment, if involved in an accident at work?

- A Consult lawyer.
- B Ensure that the accident book is completed.
- C Lie down.
- D Take no further action.

Q4 What must you do before starting an excavation below ground level?

- A Check that there are no underground hazards or dangers.
- B Check the fuel level in the excavator.
- C Mark out the operation.
- D Ensure correct bucket is fitted.

Q5 Health and safety legislation places responsibility for safety at work on:

- A the employers
- B the employees
- C everyone on the premises
- D the local council

- Q6 If a fault occurs whilst operating the excavator, what should you do?
- A Carry on work to get as much production as possible before a break and then report it.
 - B Park the machine safely and report it to supervisor.
 - C Try to sort out a temporary repair yourself in order to save time.
 - D Ignore it.
- Q7 Why should you never side-swipe material with a bucket?
- A It can cause damage to slew ring bearings and the digging arm.
 - B It compacts the soil.
 - C You could turn the machine over.
 - D You could damage the undercarriage of the machine.
- Q8 Why should the excavator never be driven with the boom raised?
- A It's faster to lower whilst driving.
 - B The machine would become unstable and overhead obstructions could be struck.
 - C It could cause hydraulic rams to twist and possibly break.
 - D The machine could tip over.
- Q9 Why should you never undercut material from below the tracks or wheels of a machine?
- A This will affect the stability of the machine and could cause it to fall in the excavation.
 - B You cannot see what you are doing.
 - C You may strike the machine with the bucket.
 - D The bucket could fall off quick hitch.
- Q10 Which information source that details the attaching/detaching procedures must be adhered to before attaching, using or detaching ancillary equipment?
- A Pre-start check sheet.
 - B Operator's logbook.
 - C Operator's manual.
 - D Time-sheet.
- Q11 Why are pre-start checks carried out on the machine?
- To identify faults and damage, and ensure the machine is safe to use.

Q12 What would you do if you had an accident on site?

- A Report it to the supervisor and document it in the accident book.
- B Don't report it to anyone.
- C Don't report it, just leave site and go to hospital.
- D Carry on with work and report at the end of the day.

Candidate's personal statement

If a personal statement is being used as evidence, it should be completed by the candidate. The statement should record what they did, how and why they chose to carry out an activity or produce work in a certain way. Where other people may have been present during an activity and they may be able to provide witness testimony, the candidate should record how the statement links to other evidence in the column provided.

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered
01/05/11	8	<p>On Tuesday of last week I was instructed by my site agent to move pallets of blocks and slabs from the main store area to house plot 26 on the site so that the general operatives could lay the paths for the plot.</p> <p>I checked the route I was going to use by driving my forklift down the route unladen and I discovered that there were some pot-holes on the road which were not visible due to the recent heavy rain.</p> <p>I reported this to the site agent who had the pot-holes filled in to make the route safe.</p>	Witness testimony by Jim McTaggart (Evidence no 9)	VR 641 PC 1 VR 643 PC 1 and 3

Candidate's signature Joe Bloggs

Date 1 May 12

Witness testimony

Remember when you begin to use witness testimony that it must be capable of being authenticated — even if the testimony itself is being used to authenticate a candidate's claim to competence.

To make sure the witness testimony is genuine, you must ensure that you have a record of who is acting as a witness, their relationship to the candidate (eg supervisor, client) address, telephone number and the date. There are spaces for this information in the form.

Witness testimony

SVQ title and level	SVQ2 Plant Operations (Construction) SCQF level 5
Candidate's name	Joe Bloggs
Evidence index no	9
Index no of other evidence which this testimony relates to (if any)	8
Element(s)	VR 641 PC 1, VR 643 PC 1 and 3
Date of evidence	1 May 12
Name of witness	Jim McTaggart
Designation/relationship to candidate	Site Agent
Details of testimony	
<p>Joe has been working with the company for 3 years and has been directly under my control on this site for the last 3 months as the telescopic material handler operator.</p> <p>I recently instructed him to move stores to plot 26. Shortly after I told him to do this he came back to inform me that there was a problem on the road with pot-holes, which could affect the stability of his vehicle.</p> <p>I have found Joe to be a very conscientious and safe worker at all times whilst he has been on my site and he is a credit to himself and others in his attitude to safety.</p>	

I can confirm the candidate's performance was satisfactory.

Witness's signature Jim McTaggart **Date** 06 May 12

Witness (please select the appropriate box):

- Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

Filling the gaps

There may come a time when your candidate has provided evidence for most of the Unit (or SVQ), but there are some gaps. For example, you may find that certain situations, such as handling contingencies, have not arisen during assessment. Often these will relate to dealing with health and safety issues, or unexpected problems with workflow like delays in receiving information from another part of the organisation.

In this SVQ, such gaps are likely to occur in generating evidence for:

- ◆ VR 642 *Conform to Productive Work Practices*

You may be able to overcome this by simulation and questioning or secondment to another part of the organisation. It may be necessary, in extreme cases, to find another organisation which can provide the relevant experience for candidates to generate the required evidence.

Guidance and support to candidates

At all times during the assessment process — from planning through to making your assessment decision — feedback should be ongoing, clear and constructive. Feedback should be given against the national standards by relating it to the evidence provided, including the knowledge specifications.

Where there are any shortfalls in a candidate's competence, you should discuss these with your candidate and make plans for re-assessment.

Judging candidate evidence and making an assessment decision

In judging candidate evidence, you must be satisfied that your candidates can work consistently to the required standard, and that the evidence they have produced is their own. You must consider whether your candidate understands and applies the knowledge evidence and how this links to performance evidence.

Evidence must:

- ◆ be relevant to the SVQ
- ◆ be authentic
- ◆ show current competence
- ◆ be sufficient to help you form a decision about the candidate's competence

Insufficient evidence

You have to judge whether the candidate has produced enough evidence required by the standards for you to reach a decision about their evidence.

Where there is insufficient evidence, you should say this to your candidate. You should tell them that it is not that they are not yet competent — there is simply not enough evidence on which to make a decision.

In this situation, your feedback to your candidates must help them produce more evidence and/or plan for further assessment.

Authenticating candidates' evidence

Authentication is required where you have not observed candidates' performance at first hand.

You can check whether a candidate has produced evidence which they claim shows their competence by questioning them or, if this is appropriate, asking them to produce a personal statement, using witness testimony, or seeking peer reports from other colleagues of the candidate.

Example

Authentication will be required when a candidate has produced a piece of evidence that could on the face of it have been produced by anyone else. This could include photographic evidence where it is difficult to identify the candidate in the scene, or an excavation where the candidate is claiming they carried out the work. It will also be required for in-house certification of training as it is not registered with an awarding body.

4 Recording achievement

You should retain all evidence — clearly referenced — for internal and external verification.

The candidate's evidence is normally kept in a file, often called a *portfolio*. These documents help you and your candidates to collect, present and cross-reference the evidence to the national standards. They are also a means of recording your assessment decisions, and they tell an External Verifier what stage a candidate has reached in achieving the SVQ.

The sample forms shown in this document are good examples of the type of documentation that should be used to record candidates' evidence but they are not compulsory. However, if you choose to use your own recording material then this has to be approved by SQA at your approval visit.

Recording documents do not need to be paper-based — it is possible to use an electronic format for collecting and structuring the evidence. Whatever format you and your candidates choose to use, the documents must show what evidence was generated, the assessment decisions you made, how the evidence meets the standards, and where the evidence can be located. You should avoid photocopying items simply to put them in a portfolio — a clear explanation of where the evidence can be found (for example, in a filing cabinet) may be sufficient for the External Verifier to follow it up and include it in the visit.

There are various reasons why record-keeping is so important:

- ◆ it provides a way of tracking a candidate's progress in achieving an SVQ
- ◆ it helps candidates to make claims for certification of their competence
- ◆ internal verifiers and External Verifiers use the records to sample assessment decisions
- ◆ it helps us to monitor the quality assurance of our qualifications

If your candidates' evidence is incomplete, or cannot be located, or if there is inaccurate cross-referencing to the standards, there is a risk that an internal verifier or External Verifier will be unable to confirm your assessment decisions.

To help you and your candidate present evidence and record your assessment decision, we have provided examples of the forms which you and your candidate might use to compile the portfolio.

- ◆ Completing the Unit progress record
- ◆ Using the evidence index
- ◆ Completing the Element achievement record

These forms are also used in SQA's portfolio.

Completing the Unit progress record

You should complete this form each time your candidate achieves a Unit from the SVQ by adding your signature and the date next to the relevant Unit.

At this stage, candidates should make sure they have completed the recording documents correctly and that their evidence can be easily located. Only then should they circle the relevant Unit number at the top of the form. This enables both of you to see at a glance what stage the candidate is at in their SVQ.

Unit progress record

Qualification and level SVQ2 Plant Operations (Construction) SCQF level 5

Candidate Joe Bloggs

To achieve the whole qualification, you must prove competence in 3 **mandatory** Units and 1 **optional** Unit.

Unit checklist

Mandatory	VR 641	VR 642	VR 386				
Optional	VR 387						

Mandatory Units achieved

Unit number	Title	Assessor's signature	Date
VR 641	Conform to General Workplace Health, Safety and Welfare	M U K Shifter	1 April 12
VR 642	Conform to Productive Work Practices	M U K Shifter	22 May 12
VR 386	Prepare Plant or Machinery for Operational Performance	M U K Shifter	19 June 12

Optional Units achieved

Unit number	Title	Assessor's signature	Date
VR 387	Operate Plant or Machinery to Lift and Transfer Loads	M U K Shifter	8 August 12

Using the index of evidence

The purpose of the index of evidence is to help you locate and work through the candidate's evidence. It should give you a summary of what evidence the candidate has collected, and where (eg in a portfolio) it can be found.

The index of evidence should be completed by entering:

- ◆ the index number for each piece of evidence
- ◆ a description of each piece of evidence
- ◆ the place or location where it can be found
- ◆ the initials of the internal verifier and the date (if they have sampled the candidate's evidence)

Ideally, it should be candidates themselves (with your support and encouragement) who complete the index.

You must make sure that the information in the evidence index is accurate when your candidates' portfolios are presented for assessment and verification — particularly the information about where the evidence can be located. This is important because we suggest that anything which has been produced as day-to-day work is kept in its normal location, but anything which has been produced through assessment for the SVQ, eg observation checklists, is filed in the candidate's portfolio. In this way, your candidate can avoid having to photocopy work products just for the sake of including them in a portfolio. It also means that evidence produced as a result of assessment is kept safely in a central file.

If the index of evidence is not completed with an accurate description and location of the evidence, there is a risk that an internal verifier or External Verifier might be unable to confirm your assessment decisions.

Index of evidence

SVQ title and level		SVQ2 Plant Operations (Construction) SCQF level 5	
Evidence number	Description of evidence	Included in portfolio (Yes/No) If no, state location	Sampled by the IV (initials and date)
1	Personal CV	Yes	
2	Record of basic training complete with questions and answers	Yes	
3	Extracts from CPCS logbook	Yes	
4	Time-sheets endorsed by employer	Yes	
5	Copy of CPCS Trained Operators' Card	Yes	
6	Fault reporting sheets	Yes	
7	Daily maintenance records	Yes	
8	Personal statement – 1 May 2012	Yes	
9	Witness testimony – Jim McTaggart	Yes	
10	Method statement, for excavation to expose a gas main	Yes	
11	Observation report by assessor	Yes	
12	Personal references from current and previous employers	Yes	
13	Record of Q & A for Unit VR 389	Yes	

Completing the Element achievement record

To help you and your candidates cross-reference the evidence to the standards of the SVQs, we have provided records similar to those produced in the SQA portfolio. Use one record for each Element. The grids should be completed by:

- ◆ entering the evidence index number in the first column
- ◆ giving a brief description of the evidence in the second
- ◆ ticking the relevant boxes for the Performance Criteria (or statements of competence as they are sometimes known)
- ◆ entering the areas of knowledge and understanding the piece of evidence covers

If integrated assessment is used (linking PC or Elements across different Units) the evidence should be cross-referenced back to the relevant Units.

We have provided a completed example to show how to use the record.

Element achievement record

Unit VR 388 Operate Plant or Machinery to Extract

Evidence index no	Description of evidence	PC/performance statements								Areas of Knowledge and Understanding/scope														
		1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Observation report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓		✓
2	Written questions											✓	✓		✓	✓		✓	✓					✓

- 1 Communication 4 Hazards 7 Maintenance 10 Problems 13 Resources
- 2 Disposal of waste 5 Information 8 Methods of work 11 Programme 14 Security procedures
- 3 Emergencies 6 Legislation 9 PPE 12 Protect work 15 Skills

Unit VR 388 Operate Plant or Machinery to Extract

Notes/comments

Joe carried out a wide range of tasks in a confident and assured manner. He focused on each job which had to be done and then in a very logical manner moved on to the next job. He demonstrated a variety of skills and also communicated in a very clear manner to other members of the team.

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature Joe Bloggs

Date 1 April 12

Assessor's signature M U K Shifter

Date 1 April 12

Internal verifier's signature I V Seenit

Date 12 May 12

5 Further information

What else should I read?

The publications listed here provide additional information on how to implement SVQs. Details of these and other SQA publications are available on our website at **www.sqa.org.uk** on the 'Publications, Sales and Downloads' section. They can be ordered from SQA's Business Development and Customer Support Team — telephone 0303 333 0330. Please note that there may be a charge for some of these publications.

Assessor/Verifier Units: assessment guidance

External Verification: A Guide for Centres

Guide to Assessment

Introduction to Assessment Arrangements for Schools and Colleges

SQA's Quality Framework: a guide for centres

Operational Help Centre

The Operational Guide for Centres has been replaced by the online Operational Help Centre on **www.sqa.org.uk**

Appendix 1: Blank recording forms

Unit progress record

Qualification and level _____

Candidate _____

To achieve the whole qualification, you must prove competence in xx **mandatory** Units and xx **optional** Units.

Unit checklist

Mandatory									
Optional									

Mandatory Units achieved

Unit number	Title	Assessor's signature	Date

Optional Units achieved

Unit number	Title	Assessor's signature	Date

Unit

Element

Notes/comments

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature _____

Date _____

Assessor's signature _____

Date _____

Internal verifier's signature _____

Date _____

Assessment plan

Units					
Elements					
Activities	Performance Criteria (PC)	Method of assessment/ Sources of evidence	Date of assessment	Evidence already available	Links to other Units (Performance Criteria and Range)
Questioning for Knowledge and Understanding not apparent from performance to be identified from 2nd review					

Assessor's signature _____

1st review due _____

Candidate's signature _____

2nd review due _____

Date of agreement _____

Date of completion _____

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered

Candidate's signature _____

Date _____

Observation record

Unit/Element(s) _____

Candidate _____

Evidence index number _____

Date of observation _____

Skills/activities observed	Performance Criteria covered

Knowledge and Understanding apparent from this observation

Other Units/Elements to which this evidence may contribute

Assessor's comments and feedback to candidate

I can confirm the candidate's performance was satisfactory.

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____

Record of questions and candidate's answers

Unit	
Element(s)	
Evidence index number	
Circumstances of assessment	
List of questions and candidate's responses	
Q	
A	
Q	
A	
Q	
A	
Q	
A	
Q	
A	

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____