



**National Qualifications 2015  
Internal Assessment Report  
Excavation and Reinstatement of  
Roads/Highways**

The purpose of this report is to provide feedback to centres on verification in National Qualifications in this subject.

# National Qualifications (NQ) Units

## Operative Units

Location and Avoidance of Underground Apparatus	F932 04
Signing, Lighting and Guarding	F8M5 04
Excavation in the Road/Highway	F933 04
Reinstatement and Compaction of Backfill Material	F934 04
Reinstatement of Sub-base and Roadbase	F935 04
Reinstatement in Cold-lay Bituminous Materials	F936 04
Reinstatement in Hot-lay Bituminous Materials	F937 04
Reinstatement of Concrete Slabs	F938 04
Reinstatement of Modular and Concrete Footways	F939 04

## Supervisor Units

Location and Avoidance of Underground Apparatus	F932 04
Monitoring Signing, Lighting and Guarding	F8M4 04
Monitoring Excavation in the Road/Highway	F93A 04
Monitoring Reinstatement & Compaction of Backfill	F93C 04
Monitoring Reinstatement of Sub-base and Roadbase	F93D 04
Monitoring Reinstatement in Bituminous Materials	F93E 04
Monitoring Reinstatement of Concrete Slabs	F93F 04
Monitoring Reinstatement of Modular and Concrete f/w	F93G 04

## General comments

Centre staff all seem to have a good knowledge and understanding of the requirements of the awards listed above.

Centres refer to the Centre Scheme documents for compliance with the national standards.

As a result of the new Centre Scheme document being issued in October 2014, centres are reminded that their staff must now keep up to date CPD records for these awards.

A few centres were using assessors/internal verifiers who were unqualified or did not have the required subject knowledge or industry experience, but these issues have now been resolved at the centres concerned.

SQA ran a number of Quality Network events across the UK where centres could discuss the changes with the Qualifications Officer or Senior External Verifier.

## Unit specifications, instruments of assessment and exemplification materials

New specifications, standards and assessment materials were issued to centres between October and December 2014. Nationally prepared assessment

paperwork to support the awards has been in use by all centres since December 2014.

Most of the assessors/internal verifiers have good subject knowledge and have been delivering these awards for years. Centre staff understand the requirements of the awards and Unit standards.

There was an issue with only two centres not having implemented the new assessment paperwork making them non-compliant, but this has been addressed with the centres concerned.

### **Evidence Requirements**

The nationally prepared assessment paperwork is provided for centres to record the candidates' assessment evidence. This is then internally verified.

All assessment evidence is available during external verification visits. Centres should refer to the Centre Scheme document to carry out assessment of the main awards.

Re-assessment consists of test papers (only available in England at the moment). Sets of test papers are provided by SQA and produced as evidence during external verification visits. Centres carrying out re-assessment through SOLAR are not subject to verification.

Centres should refer to the Re-assessment Centre Scheme document to carry out re-assessment.

### **Administration of assessments**

All centres must use the Centre Scheme document for the delivery of these awards and must result through SQA's system in accordance with the document and Statutory Instrument legislation for the awards.

The assessment paperwork used during the re-assessment or original Units for operatives/supervisors awards, is audited by the internal verifier to meet SQA's requirements.

Centres hold standardisation meetings during which the administration of the awards are considered.

Centres securely store and retain the assessment paperwork in line with SQA's requirements, and they are made available during external verification visits.

### **Areas of good practice**

Most centres have a very good induction policy and process for the delivery of these awards, which clearly explains to candidates what will be required for them to achieve the assessment standards.

Assessment paperwork was well prepared and presented at the external verification visits.

### **Specific areas for improvement**

Centres all received the new assessment paperwork issued in December 2014, but are reminded to check SQA's secure website regularly for any changes or updates for compliance to the standards and current versions. These changes could be made sometimes without notification to the centres.