



**Higher National and Vocational Qualifications  
Internal Assessment Report 2016  
Construction: Roof Slating and  
Tiling**

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

# Higher National units

## General comments

Only one centre was verified this session for the PDA in Roof Slating and Tiling. The external verifier commented on the high standard of practical and knowledge-based assessments that the centre delivered. All criteria were met with good practices highlighted in criteria 2.1 and 3.3.

## Unit specifications, instruments of assessment and exemplification materials

The centre has a very experienced workforce with a good in depth knowledge of the qualification. Unit assessment is carried out using SQA's current Training and Assessment Programme (TAP) which staff are very familiar with.

## Evidence requirements

The centre met all the evidence requirements.

The external verifier highlighted good practice. There was positive feedback to all candidates and the verifier commented on the good relationship between staff and candidates.

Checklists and guidelines for the practical and theory elements of the units were produced by SQA. The verifier also commented on the centre being fully compliant with SQA guidelines on retaining candidate evidence.

## Administration of assessments

The external verifier's report commented on the assessment instruments being in the form of SQA's current TAP framework. All assessments are administered fairly and consistently in line with SQA regulations. The TAPs have integrated candidate assessments which ensure all candidates are administered the same assessments.

All candidate assessment is stored safely to meet with SQA requirements.

## General feedback

All candidate training and assessments are delivered in line with SQA's TAP. All feedback is in written and photographic evidence.

Positive input from assessors and the verifier team, along with a robust quality assurance system, ensures candidate engagement and achievement throughout the course.

The verifier commented on the quality of the CVs for the roofing delivery team, which were made available for the visit. They showed that all of the team were

well qualified to assess and verify all aspects of this qualification, which is in line with SQA's requirements.

### **Areas of good practice**

The following points are taken from the external verifier's report and highlight good practice for session 2015–16:

- ◆ *'All staff are well qualified in this area.*
- ◆ *Good, positive feedback is given to all candidates. Staff–candidate relationships are good.*
- ◆ *The assessor has daily contact with the candidates. Regular assessment and feedback is embedded within this qualification. Any issues with assessment issues are resolved with staff/candidates prior to the next attendance block.*
- ◆ *The quality team disseminates any information supplied to the centre from SQA. This information is also included in standardisation meetings held by the team. Minutes from such meetings confirm this.'*

### **Specific areas for improvement**

No areas require improvement.

# SVQ awards

## General comments

All centres visited in session 2015–16 had a very broad understanding of the roofing qualifications they were delivering. With either few or no recommendations on criteria across all centres, this confirms centres' competence at delivering the awards.

Almost every external verifier commented on how the centres are carrying out an excellent job delivering the awards and highlighted the good standard of work completed by the candidates.

All centres use SQA's current TAP.

## Unit specifications, instruments of assessment and exemplification materials

Verifiers stated that centres have very experienced workforces with good in-depth knowledge of the Roof Slating and Tiling qualification they are delivering.

One centre had a new member of staff they were training to be an assessor and verifier. The centre made a decision to verify 100% of the assessments he was delivering. This was to ensure correct use of assessment material and assessment judgements.

## Evidence requirements

All centres met with SQA's evidence requirements. External verifiers highlighted that the centres have a good understanding of all technical, generic units, H109 12 Construction Craft Competence Assessment (Phase test) and unit H10A 12 Construction Craft Employment Skills.

All centres are using the current SQA framework which clearly sets out the evidence requirements for completion of the qualification. Verifiers' reports confirm that all centres are adhering to the framework.

External verifier reports highlighted assessors and verifiers from centres were carrying out their duties competently and robustly to ensure all candidate work is marked fairly and is consistent for all candidates and in line with SQA criteria.

## Administration of assessments

External verifiers commented in their reports that centres are using SQA's current TAP to administer assessments. All assessments that candidates carry out in their four-year apprenticeship are contained within this framework, therefore the administration of assessments is consistent throughout centres.

Verifiers confirm centres are adhering to the assessment and internal verification strategies set out by the individual centres. This also includes one centre which is currently verifying 100% of the candidates' work for a new assessor.

External verifiers commented on the learning and teaching environment within the centres and how this impacts on the candidates' learning experience.

Candidate portfolios were stored safely and securely to meet SQA requirements.

### **General feedback**

Candidate feedback was positive, consistent and fair. All written feedback for assessments and tasks is stored within the TAP feedback pages.

One verifier commented on a centre's principal joining in the visit process to ensure the quality of the centre was still at the high level he had set out.

The support from one centre's staff towards a new assessor/verifier was commented on as being good practice for new staff members.

Candidate feedback regarding the centres and their staff was positive according to all verifiers.

External verifiers posed questions to centres regarding their assessment procedure, the internal verification process and the general learning environment. The feedback from verifiers was positive on all reports, which highlights the quality and commitment from all centres involved.

### **Areas of good practice**

The following points are taken from the external verifiers' reports and highlight good practice for the session 2015–16.

- ◆ *'Very good internal verification system implemented by centre. Feedback from the internal verifier to assessor is very detailed and constructive.*
- ◆ *Allowing candidates to have a say in their feedback is a very good idea which the candidates seem to enjoy doing.*
- ◆ *Very good constructive feedback given to assessor. The internal verification system was very good and was managed very well by staff.*
- ◆ *Excellent feedback was provided to all learners during the course of the award.*
- ◆ *Experienced assessors are working closely with the new assessor on the A1 unit.*
- ◆ *The delivery team is well qualified and involved with industry specialist groups. This enables them to be well informed of any changes in practices or new materials used in their specialist areas.*
- ◆ *Both assessors consult with manufacturers of roofing materials and so are aware of the most up to date materials and equipment.*

- ◆ *Feedback to candidates was very clear, positive and constructive.*
- ◆ *An excellent training area is available on site with new materials at hand.*
- ◆ *Positive assessor and candidate feedback evident.*
- ◆ *Comprehensive 'electronic' evidence was available.*
- ◆ *The use of e-mail and company newsletters for updates relevant to delivery team.*
- ◆ *All of the delivery/verification team have comprehensive CVs relevant to the centre needs.*
- ◆ *The centre has implemented an electronic verification system which allows the internal verifier to easily plan and undertake internal verification across all candidates.*
- ◆ *Candidate portfolios were well laid out and easily navigated. They contained all relevant information with comprehensive candidate feedback.'*

### **Specific areas for improvement**

The only area with recommendations was regarding photographic evidence:

- ◆ One centre's Roof Slating and Tiling department was recommended to have a separate server/folder or filing system to keep all photographic evidence. At the moment, individual assessors have photographs on memory pens and individual servers. This means if someone is off ill the rest of the team may have an issue gaining access to the evidence.
- ◆ The centre has agreed to download these pictures onto a disk and into the candidate's folio when complete.