



**Higher National Qualifications
Internal Assessment Report 2015
Automotive Engineering**

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

Higher National Units

General comments

Verification was successful in all centres visited by the Automotive Engineering External Verifiers. The centres had a thorough understanding of the requirements of the HN Units that were available.

All centres visited were sure of the national standards and these were being applied to the current requirements.

Unit specifications, instruments of assessment and exemplification materials

The centres visited were fully familiar with the Unit specifications and the instruments of assessment. When a centre was successful, the External Verifiers consistently found exemplification materials that were well presented and stored correctly. The External Verifiers are seeing a very high standard of assessment and exemplification materials and these will be shared with all centres delivering the award.

Evidence Requirements

The centres that were visited were fully familiar with, and had a deep understanding of, the evidence requirements for the Units being delivered.

Administration of assessments

The centres that were successful at verification administered assessments well. The Automotive departments held regular meetings with the lecturing staff to assess the requirements of the Higher National Units being delivered. The way in which the Units were being delivered was also discussed and teaching plans were always available to inspect; any problems or changes were noted, discussed and changes then carried out.

There was excellent evidence of good internal verification procedures being followed and fully implemented.

General feedback

In successful centres, feedback given to the candidates from the lecturer group meetings was excellent and gave the students positive feedback on the work presented.

Candidates were always fully supported in their learning and any areas that required additional support were dealt with in a quick and professional manner. Any work that was unclear in its meaning was fully discussed with the candidate and a record of this discussion was made and put with the candidate's work.

This Automotive Engineering award is popular with mature candidates and also with candidates who are looking to improve their opportunities for promotion or salary grading.

Areas of good practice

Areas of good practice included:

- ◆ having tutorial sessions with the candidates who were working towards a Unit or Group Award
- ◆ excellent evidence of clear and concise marking schemes (that will be shared with all centres delivering this award)
- ◆ the use of video and camera evidence to augment the candidates' written evidence

Specific areas for improvement

No areas for improvement were identified this session within the centres visited.

Higher National Graded Units

Higher National Certificate: Automotive Engineering

General comments

The centres that were visited were fully familiar with the national standards of the Automotive Higher National Qualifications that were being delivered.

The External Verifiers consistently found that lecturers had a clear and accurate understanding of the requirements of the national standards and that these standards were being met. All exemplification materials were well presented and stored correctly.

Unit specifications, instruments of assessment and exemplification materials

All staff who were delivering this award had a clear understanding of the Unit specifications. There was evidence of meetings being held to discuss the Graded Unit and its requirements. The centres also discussed the assessment materials and agreed on the assessment being used. The exemplars were stored correctly in line with SQA's requirements.

Evidence Requirements

Centres were fully familiar with, and had a deep understanding of, the evidence requirements for the Graded Unit being delivered.

The centres held meetings prior to the Graded Unit being delivered to make sure no ambiguity existed with meeting the evidence requirements.

Administration of assessments

The centres that were successful at verification administered assessments well. The Automotive departments held regular meetings with the lecturing staff to assess the requirements of the Graded Unit being delivered. The way in which the Graded Unit was being delivered was also discussed and teaching plans were always available to inspect; any problems or changes were noted, discussed and changes then carried out.

There was excellent evidence of good internal verification procedures being followed and fully implemented.

General feedback

Feedback given to the candidates from the lecturer group meetings was excellent and gave the students positive feedback on the work presented. Any work that was unclear in its meaning was fully discussed with the candidate and a record of this discussion was made and put with the candidate's work.

Feedback from the candidates was excellent. Candidates found that they were well supported and guided through this award. Access to the assessment was in line with SQA's Quality Assurance and assessment processes.

Areas of good practice

Areas of good practice included:

- ◆ having tutorial sessions with the candidates who were working towards the Group Award
- ◆ use of video and photographic evidence to augment the candidates' written evidence

Specific areas for improvement

No areas were identified.