



# **Higher National and Vocational Qualifications Internal Assessment Report 2016 Brickwork**

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

There was ample evidence available during external verification activity for academic year 2015–16 to confirm that the single centre verified continues to have a comprehensive and detailed understanding of the National Occupational Standards for Advanced Craft Bricklaying and specifically the PDA at SCQF 7.

## Unit specifications, instruments of assessment and exemplification materials

Assessors had a clear understanding of the requirements of all unit specifications and the SQA-devised assessment instruments, Training and Assessment Programme (TAP) which supports the assessment process.

The evidence from verification activity continues to support the view that assessors have streamlined the delivery of the qualification and the Training and Assessment Programme and have continued to maintain high standards in assessing the PDA in an effective manner.

## Evidence requirements

The centre visited had in place a robust assessment and internal verification process and all staff had a clear understanding of unit evidence requirements. A detailed sampling plan was available showing 100% sampling of practical assessment for this qualification.

## Administration of assessments

The centre displayed a methodical approach to administration of this qualification including:

- ◆ collating and presenting evidence
- ◆ standardisation activity
- ◆ candidate participation in standardisation and review activities
- ◆ internal verification planning
- ◆ staff CPD and occupational competence

## General feedback

Candidate evidence sampled confirmed that assessment methods are valid, fair and reliable and that assessment decisions were appropriate and consistent.

Candidate development needs are assessed during induction and prior knowledge can be matched against requirements of the units and qualification. The external verifier report identified appropriate feedback from the internal verifier to assessors on their assessment decisions and assessment practice.

## **Areas of good practice**

The following areas of good practice were reported:

- ◆ Candidate representation and input to standardisation and review meetings.

## **Specific areas for improvement**

The following areas for improvement were reported:

- ◆ Increase to internal verification sample size for knowledge and practical assessments.
- ◆ Show action points as being closed-out in standardisation meeting minutes.

# SVQ awards

## General comments

External verification reports for 2015–16 confirmed that almost all centres had a detailed and accurate understanding of the National Occupational Standards relating to individual unit specifications and their related Training and Assessment Programme (TAP) as well the consolidated assessment methodology which supports the delivery of the Bricklaying PDA and SVQ qualifications.

Most external verifier reports confirmed that candidates continue to produce a good standard of practical brickwork.

Almost all centres provided clear evidence of staff undertaking CPD activities designed to ensure that they maintain their occupational currency in line with assessment strategy requirements.

However, a few issues relating to centre staff understanding and compliance with national standards were reported at a few centres. Specifically these related to:

- ◆ Implement the wearing of hard hats for all practical activities within the workshop environment. The assessment strategy requires centres to replicate site conditions where the wearing of hard hats is mandatory.
- ◆ Register any new assessor for appropriate assessor qualifications.

Recommendations were reported at one centre with a view to improving the standard of:

- ◆ sketching in CREWs reports
- ◆ handwriting and sizing of lettering/spacing in craft drawings

## Unit specifications, instruments of assessment and exemplification materials

Staff at almost all centres verified had a thorough knowledge of unit specification requirements and the requirements of each unit's TAP assessment.

The industry-devised units H109 12 Construction Craft Competence Assessment and H10A 12 Construction Crafts Employability Skills are being delivered effectively by staff at all centres sampled.

At one centre, a detailed mapping of previously achieved SVQ units and outcomes to the current SVQ framework to identify a single candidate's prior achievements had been undertaken. The mapping was comprehensive and detailed and allowed the candidate to identify what units needed to be achieved to successfully gain the SVQ in Bricklaying.

## **Evidence requirements**

Almost all centres have a comprehensive understanding of the evidence requirements for Bricklaying SVQ units and their TAPs.

At most centres there are very effective approaches being used to identify and record generic unit competences, which are generated during brickwork practical assessments. This ensures that the candidates are aware of the generic skills being developed.

At almost all centres, evidence requirements for each unit were being met in an efficient and effective manner. The assessment process was working well and was being supported by focused internal verification at almost all centres verified.

However, at a few centres candidate knowledge evidence, practical assessment records and CREWs were not always signed and dated by the assessor, the candidate and where appropriate the internal verifier to fulfil the evidence requirements of units and the Construction Industry Assessment Methodology.

At one centre the external verification report recommended the implementing of a risk assessment and method statement for each individual practical unit in line with TAP requirements.

Required actions due to insufficient evidence were reported at one centre with the external verifier identifying the following actions:

- ◆ Generic units to be completed for all first and second year candidates, dated signed and internally verified.
- ◆ All second year candidates should re-take section A of the knowledge element for unit F6MH 12. This should be re-assessed to SQA TAP's marking criteria, internally verified, suitably dated and signed by candidate, assessor and internal verifier.
- ◆ Complete, assess and internally verified scale drawings for second year candidates for unit H08M 12.

## **Administration of assessments**

External verification reporting confirmed that assessments are being administered in a professional and systemic manner. While assessment record keeping and retention of evidence is systematic, with all assessment records and evidence being readily available at almost all centres verified.

At most centres, supportive internal verification activity ensured that all evidence requirements are being met consistently and effectively by assessors. The quality of developmental feedback given to candidates on their practical skills development was reported as being supportive and valued by candidates at more than a few centres.

At almost all centres standardisation activities and records were reported as being very effective.

At one centre additional time and learning support and additional college attendance was arranged to allow candidates to attend college to progress practical skills.

### **General feedback**

At all centres, discussions with candidates during verification visits confirmed that feedback from practical and knowledge assessments was appreciated and valued and supported continued skills and knowledge development.

### **Areas of good practice**

The following areas of good practice reported during the 2015–16 session:

- ◆ Quality of developmental feedback to candidates
- ◆ Vocational CPD activities to maintain occupational competence
- ◆ Electronic CPD records
- ◆ Recognising candidate prior achievements
- ◆ Additional time and learning support to allow candidates to progress practical skills
- ◆ Standardisation activities and records

### **Specific areas for improvement**

The following areas for improvement were reported at one centre in 2015–16:

- ◆ Generic units to be completed for all first and second year candidates, dated signed and internally verified.
- ◆ All second year candidates should re-take section A of the knowledge element for unit F6MH 12. This should be re-assessed to SQA TAP's marking criteria, internally verified, suitably dated and signed by candidate, assessor and internal verifier.
- ◆ Complete, assess and internally verified scale drawings for second year candidates for unit H08M 12.

The following recommendations were reported at more than a few centres:

- ◆ Candidate knowledge and practical assessment records and CREWs to always be signed and dated by the assessor, the candidate and where appropriate the internal verifier.
- ◆ Implement the wearing of hard hats for all practical activities within the workshop environment.