



**Scottish Vocational Qualifications
Internal Assessment Report 2012
SVQ Electrical**

Scottish Joint Industry Board/ECI

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

SVQ awards

General comments

With this SVQ, centres have the advantage of a National Assessment Specification which covers the Performance Objectives (POs) and provides clear advice as to the standards required for each assessment. It covers a three to four year period of on- and off-the-job training and assessment.

Unit specifications, instruments of assessment and exemplification materials

A centre representative attends a twice-yearly regional consortium meeting with colleagues from other centres, where they have the opportunity to discuss the content of the POs and how the assessments will be applied. This representative will further meet with the colleagues of his/her own centre and the representatives of the other regional centres.

Each centre team meets regularly to discuss and verify the content and application of the assessments. When appropriate, the lecturers will attend a national symposium where changes/additions to the SVQ will be discussed.

Each centre team also discusses the inclusion of assessments within the Stage 1 and Stage 2 Projects, which give the candidates a better overall picture of the requirements of an apprentice electrician.

Evidence Requirements

As previously noted above, centre teams have access to the National Assessment Specification and meetings with other centres as to the assessment requirements.

Further understanding of the requirements is gleaned from the two external verification visits per year and by the attendance block visit by the Scottish Electrical Charitable Training Trust (SECTT) Training Officer.

Administration of assessments

In conjunction with the SECTT and the industry partner of the SVQ, the attendance pattern at the centres follows an agreed pattern so that employers will know the skills obtained and the level of understanding achieved on each attendance block.

The assessments undertaken by the candidates will follow this pattern which is devised to fit the practical skills development.

Assessment is by observation, assignments and stand-alone assessments and follows the procedures agreed by the team to match the POs detailed within the Assessment Specification.

The teams follow the centre's quality procedures regarding internal verification.

General feedback

Feedback to the candidates is given either aurally or in writing and indicated a quick turn-around. In some centres, the written feedback is contained within the assessment documents.

The External Verifiers received positive feedback from the candidates when interviewing them during their visits.

Areas of good practice

The filing of the candidate assessment records within individual portfolios leads to very good administration of the SVQ and lets the assessor and individual candidates know just where they stand as regards to achievement.

Most centres follow this practice and it is recommended that all should follow this system, which will include an assessment plan.

Some centres include a candidate feedback form within the assessment and this practice is recommended to all.

The working relationship between the assessors and the candidates is very good as indicated by the feedback from the External Verifiers' discussions with candidates.

The introduction of the 'Moodle' interactive web system next session for staff, candidates, EVs and SECCT staff should enhance the training programme for the apprentices.

Specific areas for improvement

Consideration should be given to:

- ◆ introducing candidate feedback forms within the PO assessments
- ◆ inserting practical layouts and diagrams for the practical exercises within the 'Workshop Portfolios'