



**National Qualifications 2014
Internal Assessment Report
Electrical Installation**

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

National Qualifications (NQ) Units

General comments

During session 2013–14, one External Verifier undertook three external verification visits for NQ Electrical Installation. All three centres were further education colleges and all three external verification visits were conducted using SQA's mainstream approach to quality assurance. During these visits the following NQ Units were externally verified (the figures in brackets indicate in how many centres each Unit was externally verified):

F5HE 11: Earthing Systems at SCQF level 5

F5HP 11: Electrical Wiring Skills at SCQF level 5 (3)

F5FS 11: Inspection and Testing of Electrical Installations at SCQF level 5

F5FT 12: Inspection and Testing of Electrical Installations at SCQF level 6

F5FX 11: Installation of Conduit Systems at SCQF level 5

F5HW 11: Installation of PVC Sheathed Wiring Systems at SCQF level 5 (2)

F5HY 11: Installation of Trunking Systems at SCQF level 5

It is pleasing to report that all visits were successful. This meant that no holds were placed on any of the NQ Units. This success confirms that all three centres were meeting national standards in Electrical Installation at NQ level.

Unit specifications, instruments of assessment and exemplification materials

The External Verifier reported that centres maintain the most up-to-date copies of Unit specifications in master folders. The External Verifier also confirmed that all the assessment instruments used by the centres conformed to the assessment specifications set out in Unit specifications and were fair, valid, equitable and reliable. Centres continue to make use of assessment exemplar materials where appropriate, but also adapt these materials to meet their own requirements.

Evidence Requirements

Centres made available sufficient candidate evidence to allow external verification to take place effectively. Evidence came in the form of responses to questions, checklists and photographic evidence of candidate work. The External Verifier reported that in one centre he saw very good examples of candidates' practical work in an electrical installation workshop.

A review of the candidate evidence provided by the three centres indicated clearly that centres had a good understanding of the Evidence Requirements in the NQ Electrical Installation Units externally verified.

Administration of assessments

In all three centres internal verification procedures were being applied effectively. The External Verifier reported seeing evidence of completed internal verification reports, pre-delivery checklists, forms showing details of which candidate responses were sampled for internal verification purposes, and minutes from standardisation meetings. In one centre he saw evidence of internal verification of a sample of candidate scripts in the form of the internal verifier's signature on the front covers of candidate responses and ticks on each page of the candidate responses. The internal verifier used green ink to distinguish from the assessor's marking which was in red ink.

Areas of good practice

In all three centres the External Verifier visited he was impressed by the master folders he saw during the visits. These folders were comprehensive and contained all essential information such as an up-to-date Unit specification, summative assessments and checklists, marking schemes, and internal verification documentation. In one centre the master folders contained schemes of work, which are very helpful for new lecturers delivering Units for the first time.

In all three centres, assessors provided candidates with appropriate written feedback. Where work was good candidates were complimented, however where work was not up to standard candidates were required to undertake appropriate remediation.

In one centre the following good practice points were noted:

- ◆ Learning and teaching notes for each of the NQ Units were very good. They were pitched at the correct level for the candidates, were not overly wordy and contained some very helpful photographs of tools, accessories etc.
- ◆ The assessor had asked candidates to produce inspection checklists for each of the practical exercises they had undertaken in the NQ Units. While this was not required in Unit specifications, it certainly helped to reinforce in candidates' minds what constituted good electrical installation work.
- ◆ The electrical installation workshop was a very good learning environment with relevant display posters and boards containing accessories that are used for learning and assessment purposes.

Specific areas for improvement

Centre staff should always encourage their candidates to draw circuit and wiring diagrams as clearly, accurately and neatly as possible. In one centre the External Verifier had some difficulty interpreting some wiring diagrams because they were of a poor quality.