



**National Qualifications 2016  
Internal Assessment Report  
OPITO and Oil Related Awards**

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

# National Qualifications (NQ) units

The units verified from G9CC 46: National Certificate in Engineering Systems were:

F5FN 12: Engineering Systems

F6X7 12: Mechanical Engineering Principles

F6X8 12: Process Measurement and Control: An Introduction

F5K2 11: Pneumatics and Hydraulics

F5HN 12: Electrical Testing and Measurement

F5KN 12: Engineering Fault Finding in Measurement and Control

## General comments

There are two centres running a range of NQ courses which are part of the Group Award G9CC 46: National Certificate in Engineering Systems Engineering. Only unit F6X8 12 was verified for one of the centres with all units included in the verification for the other centre.

It is apparent that staff in both centres have a clear and accurate understanding of the requirements of the unit standards for this award. Lesson plans and marking schemes produced by both centres ensure that all learning outcomes are achievable.

There were no non-compliances with quality assurance management system (QAMS) criteria, however a few recommendations were made by the qualification verifier to enhance delivery and administration and these were accepted willingly by both centres.

## Unit specifications, instruments of assessment and exemplification materials

Both centres have assessors assigned to teaching and assessment for these units and all appear to be familiar with the guidance and specific requirements of the units. An appropriate range of assessment instruments and methods are used by both centres to ensure that assessment of evidence for learning outcomes is standardised and consistent. Marking schemes and assessor guidance notes are extensively employed by both centres.

Both centres provided evidence of a good range of support documentation and procedures. These are general and apply to all NQ and HN courses run by the centres.

## Evidence requirements

There is a clear understanding of the evidence requirements for the units by both centres. Evidence requirements are clearly aligned to the unit outcomes and are in all cases appropriate and adequate. Evidence methods used by the centres

are limited to exam questions using a range of extended and short response questions.

### **Administration of assessments**

Both centres employ similar processes in administering assessments. Marking schemes and exemplar responses are used by assessors marking exam papers. All exams are closed-book and invigilated closely by centre staff.

Internal verification is aligned to the relevant centre's internal verification procedures which meet SQA requirements. It was noted that internal verification for one of the centres appears to be conducted at the end of the course. A recommendation was made by the qualification verifier that the centre should conduct internal verification as each unit is assessed.

### **Areas of good practice**

The following areas of good practice were identified against criterion 2.4:

- ◆ The review processes and checklists used for internal verification before, during and post-assessment were considered to be examples of good practice.
- ◆ The policy of qualifying assessors and internal verifiers to national standards was seen as an example of good practice.

### **Specific areas for improvement**

General feedback suggests that both centres should review and update their procedures to incorporate reference to assessment attributes relating to validity, reliability, practicability, equitability and fairness. It was also recommended that the centres align their procedures to QAMS criteria as part of these reviews.

Other recommendations focused on expanding on feedback and content.