



**National Qualifications 2014
Internal Assessment Report
Skills for Work: Automotive Skills**

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

National Courses

Titles/levels of National Courses verified:

C271 10 Skills for Work: Automotive Skills Intermediate 1 (SCQF level 4)

General comments

In all the centres where external verification was undertaken, the assessors and internal verifiers had a clear understanding of the Unit requirements. They also ensured that the award mirrored, as close as possible, the actual working environment whether it was a college, a school, or a combination of real and simulated work places.

The schools offering the Skills for Work (SfW) award have made excellent efforts to provide as real a working environment as possible for the learners. Where possible, they are maintaining close links with local garages and repair centres so that the learners can develop the practical skills in removing and replacing components, can identify the health and safety factors when working in the industry, and can learn about the employability requirements of the automotive industry.

The colleges that operate a linked access with the schools' programmes for the SfW award use their highly trained automotive personnel to deliver within realistic well-equipped industrial 'workshops where, when possible, road-going vehicles are used to enhance the learning experience.

All External Verifiers reported that the centres are using the holistic approach to the Units that make up the Group Award C271 10, making best use of the available resources and the learner's allocated time to enhance learning potential.

Some of the colleges that link with schools programmes are offering successful learners an unconditional place in their full-time automotive courses.

Course Arrangements, Unit specifications, instruments of assessment and exemplification materials

The centres that were verified indicated that they were using the NABs supplied by SQA. All are using a combination of classroom teaching, workshop demonstrations and active practice. Resources include worksheets, manuals, video capture, YouTube and PowerPoint presentations, vehicle service checklists, vehicle-repair job cards, MoT check sheets, workshop manuals, and general data books. These help enhance the understanding of how the components interact within the vehicle and contribute to developing the skill level of the learner.

Practical workshop assessment is mainly by direct observation coupled to a check sheet when carrying out specific requirements. In class, directed guided learning assignments, checklist or job card completions, theory assignments and computerised planning tasks give the assessors the opportunity to vary the assessment to meet the needs of the individual student.

Evidence Requirements

The NABs workbook is generally used by all centres, with some modification to the photographs, but within the same context. Practical assessment is carried out by direct observation within the workshop, by work-qualified assessors, who use check sheets to ensure the task is being measured accurately against the requirements. All learners are given positive feedback on completion of the task.

The External Verifiers confirmed that all the evidence gathered and contained within the students' work portfolios — which could include digital photographs or video capture — supported the evidence measured by the assessor.

All assessment materials are signed off by the assessor to give assurance that it is the learner's work and is valid and sufficient to satisfy the element or the Unit specification. Constructive feedback is recorded on the learner's material and at the end of each task verbal feedback is given by the assessor.

Administration of assessments

In all centres, the assessment provided will allow the learner to achieve the award. The learners are monitored as they progress through the Units, and their work is sampled by an internal verifier to ensure their individual assessment needs are being met.

Assessment is an ongoing process. In most cases, the learner and assessor agree a time-based schedule to fit the school programme, but this can be adjusted to suit the needs of the practical task, the learner's ability, practical resource demands, and the experience of the learners.

All practical work is checked by the assessor as the work progresses and quality checked on completion. All assessment is retained in line with SQA requirements.

Areas of good practice

Within all the centres, learners are encouraged to use service data books, service repair manuals, and service or MoT checklists with the related practical tasks within the Units.

As always, the opportunity to engage in active work placements within the local repair and retail industry enhances the award's credibility and develops the skills and employability of the learner.

The holistic approach used by all centres gives the learner a co-ordinated experience that combines practical skills, Core Skills, working relationships, and knowledge — all of which are relevant to the working environment and employability within the automotive industry.