



**National Vocational Qualifications
Internal Assessment Report 2013
Occupational Work Supervision
(Construction)**

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

NVQ awards

General comments

This qualification has only recently been introduced into SQA's portfolio of Construction awards. Three centres were subjected to external verification audit this session.

The staff in each centre demonstrated a broad and comprehensive knowledge of the award and the requirements of the national standards. Because this was the first audit for these particular awards, the external verification visits also included developmental content in order to enhance the understanding of the awards and their relationship to the Apprenticeship structures. This process also reinforced the support and guidance role of the External Verifier with these centres.

Unit specifications, instruments of assessment and exemplification materials

All assessors are fully familiar with the structure and content of the Unit specifications and the assessment philosophies. Many had carried out assessment processes before the Training and Assessment Programme (TAP) became generally available and are now reviewing the centre-devised delivery and assessment materials in order to reflect the content of the TAP materials.

However, no issues were identified during the audit process.

Evidence Requirements

In all cases, assessors and Internal Verifiers showed a clear understanding of the Evidence Requirements for each Unit in the award.

The quality and presentation of the candidates' evidence are clear reflections of the assessors' familiarity and understanding of the Unit and award requirements.

Administration of assessments

Given the nature of the award, most of the assessment events in this group take place in the candidates' working environment. As a result, there can be several 'observation' reports in a candidate's portfolio of evidence. In many instances, these observation reports are reinforced with photographs, personal statements and documentation associated with the work activity.

The assessment materials prepared by the staff in the centres are specific to the individual candidate and their associated work activities. In all cases the assessments are at the correct level and fully in keeping with the Unit and award requirements.

As this was the first presentation of these awards, each centre had instigated a process of full internal verification of all assessors and all Units for the session.

General feedback

In all cases, feedback to candidates was very good. Feedback was valid, relevant and constructive and documented in the candidates' portfolios.

Feedback from candidates confirmed the ease of access to assessors and the flexibility which was offered in the timing of assessment events to suit site operations and conditions. Many spoke of the excellent advice and guidance given by their appointed assessors as they navigated their way through the awards.

Areas of good practice

The design and structure of the candidate's portfolio in one centre was considered exemplary because of its comprehensive nature and its ease of use by the candidate.

Opportunities for feedback to candidates were apparent at every stage of the assessment process.

Specific areas for improvement

It was recommended in two centres that the cross-referencing and indexing of candidates' evidence should be reviewed in order to clarify evidence allocation to Outcomes and assessment criteria. This would enhance and simplify the assessment recording and the internal and external verification processes.