



**Scottish Vocational Qualifications
Internal Assessment Report 2016
Carpentry and Joinery**

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

SVQ awards

General comments

There was extensive evidence across external verification reporting for academic year 2015–16 to confirm that almost all centres continue to have a comprehensive, concise and detailed understanding of the National Occupational Standards for the Carpentry and Joinery PDA and SVQ qualifications.

However a few centres encountered issues relating to the registration and assessment of unit B664 04 'Integrative Assessment in the Construction Industry' within the SVQ 3 in Carpentry and Joinery (GF25 23) qualification. Candidates are registered and resulted for this mandatory unit by SBATC with evidence being generated from the apprenticeship skills testing and assessed by CITB/SBATC assessors. Centres registering experienced workers for the Carpentry and Joinery SVQ 3 need to be aware that they cannot currently register candidates for this unit or generate evidence for this unit from the natural working environment.

Unit specifications, instruments of assessment and exemplification materials

Assessors at almost all centres continue to have a clear understanding of the requirements of all unit specifications and the SQA-devised Training and Assessment Programmes (TAPs) which support the delivery.

The evidence from verification activity again supports the view that assessors at almost centres have enhanced and streamlined the delivery of the TAPs well and have continued to maintain high standards in the assessment and verification of the PDA and SVQ in Carpentry and Joinery.

However, some recommendations were reported at a few centres in relation to unit specification and TAP requirements:

- ◆ When undertaking the flooring unit, please consider allowing candidates the opportunity to work with both T&G and chipboard, particularly for experience of placing a hatch in chipboard.
- ◆ Spend more time on the finish of completed items, eg stairs.

Evidence requirements

All centres continue to meet the evidence requirements of all specialist and generic units within the PDA and SVQ. Candidate practical work evidence was once again noted as being of a very high standard and indeed was noted as good practice in more than a few external verifier reports.

Evidence for unit H109 12 'Construction Craft Competence Assessment' was again a key focus of external verification reporting throughout 2015–16.

All external verifier reports noted that the evidence requirements for this specific unit and the other additional unit H10A 12 'Construction Craft Employment Skills' were being addressed appropriately at all centres.

However, some commentary and recommendations were reported at a few centres in relation to evidence requirements within the TAPs:

- ◆ Complete signatures and dates on candidate records of evidence from the workplace (CREWs).
- ◆ CREW photograph evidence should include the candidate carrying out work.
- ◆ Photographic evidence stored electronically must relate to each unit.
- ◆ Encourage candidates to download photographs that are similar to the work they carried out on the CREWs, if they are unable to take pictures on site.
- ◆ The stair handrail height should be kept to a minimum of 840 mm measured from the pitch line. The handrail should be finished with a pencil round to improve its use and appearance.
- ◆ The handrail on the stair should be square in section which will allow the cutting and fitting of the handrail tenons. Once fitted dry, the handrail is removed and finished round on top with tapered sides.
- ◆ Standard of bench work will improve by the use of a finishing plane to remove the machine marks from the timber, which is a requirement of the unit.
- ◆ Extend the breadth of CPD to include vocational elements as well as professional aspects.
- ◆ When marking practical work consider dating and signing-off candidates' work pieces.

Administration of assessments

All centres were complying fully with the requirements of CITB's Assessment Strategy in terms of assessors and internal verifiers being occupationally competent, having a sound in-depth knowledge of the National Occupational Standards (NOS), participating in relevant CPD, and holding appropriate assessor and verifier qualifications.

Effective internal verification activity was reported at all centres during academic year 2015–16.

Evidence from the workplace (CREWs) was available for almost all candidates and these were being used to identify candidate development needs and plan interventions.

Assessment records, candidate documentation and portfolios were well organised and consistent in almost all centres. Dates and signatures were recorded for all candidates at almost all centres, ensuring an effective internal and external quality assurance focus.

Effective administration arrangements were in place in all centres and these arrangements supported staff well during delivery of the qualification.

Some positive comments and some recommendations were reported at a few centres in relation to the administration of assessments.

- ◆ There was evidence of sharing of good practice across the multi-campus centres.
- ◆ Assessment and internal verifier procedures were standardised across multi-campus sites, including the quality of feedback provided by the internal verifier.
- ◆ Ensure the signing and dating of all checklists.
- ◆ Ensure a broader range of sampling of candidate assessment takes place as well as a more structured professional dialogue is recorded including feedback to the assessor.
- ◆ A candidate declaration confirming all the work submitted is their own should be devised and included in the portfolio. This could include full candidate details and a photograph which would assist in authentication of photographic evidence.
- ◆ A separate record for each candidate's CREWs should be implemented, ensuring they are all numbered.
- ◆ Consider introducing a tracker sheet for phase tests.

General feedback

In all centres verified, feedback to candidates from both competence and knowledge assessments was effective, supportive and developmental in nature. Candidates at almost all centres commented that they valued this feedback as part of their learning experience.

In general candidates were happy with the assessment process, the pace of assessment and the support they received from centre staff.

At one centre the external verifier reported seeing an excellent system for the CREWs and the phase tests.

Areas of good practice

The following areas of good practice were reported during the 2015–16 session:

- ◆ sharing of good practice across multi-campus centres
- ◆ standardisation of assessment and internal verification practice across a multi-campus centre
- ◆ excellent machine authorisation sheets
- ◆ the high standard of candidate practical and theory evidence
- ◆ design and manufacture of innovative timber-locking devices
- ◆ use of modern materials to bend round the bull-nose step
- ◆ airtightness rig
- ◆ recording sheets for the Appreciation of Access Platforms and Equipment unit

- ◆ student handbook for construction workshop machines
- ◆ candidate production of electronic learning pack for a variety of woodworking machines

Specific areas for improvement

The following areas for improvement were reported in 2015–16:

- ◆ CPD should include vocational elements as well as professional aspects.
- ◆ All checklists should be signed and dated.
- ◆ Photographic evidence should include candidates carrying out the work.
- ◆ Candidates should be allowed to work with both T&G and chipboard for the flooring unit.
- ◆ Assessors must date and sign-off candidates' work pieces.
- ◆ More time should be spent on the finish of completed practical work, eg stairs.
- ◆ Complete signatures and dates on CREWs.
- ◆ Photographic evidence stored electronically must relate to each unit.
- ◆ A candidate declaration confirming work submitted is their own should be devised.
- ◆ The stair handrail height should be kept to a minimum of 840 mm measured from the pitch line. The handrail should be finished with a pencil round to improve its use and appearance.
- ◆ The handrail on the stair should be square in section which will allow the cutting and fitting of the handrail tenons. Once fitted dry, the handrail is removed and finished round on top with tapered sides.