



**Scottish Vocational Qualifications 2011
Internal Assessment Report
Electrical**

(Scottish Joint Industry Board)

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

SVQ awards

Titles/levels of SVQ awards verified

G7NY 23: Electrotechnical Services (Electrical Installation — Building and Structures)

G7FA 23: Electrical Installation

General comments

SQA and its industry partners, the Scottish Joint Industry Board (SJIB), have produced an approved Assessment Specification for this SVQ. This specification has broken down the national standards into specific Performance Objectives (POs) for all the various skills that the candidate requires for satisfactory completion of the SVQ.

The Assessment Specification also recommends the type and content of the assessment for each PO.

Each centre follows the recommended assessments and has developed assessments and projects to encompass the POs for both the Practical and Knowledge criteria required to meet the demands of the National Units.

Unit specifications, instruments of assessment and exemplification materials

Centre assessors meet on a regular basis with other assessors from three geographical areas (North, East and West) for consortium meetings with the Scottish Electrical Charitable Training Trust (SECTT) to discuss new materials, assessment decisions, project development and the preparation of learning materials.

One member from each of the consortium meetings then meets with the manager and training officers of SECTT, to discuss the findings of the three consortia and feedback to their group members — and thus to the team members at each centre.

Every year two members from each centre are invited to a symposium where new or additional material for the SVQ is presented and each representative can voice their concern, approval or recommendation. Representatives from SQA, SJIB, SECTT, Summit Skills, Health and Safety Executive, External Verifiers and the industry's trade union attend this meeting. In this way the centre assessors for the SVQ work as a team where everyone is familiar with all the assessment and exemplification material.

In addition, the SVQ External Verifiers have two cognate group meetings with the manager of SECTT to discuss the progress and delivery of the SVQ.

Evidence Requirements

As indicated in the previous section, each centre is fully aware of the assessment and delivery requirements for the SVQ. In addition, the Evidence Requirements for each Performance Objective are included in the Assessment Specification.

This Assessment Specification is updated as required to take account of changes in technology and IEE Wiring Regulations.

Administration of assessments

Assessments for Electrical Principles are presented as 'stand-alone' assessments, while those involving Electrical Installation and Practical Skills are integrated within practical projects or project and workshop assignments.

The assessment team in each centre follows its own internal verification system. The assessors and Internal Verifiers meet regularly to discuss assessment decisions based on evidence produced by candidates and points that the External Verifier raises.

In general, the centres verify the standard of assessments/projects over a set period which varies from a two-year to a three-year roll-over programme where 25% of candidate evidence is internally verified.

The centres are all working to bring their assessors and verifiers up to the required standards as outlined in the relevant SummitSkills Assessment strategy.

Further general feedback

On visits to centres, the feedback from the candidates was positive in relation to the content, quality and delivery of the SVQ.

There were no problems with access and no negative feedback on the assessments and projects. Both candidates and employers receive a block program of studies for each year of the SVQ and the candidates receive a Personal Learning Plan and a block timetable of the distribution of the POs during their studies.

At the end of their third year the candidates study the Inspection and Testing POs before completing their final national standard, ie the Final Instrument of Competence Assessment (FICA).

Before they attend their FICA each candidate is allowed six hours of remediation at their centre.

Areas of good practice

The following are a collection of comments from the attending External Verifiers:

- ◆ 'The presentation of the course continues to be of a high standard and the induction booklet provides an excellent guide for the students and identifies exactly where they are on the course.'
- ◆ 'The staff were very positive in their response to any comments/points that I raised.'
- ◆ 'The centre also issues candidates with a Personal Learning Plan.'
- ◆ 'Many more Performance Objectives are being presented in Project Assignments.'
- ◆ 'The sample of portfolios of first and second year candidates confirms that the assessment standards were fair and accurate and the portfolios of evidence identified that the candidates had obtained a high standard of knowledge of their subject area.'
- ◆ 'The workshop provides a safe environment and is very well equipped ensuring the students receive the best possible opportunity to enhance their practical training.'
- ◆ 'The assessments sampled were accurate and consistent; portfolios were of an excellent standard and the project portfolios of evidence were well presented and also consistent with the standard of the awarding bodies.'

- ◆ 'The section follows very well the internal verification procedures as laid down by the college which are of an excellent standard. All information required was readily available and student records were well documented as were those of staff.'
- ◆ 'A high standard is achieved with a good completion rate in a modern, well equipped facility.'
- ◆ 'Excellent work in integrating the PO Assessments within both the written and practical projects.'
- ◆ 'Good use of the internet and the Learning Lounge was evident in locating evidence required.'

It is evident from the EV reports that the centres are striving to attain a high standard in their delivery of the SVQ.

All portfolios and assessments are well filed and safely secured in file cabinets in a secure room.

Specific areas for improvement

To assist the EV in locating evidence, the candidate's portfolio should have a front 'assessment progress' sheet which also indicates where the particular PO is being assessed.

A master file should be provided for each stage which has details of **all** the PO Assessments, including details of practical projects.

The delivery teams could consider implementing more of the SVQ Assessments within the Installation projects so that the candidates' task would seem more relevant; in particular, POs 23/24/25.