



**Scottish Vocational Qualifications
Internal Assessment Report 2014
Rail Transport**

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

SVQ awards

Rail Transport Units Verified: F9T8 04, F9TF 04

General comments

The new SQA Assessors' Guidelines are being used by internal verifiers when inducting new assessors.

All staff are fully work qualified and hold appropriate qualifications.

Staff have a good knowledge of the requirements of the National Occupational Standards (NOS).

Unit specifications, instruments of assessment and exemplification materials

The centres that were verified held meetings to consider Unit specifications, instruments of assessment and exemplifier materials, and every effort was made to ensure that the nature of the industry, its widespread geographical nature and 24-hour operation did not interfere with the requirements of the qualification.

Staff delivering the qualification take part in standardisation meetings.

Good internal verification procedures and policies are in place and records are comprehensive and clear.

Assessment policies and procedures are in place.

The majority of the assessments are carried out in a real on-the-job work environment.

Evidence Requirements

Centres keep portfolios for each candidate, which include the candidate's assessment plan for each Unit of the qualification.

Methods of assessment include direct observation, witness statements and checklists.

To counter the geographical spread of the industry and the strict health and safety requirements, various delivery methods of assessment have been implemented to meet the evidence requirements of the qualification. These have been successful in overcoming the particular challenges of this industry.

Administration of assessments

An Excel-based tracking system is often used to monitor, record and plan assessment and verification. Assessment administration systems are sound with evidence of effective tracking of the status of candidates.

Assessment decisions were judged to be valid, reliable, equitable and fair.

Portfolios were retained centrally in locked facilities.

Internal verifiers continue to provide feedback to assessors through both formal meetings and on a day-to-day basis.

Areas of good practice

The following were identified as areas of good practice:

- ◆ Access to comprehensive policies and procedures manuals
- ◆ Good, comprehensive candidate induction
- ◆ The high standard of personal statements from most candidates
- ◆ Circulating recommendations from an External Verifier's visit to the rest of the centre staff and careful mapping of the development points made by the External Verifier

Specific areas for improvement

The following are recommendations for continuous improvement:

The nature of this industry, its geographical spread, its 24-hour operation, its strict health and safety requirements and the fact that staff often operate alone in isolated situations present a challenge to assessors, verifiers and administrators. Centres are encouraged to continue to consider how policies and procedures could be used to mitigate these challenges.

It is advisable to retain separate CPD records/logs for each member of staff as opposed to a combined record.

Centres must continue to use Office of Rail Regulation Health and Safety procedures which are mandatory.