



**National Qualifications 2015
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 74 National 4 Skills for Work: Automotive Skills

General comments

All centres selected for verification in 2014–15 have demonstrated excellent effort in providing real working environments for their candidates with access to road-ready vehicles and close links to local garages and repair centres. This ensures that candidates understand the links between the Units being taught and the actual requirements of industry.

Colleges that deliver this Skills for Work Course use highly trained automotive personnel to deliver within their well-equipped practical workshops where, in most cases, 'live' vehicles are used to enhance the learning experience of the candidate. This is very effective and allows the college's automotive staff, through informal and formal learning processes, to pass on their expertise and knowledge to the students.

All of the verifiers reported that centres are using a holistic approach to deliver the four Units that make up the Course. By doing so, they make the best use of the available resources and the time that they have with the candidates. Centre assessors, seen at the visits this session, had a good understanding of the requirements of the Course and Units with well thought-out tasks that met the requirements of the Units. Time management varies between schools from two-period sessions to half-day or full-day slots. It was found that more consistent practical motor vehicle skills were developed by candidates where a half-day or full-day release was available as this allowed the candidates to better develop their employability skills and to complete the tasks in the workshop.

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

All the assessors seen at the visits have a clear, professional and active understanding for each of the requirements of the Units. They are continuing to make constructive efforts to ensure that the tasks and assessment for the Unit mirror, as close as possible, the actual working environment found in the automotive field.

All of the centres visited were using the SQA-prepared assessment materials (NABs), and in some cases centres generated materials to augment the learning/skills process. All instruments of assessment seen were in line with the recommended SQA requirements, marked, signed by both the candidate and the assessor, and in most cases enhanced with supportive comments from the assessor.

Evidence Requirements

All practical assessment is carried out by direct observation within the practical working environment by a work-qualified assessor who ensures that the evidence gathered is valid, authentic, reliable, and sufficient to meet the skill/knowledge requirement for each element contained within the four Units that make up the Course.

During the external verification visit, the visiting verifiers confirmed that all the evidence gathered is contained within the candidates' work portfolios including, in some cases, digital photographs supporting the evidence of the assessment. All materials are signed off by both the assessor and the candidate, and constructive feedback is given and recorded at the end of each task.

Administration of assessments

All candidates are monitored as they progress and are given both verbal and written constructive feedback. Their work is sampled and recorded in line with SQA requirements to ensure that their individual assessment needs are being fully met.

A holistic approach to assessment was used by all centres that were visited. In most cases, assessment events are agreed between the candidate and assessor, to fit the release pattern of the school. However, these can be adjusted to suit the practical task, student needs, resource demands and experience of the candidate.

Evidence of internal verification was seen at all of the centres visited. This typically involved a well prepared plan that ensured that assessment decisions were consistently made.

Areas of good practice

Candidates are consistently encouraged to use service data, service repair manuals, electronic auto data, commercial repair job card, VOSA check sheets and check lists for the related assessment tasks within the four Units. This is a working practice which is used in the daily routine in the automotive workshop and expected within the automotive working environment.

The opportunity to engage in or have active work placement within the local repair and retail industry helps to enhance the credibility of the qualification while developing the level of experience and skills of the student.

Tasks related to actual, road-ready vehicles sharpen the candidates' awareness of health and safety, duty of care, awareness of poor working practice and its consequence, time allocations, need for accuracy, correct information, and proper use of hand tools.

Specific areas for improvement

The entry of Christmas school leavers on a Course that runs across the full academic year is not ideal as these candidates will not have the opportunity to complete the Course. Likewise, the candidates who perform best in the Course are those with an interest in the automotive industry who would use this qualification as a 'taster' or first step into the industry.