



NQ Verification 2015–16 Key Message Reports

Verification group name:	Practical Metalworking and Practical Woodworking
Levels	N4 and N5
Date published:	October 2016

This Report combines all Verification Key Messages for the academic session 2015-2016.

NQ Verification 2015–16 Key Messages Round 1

01

Section 1: Verification group information

Verification group name:	Practical Metalworking and Practical Woodworking
Verification event/visiting information	Visiting
Date published:	March 2016

National Courses/Units verified:

H25V 74 National 4 Practical Woodworking: Flat-frame Construction
 H25V 75 National 5 Practical Woodworking: Flat-frame Construction
 H25W 74 National 4 Practical Woodworking: Carcase Construction
 H25W 75 National 5 Practical Woodworking: Carcase Construction
 H25X 74 National 4 Practical Woodworking: Machining and Finishing
 H25X 75 National 5 Practical Woodworking: Machining and Finishing
 H25P 74 National 4 Practical Metalworking: Bench Skills
 H25P 75 National 5 Practical Metalworking: Bench Skills
 H25R 74 National 4 Practical Metalworking: Machine Processes
 H25R 75 National 5 Practical Metalworking: Machine Processes
 H25S 74 National 4 Practical Metalworking: Fabrication and Thermal Joining
 H25S 75 National 5 Practical Metalworking: Fabrication and Thermal Joining

02

Section 2: Comments on assessment

Assessment approaches

All Outcomes and Assessment Standards of a Unit must be met in order to pass the Unit. Various assessment approaches and evidence types are available for centres to do this, and these are detailed within each Unit assessment support pack, available from SQA Secure.

Appropriate joints for Outcomes

Details of the joints that can be used are given throughout the Course documentation. However, for housing joints we recommend using a width of 90 mm as this will adequately test the candidate's abilities in chiselling and using the tenon saw.

Materials

Details of the materials that can be used are given throughout the Course documentation. We recommend the use of natural wood rather than manufactured board for joints as this will allow the candidate to adequately demonstrate their abilities.

Machine tools

Details of the machine and power tools that can be used are given throughout the Course documentation. However, we would reiterate that machine/power tools outwith those prescribed — such as the band saw — are not permitted. Any assessment of work using these tools is invalid.

If the candidate is assembling a piece of work with mortise and tenon joints, they must complete at least half of the joints (minimum two) by using hand tools. Once these are completed (to tolerance) the mortise machine can be used for the remainder. Additionally, the candidate must record this in their log/record of work.

Woodwork lathe

The turnery aspect of the Machining and Finishing Unit requires the candidate to complete a piece of turnery work from a template. The assessment will be working towards the overall length along with the maximum and minimum diameter. Templates used must be available for internal and external verification.

Finishing

Part of the Machining and Finishing Unit involved the assessment of a surface finish. If this is applied to an artefact that has also been used to assess another Outcome from this — or another — Unit, then the finish cannot obscure the other assessable aspects. Similarly, within the Practical Metalworking Unit, if a finish is applied to an artefact that is also being used to assess another Outcome, then the finish cannot obscure this.

Details of the specific requirements of finishing can be found in the Course documentation.

Recording

Centres are reminded to make full use of assessor comments, as detailed explanation from the assessor allows the internal/external verifier to fully comprehend any assessment decisions that are made.

The use of a candidate log (examples are in the Unit assessment support packs) has been very successful, with clear detail given by candidates on what they are doing. We have found that the log, used as part of Unit assessment, is also

working well in preparing candidates for the equivalent diary that is a requirement of the Course assignment. Additionally, this provides the assessor/verifier with information to support the assessment/verification process.

Assessment judgements

Centres are making fair and accurate Units assessments decisions across all levels (National 3–5).

Should a centre be selected for verification, all candidate evidence must be made available for the Unit.

03

Section 3: General comments

Internal verification

Having and applying an internal verification policy is a requirement of a centre's approval to offer SQA qualifications and, in the majority of visits, we see evidence of such policies being applied. If centres require further information on internal verification, there is guidance available on [SQA's website](#).

Centres are strongly recommended to submit any centre-devised assessments for [prior verification](#). This is a free service that will ensure that an approach to assessment is correct.

Centres are reminded that a ['common questions' document](#) can be found on the subject web page.



NQ Verification 2015–16 Key Messages Round 2

01

Section 1: Verification group information

Verification group name:	Practical Metalworking and Practical Woodworking
Verification event/visiting information	Visiting
Date published:	June 2016

National Courses/Units verified:

H25Y 74 Making a Finished Product from Wood (National 4) added value unit
H25T 74 Making a Finished Product from Metal (National 4) added value unit
C761 75 Practical Metalworking (National 5) Course practical activity
C762 75 Practical Woodworking (National 5) Course practical activity

02

Section 2: Comments on assessment

Assessment approaches

The National 5 course practical activity and the National 4 added value unit assessment demonstrate that the Course is more than simply the sum of its constituent units, and centres must make use of the SQA-provided assessments (without alteration) for this purpose. These assessments are available from the secure area of SQA's website and will remain in place for the foreseeable future.

Whilst part of the course practical activity is for the candidate to determine which materials should be used, it should be noted that manufactured board (in the case of Practical Woodworking) is not appropriate for anything other than the drawer base, box lid and base, and the back of the mirror — elsewhere natural timber should be used so that the task remains suitably challenging.

Centres are reminded that the use of power and machine tools is limited to those detailed in SQA documentation (Practical Activity and Course Assessment Specification for National 5 and the added value unit specification at National 4).

Each National 5 Practical Activity presents opportunities for the candidates to personalise the item that they are making. For Practical Woodworking, some centres have provided the candidates with templates to use for the turnery, proving to be a successful approach with the candidates gaining more time for

practical work. Other centres have given the opportunity for candidates to produce their own template, which is also a good approach. Whichever approach is taken, a template must be used for assessment/verification purposes; if no template is present, then no marks can be awarded for this section.

All Practical Activities and added value unit assessments models require an appropriate finish. In both Practical Woodworking and Practical Metalworking, centres are applying a wide variety of finishes.

Detail of what should be considered when assessing this section is given in the assessment documentation, but centres must instruct candidates not to apply a finish that obscures the rest of their work.

The candidate diary is a very important assessment tool. In some centres, candidates are completing it with plenty of detail, and this supports both assessment and verification. However, where there is insufficient detail, it may be difficult to accurately award marks.

In general, centres have provided appropriate evidence for verification, and we have also found excellent examples of the application of internal verification processes.

Assessment judgments

Across both courses (at National 4 and National 5), the majority of centres are making fair and accurate assessment judgements. Centres seem to have a firm grasp of the assessment materials and tend to be accurate in terms of the National 4 pass/fail judgement and the National 5 mark judgements. Centres are reminded that the mark for the National 5 Practical Activity awarded is out of 80, achieved from four sections each worth 20 marks. To be awarded a pass in the added value unit assessment, candidates must achieve all the assessment standards.

The verification process has highlighted some excellent marking with centres using the marking instruction correctly.

Where photographic evidence is provided to support the assessment judgement, it must be detailed showing all sizes, squareness and, if templates have been used, how it fits the design — essentially, with enough detail to support the assessment decision.

03 Section 3: General comments

Whilst verification is a quality assurance process, it is also a supportive process and our visits allow us to discuss, face to face, any assessment issues that a centre may have. Our verification activity is undertaken by nominees who have a dual role; as well undertaking verification work for SQA they are a point of technical expertise within their local authorities. If you have any assessment-related queries, please make use of this resource where it is available.