



**National Units**

**Qualification Verification Summary Report 2017**

**Construction: Painting and Decorating**

## **Introduction**

F1K7 11	Preparing and Painting Surfaces
F1K9 11	Decorative Painting
F1KA 11	Decorative Treatments
F1KK 11	Patterned Paperhanging
F1KG 11	Colour Practice

A total of five units were subject to verification activity in this group award at the four centres visited this term.

## **Category 2: Resources**

**Criterion 2.4: There must be evidence of initial and ongoing reviews of assessment environments; equipment; and reference, learning and assessment materials.**

All documented evidence from the centre reports show clearly that regular planning and activity meetings are taking place throughout the term with good recorded minutes being kept from any discussions alighting from standing agendas. All centres maintain accurate records of meetings and minutes held within a secure area and generally by Head of Dept.

One centre operates a Management Information System where all documented and recorded evidence is kept securely, the system is also web-based and allows staff and students to monitor progress during all stages of coursework.

## **Category 3: Candidate support**

**Criterion 3.2: Candidates' development needs and prior achievements (where appropriate) must be matched against the requirements of the award.**

Report data from all centres is showing clear evidence of getting this process right. Candidates being interviewed at the first stage were questioned on the required support mechanisms being put in place prior to the course commencing. Planning activity and programming is being implemented by staff at centres to provide support mechanisms for candidates, allowing candidates time to attend workshops.

**Criterion 3.3: Candidates must have scheduled contact with their assessor to review their progress and to revise their assessment plans accordingly.**

Centres are all striving to provide a proactive role with candidates and are ensuring that regular contact is being maintained throughout the delivery of coursework. Learning and assessment plans are being provided to candidates in paper version or in a few cases, online. There are regular review and feedback sessions taking place between both candidates and staff with candidates taking an active role in critiquing their own work.

## **Category 4: Internal assessment and verification**

### **Criterion 4.2: Internal assessment and verification procedures must be implemented to ensure standardisation of assessment.**

All of the centres verified this term are operating very robust quality assurance systems to ensure the standardisation of assessment materials and processes. There is good evidence of internal verification (IV) planning, with some centres operating a three year rolling cycle to ensure all units within the award are subject to IV processes.

### **Criterion 4.3: Assessment instruments and methods and their selection and use must be valid, reliable, practicable, equitable and fair.**

All centres are using SQA-devised assessment materials as a method of ensuring that a standardised approach is taken, and that all candidates have equal and effective access to the assessment. Evidence is being provided in practical, written or electronic forms.

### **Criterion 4.4: Assessment evidence must be the candidate's own work, generated under SQA's required conditions.**

Centres are providing documented evidence of candidates' work being authenticated by the assessor and candidate's signature to ensure validity, and in most cases this process is being supported by photographic evidence which is timed and dated to concur the process.

### **Criterion 4.6: Evidence of candidates' work must be accurately and consistently judged by assessors against SQA's requirements.**

There is a consistent approach by all centres involved in the delivery of units selected for verification. Assessment decisions are being made to the standards required by the awarding body's guidelines, ensuring that all SQA requirements are being fully adhered to.

### **Criterion 4.7: Candidate evidence must be retained in line with SQA requirements.**

All centres are aware of the requirements for keeping all candidate evidence, and from those verified, this term was no different. There are good control measures for keeping evidence secure and to the timeframes required until they are needed for external quality assurance.

### **Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

The evidence contained in all reports document that this process is being actively followed, with good feedback being provided to staff at sessions on outcomes — whether successful, or if any sanctions have been placed on the unit, the award, or the centre.

## **Areas of good practice reported by qualification verifiers**

The following good practice was reported during session 2016–17:

- ◆ Feedback sessions held between candidates and assessors reflecting on completed work.

## **Specific areas for development**

The following area for development was reported during session 2016–17:

None to report.