



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2017**

# **Construction (Plant and Operations)**

## Introduction

This report has been written to provide centres with evidence of how all approved centres are complying with the quality assurance criteria for qualification verification. The content of this report may help centres improve their own procedures.

The report covers the qualifications listed below:

- GF7R 22 SVQ 2 Plant Operations (Construction) at SCQF level 5
- GL4V 22 SVQ 2 Controlling Lifting Operations — Slinger/Signaller (Construction) at SCQF level 5
- GC71 23 SVQ 3 Controlling Lifting Operations: Supervising Lifts (Construction) at SCQF level 7
- GH0K 24 SVQ 4 Controlling Lifting Operations: Planning Lifts (Construction) at SCQF level 8
- GL6H 22 SVQ 2 in Construction Plant or Machinery Maintenance at SCQF level 5
- GL6J 23 SVQ 3 in Construction Plant or Machinery Maintenance at SCQF level 6
- GF5D 22 SVQ 2 Demolition (Construction): Plant at SCQF level 5
- GF5C 22 SVQ 2 Demolition (Construction): Demolition at SCQF level 5

## Category 2: Resources

### **Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

Verification visits confirmed that all assessors and internal verifiers had the necessary occupational experience and relevant academic qualifications in line with the requirements of the current assessment strategy. Staff records also confirmed a wide range of certificated achievement within plant operations.

In general, almost all centres provided records of associated continuing professional development (CPD) activity in line with lead body requirements to maintain the necessary occupational competences. A few centres provided evidence of CPD in an ad hoc manner. These centres were given guidance and exemplars to help them record their activities in a more organised manner.

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

Assessment for the operatives awards for plant and slinger signaller are carried out on live client sites, using the client's equipment and resources. As these sites and the procedures are constantly changing as the work progresses, this ensures that the plant, equipment and site procedures used by candidates are always up to date and contained within the best and most relevant assessment environment.

The lift planning award is based around the completion and implementation of lift plans which must always take into consideration the changes in equipment, operational procedures, and

diverse situations. These elements ensure that the assessment materials are constantly under review.

Verification visits confirmed that all centres have the ability and resources to provide adequate learning opportunities and the most effective assessment materials.

### **Category 3: Candidate support**

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

All centres used some form of procedure to identify individual candidate prior achievements and development needs. This was part of the induction process. The majority of centres used a basic induction checklist; a few used a detailed structured skills and experience appraisal.

A few centres have been encouraged, where necessary, to further develop their induction to include confirmation of candidate employment details and time frames, and identification of special support or guidance needs.

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

All centres recorded contact between assessors and candidates. The nature of the work activities used to assess these qualifications makes it difficult for centres to schedule contact with candidates. Centres used various methods, including admin staff contacting candidates and employers on a regular basis to identify potential assessment opportunities. Some centres provided candidates with their assessor's contact details to allow them to communicate directly to arrange assessment days.

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

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

All centres' quality assurance systems and documentation confirmed that assessment and verification arrangements were being carried out in compliance with qualification requirements.

There was evidence of clear processes where internal verifiers have provided support to the assessors over the range of qualifications through positive monitoring and feedback reports.

There was also evidence at all centres that standardisation was being implemented either through internal verification records or specific standardisation events.

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

All centres have developed assessment materials directly in line with the qualification and unit specifications and the SQA Assessor Guidelines, which provide an effective method of assessment and are therefore valid, reliable, practicable, equitable and fair.

Some centres have chosen to use professional discussions to supplement the current assessment materials they use. All of the other centres have been advised to introduce professional discussions as these will become mandatory when the new assessment strategy for Plant and Lifting Operations is introduced. This assessment strategy has a provisional implementation date of 1 January 2018.

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

All centres assess candidates through direct observation on a one-to-one basis in their individual live working environments. Assessment of knowledge is also completed on a one-to-one basis. These procedures ensure that the assessments are individual to each candidate.

Where candidates provided additional secondary evidence, this was authenticated by almost all centres through validation of evidence declarations. Centres that did not use these declarations have been advised to use them.

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

All centres have fully qualified experienced internal verifiers and assessors who comply with their assessment and verification procedures. During external verification there was clear evidence of consistent assessment decisions being made as a result of individual centre internal verification procedures and standardisation events.

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

All centres were aware of SQA's policies relating to retaining candidate evidence and assessment records. However, for their own procedures, almost all of the centres retain portfolio evidence for longer than the required time.

There was evidence that candidate portfolios were securely controlled, with access for relevant staff only.

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

All centres provided evidence of minutes of meetings where the outcomes of verification visits were disseminated to the appropriate staff. The centres that received action plans during their verification visits resolved issues within the agreed timescales.

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

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

- ◆ One centre received comments on good practice for their comprehensive management systems. This resulted in exceptional relationships and feedback across all elements of the assessment team, from the internal verifiers, assessors and the candidates.
- ◆ The use of professional discussion for level 2 qualifications.

## **Specific areas for development**

The following areas for development were reported during session 2016–17:

- ◆ The recording of CPD to show what was done, why it was done and how it will be used to develop the individuals within their specific roles in the assessment process.
- ◆ The introduction and development of professional discussions to supplement and provide confirmation of candidate evidence and experience in a variety of occupational situations.