



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2017**

**Woodmachining**

## Introduction

### GF24 23 SVQ 3 Woodmachining

All qualification verification visits that took place during 2016–17 were successful with all reports confirming that the assessment process was working well. Qualification verification reports were very positive and there was clear evidence that this qualification is being delivered in a very professional and effective manner at the centres visited.

### GF7M 22 SVQ 3 Woodmachining

Units verified:

FN2J 04	Conform to General Workplace Health, Safety and Welfare
FW0J 04	Conform to Productive Work Practices
FN2V 04	Move, Handle or Store Resources
FN2J 04	Conform to General Workplace Health, Safety and Welfare
F28C 04	Produce Sawn Wood and Wood-based Products
F28D 04	Resolve Woodmachining Problems
F28E 04	Produce Sanded Wood and Wood-based Products

## 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.

Qualification verification reports for the SVQ 3 in Woodmachining confirmed that the assessors and internal verifiers were competent, were well qualified both vocationally and professionally, and had extensive industry experience. Records of appropriate continuing professional development (CPD) activity confirmed occupational currency and compliance with the requirements of the assessment strategy.

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

Centres visited for the SVQ 3 Woodmachining qualifications had effective ongoing processes and procedures in place to review accommodation, assessment procedures, equipment, learning resources and assessment materials. These processes and procedures were being implemented effectively and professionally and there was clear evidence of enhancements as a result of these reviews. However, a few qualification verifiers reported that more time should be spent grinding cutters.

At one centre the qualification verifier recommended that the centre consider acquiring a high-speed router. While another report highlighted the need for candidates to wear safety glasses when working with machines.

## **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 had well established processes and procedures in place to enable candidate development needs to be identified and appropriate support provided.

Support for candidate development was being implemented effectively at all centres delivering Woodmachining qualifications.

Prior achievements are discussed with candidates and matched against the requirements of the award. Candidates are credited with achievements that related to the assessments in the current award.

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

Candidates received well planned and effective feedback from their assessors on their progress and skills development.

Feedback on completed assessments was very effective with assessors confirming what has been achieved and where necessary identifying areas for improvement or skills development. Feedback also related to specialist and generic unit competences.

Candidates receive a block timetable and weekly class timetable showing where they are in contact with their assessor at college.

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

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

The centre had well established assessment and verification processes and procedures in place.

Qualification verifier reports confirmed that assessors and internal verifiers implemented centre assessment and verification procedures professionally, consistently, and robustly. Internal verification planning and reports for the SVQ 3 Woodmachining were sampled and evaluated as being effective at all centres visited.

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

All centres were utilising SQA-devised Training and Assessment Programme (TAPs) to deliver the SVQ in Woodmachining. This ensured that assessments were valid, reliable, and covered the range listed in the National Occupational Standards.

All assessors delivering Woodmachining qualifications, had made judgements that were reliable, fair, and consistent.

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

All centres continue to use the SQA-devised TAPs evidence recording documentation very effectively to confirm individual candidate assessment competence and achievement. All assessment records are signed and dated by the candidate, the assessor, and where appropriate the internal verifier. Completed practical checklists/observation reports and photographic evidence authenticates this evidence. However, one qualification verifier report highlighted the need for candidates and assessors to sign and date photographic evidence. The need for candidates to spend more time on finishing was reported at another centre.

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

Assessor judgement was reported as being accurate and consistent at all centres delivering SVQ Woodmachining programmes.

Sampled assessment decisions, candidate practical work, knowledge evidence, and assessment records confirmed that candidates were meeting the requirements of the qualification and individual units and were achieving national standards.

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

Qualification verifiers reported that all centres continue to retain candidate evidence and assessment records in line with SQA requirements. In all cases centre retention policies exceeded SQA requirements. All centres complied fully with qualification verification visit plan requirements in relation to candidate evidence sampling.

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

All centres had clear policies and procedures in place for the dissemination of information from qualification verifiers to assessors and internal verifiers. Staff at all centres implemented centre procedures effectively and there was good evidence of improvements and enhancements being taken to develop assessment practice.

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

No areas of good practice were reported during session 2016–17 for Woodmachining qualifications.

## **Specific areas for development**

Areas for development reported in session 2016–17:

- ◆ More time should be spent grinding cutters
- ◆ High-speed router
- ◆ Wearing of safety glasses
- ◆ Signing and dating photographic evidence
- ◆ Spend more time on finishing