**Scottish Vocational Qualifications and Professional Development Awards**

# Qualification Verification Summary Report 2018
# Carpentry and Joinery

# Introduction

All SQA centres delivering the SVQ and PDA in Carpentry and Joinery experienced a major transition in academic year 2017–18. The source of candidate assessment evidence for the SVQ moved from being generated at the centre, through the delivery of the PDA in Carpentry and Joinery, to evidence of practical competence being gathered from the candidate's natural working environment.

Consequently, all centres delivered two SVQ qualifications in 2017–18. Candidates registered in 2017–18 undertook the new SVQ, with candidates registered prior to August 2017 undertaking the old SVQ.

To support centre staff in making this transition, SQA provided each centre with extensive support throughout the academic year, with the centre receiving three support visits over the academic session.

**GF25 23 PDA Carpentry and Joinery**
F7A9 04    Confirm Work Activities and Resources for the Work
F7AA 04    Develop and Maintain Good Working Relationships
F7AB 04    Confirm the Occupational Method of Work
FN2J 04    Conform to General Workplace Health, Safety and Welfare
DY0R 04    Install First Fixing Components
F771 04    Install Second Fixing Components
DY13 04    Erect Structural Carcassing Components
H0WW 04  Erect Roof Structure Carcassing Components

**GM7T 23 SVQ 3 Carpentry and Joinery**
HL7P 04    Confirm Work Activities and Resources for the Work
HL7N 04    Confirm the Occupational Method of Work
HL7R 04    Conform to General Workplace Health, Safety and Welfare
HM35 04    Install First Fixing Components
HM39 04    Install Second Fixing Components
HM2Y 04    Erect Structural Carcassing Components

# 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 and PDA in Carpentry and Joinery confirmed that staff at all centres complied with assessment strategy requirements in terms of occupational expertise. Assessors and internal verifiers at all centres were competent, well qualified, both vocationally and professionally, and had extensive industry experience. Staff at most centres undertook and recorded appropriate continuing professional development (CPD) activity to ensure they maintained occupational currency. Good practice was identified at two centres for the wide range of CPD available to staff.

At some centres however, qualification verifiers identified recommendations relating to the need for centres to provide vocational CPD to enable staff to maintain occupational currency.

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

Qualification verification reports for the SVQ and PDA in Carpentry and Joinery identified that almost all centres had appropriate ongoing processes and procedures in place to review assessment environments including workshops, machine shops and classrooms, equipment, learning resources and assessment materials. Qualification verifiers reported that these processes and procedures were being implemented very effectively at almost all centres. There was evidence of improvements and enhancements being identified and implemented after reviews had taken place.

At more than a few centres qualification verifiers identified good practice for sustainability, with the opportunities to recycle timber being implemented after reviews of the environment and delivery practices.

However, at one centre the qualification verifier reported that there was little evidence of effective reviews. At another centre the qualification verifier noted that ongoing reviews did not cover all delivery campuses.

# Category 3: Candidate support

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

At all centres, staff effectively implemented centre procedures to identify candidate development needs, either at induction or registration. Candidates had the opportunity at all centres to receive support from staff when specific needs were identified. Candidates were referred for support where required, and alternative assessment arrangements were made where necessary.

Skills development needs for all candidates were identified through Training and Assessment Programmes (TAPs) assessor feedback comments. These comments identified areas for further training and skills development required in relation to construction practices.

These processes of identifying candidate development needs were augmented by Construction Industry Training Board (CITB) reviews which focus on candidates' overall progress with the qualification.

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

External verifier reports for SVQ and PDA Carpentry and Joinery qualifications confirmed that candidates at all centres received well planned and purposeful contacts with their assessors. These interactions enabled candidates to receive effective feedback on course progression, with assessors confirming what had been achieved, and where necessary identifying areas for improvement or skills development. At more than a few centres qualification verifiers reported good practice, with candidates receiving consistently good and constructive feedback from their assessors. However, at one centre the qualification verifier reported that the use of standard pre-printed feedback comments should be replaced with feedback reflecting individual candidate performance and development points.

# Category 4: Internal assessment and verification

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

All centres had well established assessment and verification processes and procedures in place to support the effective delivery of the assessment and verification process. Qualification verifiers reported that assessors and internal verifiers at almost all centres implemented these procedures effectively and efficiently to ensure a standardised approach to assessment and internal verification practice.

However, at more than a few centres, recommendations were identified for internal verification sampling to focus on a large sample from a few units, rather than a smaller sample from a wider range of units. At one centre a recommendation was noted in relation to formalising the recording of standardisation activities and meetings.

At one centre, good practice was reported for the comprehensiveness of the internal verification system.

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

For all candidates registered for Group Award GF25 23, centres continue to assess candidates very effectively using the SQA devised Training and Assessment Programmes (TAPs). The use of TAPs ensures that all assessment instruments and their methods are valid, reliable, practicable, equitable and fair.

Recommendations were reported however at more than a few centres during 2017–18, due to the lack of signing and dating of assessment documentation by the candidate, the assessor and the internal verifier.

For Group Award GM7T 23, almost all centres have made good progress in the development of a portfolio model and assessment documentation for collating and assessing evidence from the workplace which is valid and reliable for use in a construction context. Additionally, all centres have made excellent progress in supporting candidates to generate evidence from the workplace.

Centre staff have clearly benefited from the SQA centre support visits which have taken place across the academic year.

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

Almost all centres continue to use SQA devised TAPs materials evidence recording documentation very effectively to confirm individual candidate assessment evidence. Assessment records at almost all centres are signed and dated by the candidate, the assessor and, where appropriate, the internal verifier. Completed practical checklists and photographic evidence further authenticated this evidence. In the SVQ qualifications programme, evidence

from the workplace, and Candidate Record of Evidence from the Workplace (CREWs) are signed by industry supervisors to confirm receipt of industrial experience on-site.

However, at more than a few centres, qualification verifiers reported that some candidate knowledge and practical assessments were not signed or dated by the assessor, the candidate, or by the internal verifier.

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

Qualification verifiers reported that assessor judgements were accurate and consistent at almost all centres delivering Carpentry and Joinery SVQ and PDA qualifications.

Sampled practical work and knowledge evidence confirmed that candidates were meeting the requirements of all units and were achieving required national standards at almost all centres.

At one centre however, concerns were reported in relation to the limited evidence of practical competence available to confirm achievement.

At more than a few centres qualification verifiers identified recommendations for candidate scripts to be signed and dated by the candidate and the assessor.

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

All evidence identified on visit plans was readily available during qualification verification activity. Centres had a clear understanding of the policy requirements of the awarding body on retention of candidate evidence and assessment records.

All qualification verifier reports for SVQ and PDA Carpentry and Joinery qualifications confirmed that centres continue to retain candidate evidence and assessment records in line with SQA requirements. Retention policies at most centres exceed SQA requirements.

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

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

However, at one centre the qualification verifier report identified a recommendation for the formal discussion of qualification verifier reports at standardisation meetings.

## Areas of good practice reported by qualification verifiers

The following good practice was reported during session 2017–18:

♦ The range of vocational CPD (Criterion 2.1)
♦ Sustainability and the recycling of timber (Criterion 2.4)
♦ Consistent and constructive feedback to candidates (Criterion 3.3)
♦ Comprehensive internal verification system (4.2)
♦ Centre staff support for candidates to generate evidence from the workplace (Criterion 4.3)


## Specific areas for development

The following areas for development were reported during session 2017–18:

♦ Centres providing vocational CPD for staff to maintain occupational currency (Criterion 2.1)
♦ Formal reviews of assessment environments (Criterion 2.4)
♦ Formal reviews not including all delivery locations (Criterion 2.4)
♦ Individual feedback to candidates (Criterion 3.3)
♦ Approaches to internal verification sampling (Criterion 4.2)
♦ Assessment documentation not being signed and dated (Criterion 4.3, 4.4 and 4.6)
♦ Formal dissemination of qualification verifier reports at standardisation meetings