



Scottish Vocational Qualifications

Qualification Verification Summary Report 2018

**Construction and Civil Engineering
Services**

Introduction

Centres delivered a variety of SVQs under the auspices of Construction and Civil Engineering Services throughout 2017–18. These qualifications included a range of SVQ pathways within the Construction Operations structure, Steelfixing, and Health and Safety in a Construction Environment.

Construction Operations SVQ: GF1M 22; GM84 22

Conform to General Workplace Health, Safety and Welfare

Conform to Productive Work Practices

Lay Modular Pavement

Lay Preformed Kerbs and Channels

Set Out Secondary Dimensional Work Control

Lay Kerbs and Channels

Install Drainage

Establish Work Area Protection and Safety

Move, Handle or Store Resources

Locate and Protect Utilities Apparatus and Sub-Structures

Excavate Holes and Trenches

Reinstate Ground Condition

Form Concrete Structures

Erect and Strike Proprietary Formwork

Steelfixing SVQ: GM37 22

Conform to General Workplace Health, Safety and Welfare

Conform to Productive Work Practices

Move, Handle or Store Resources

Cut and Bend Reinforcement Steel to Shape

Prefabricate Reinforcement Steel Sections

Health and Safety in a Construction Environment: GN2A 44

Health and Safety in a Construction Environment

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 all SVQs within the Construction and Civil Engineering Services verification group confirmed that staff at all centres complied with assessment strategy requirements. 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.

However, at more than a few centres qualification verifiers made recommendations relating to CPD. These included maintaining CPD records, and that centres should provide opportunities for assessors and internal verifiers to undertake vocational CPD to maintain occupational and subject 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 Construction and Civil Engineering Services SVQs noted that almost all centres had appropriate ongoing processes and procedures in place to review assessment environments. This included access to the natural working environment, equipment, learning resources and assessment materials. Qualification verifiers reported that these processes and procedures were being implemented effectively in almost all centres. There was also ample evidence of improvements and enhancements being implemented as a result of these reviews.

However, at one centre the qualification verifier recommended the formal recording of these reviews and any improvements to the assessment environments resulting from them.

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 almost all centres, staff implemented centre procedures effectively to identify candidate development needs at induction or registration. Candidates at all centres had the opportunity to receive support when specific needs were identified. Candidates could seek learning support where required and alternative assessment arrangements were available where necessary.

Skills development needs for almost all candidates were identified through effective assessment planning and review. These reviews identified areas for further training and skills development, and also any improvement required in relation to construction practices.

Almost all centres reviewed candidates' prior learning, achievements or experience, and tailored the course to suit candidates' individual needs.

At a few centres, however, qualification verifier reports noted that opportunities to ascertain candidate prior achievements, experience and training through the effective use of SQA-devised knowledge analysis profiles were overlooked, resulting in candidates' individual needs not being met.

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

Qualification verifier reports for Construction and Civil Engineering Services SVQs confirmed that candidates at all centres received well planned and productive contacts with their assessors. These planned sessions enabled candidates to receive effective feedback on their progress, with the assessor confirming what had been achieved and where necessary identifying areas for improvement or development or further evidence requirements. At one centre the qualification verifier reported good practice by the centre in devising an assessor/candidate tracking record. This tracking record was used to plan and track all contacts and interactions between the assessor and candidates to maintain effective progress with agreed plans.

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 policies, procedures and supporting documentation 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.

At one centre, however, the qualification verifier report made recommendations relating to ineffective IV planning. At another centre a recommendation was identified due to the centre not using current SQA unit codes.

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

Candidates at almost all centres delivering Construction and Civil Engineering Services SVQs continue to be assessed using assessment instruments and methods which meet the needs of the qualification and its units, as well as the specific demands of each specialism. For some qualifications, centres continue to utilise SQA-devised assessment materials in a consistent manner. All assessment instruments and methods sampled were valid, reliable, practicable, equitable and fair.

Recommendations were reported during 2017–18 at more than a few centres in relation to:

- ◆ Revising and updating multiple choice knowledge questions
- ◆ Witness testimonies having the witness status checked by the centre
- ◆ Providing effective feedback to candidates after assessment decisions have been made
- ◆ Observation reports being evaluative

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

Almost all centres continue to use well established evidence recording documentation very effectively to confirm the assessment evidence of individual candidates. 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. For some SVQs, evidence from the workplace is signed by witnesses 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 and assessment records were not signed or dated by the assessor, the candidate, and in some cases the internal verifier. This meant that evidence could not be correctly attributed to the candidate. Most centres require candidates to sign a statement at the beginning of their programme confirming that all evidence provided by them is authentic.

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 all centres delivering Construction and Civil Engineering Services SVQs.

Practical and knowledge evidence sampled by qualification verifiers confirmed that candidates were meeting the requirements of each unit and were achieving required national standards.

Judgement across assessors and candidates within centres was consistent and accurate. At almost all centres focused and supportive internal verification quality assurance checks underpinned the consistency of assessor judgements

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 requirements of the awarding body regarding the retention of candidate evidence and assessment records.

All qualification verifier reports for Construction and Civil Engineering Services SVQs confirmed that centres continue to retain candidate evidence and assessment records in line with SQA requirements. Retention policies at most centres exceeded stated SQA requirements.

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 for all Construction and Civil Engineering Services qualifications.

Staff at all centres implemented recommendations from qualification verifiers effectively, and there was good evidence of improvements and enhancements taking place and of improvements in centre assessment and internal verification practice.

Areas of good practice reported by qualification verifiers

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

- ◆ Tracking record for assessor and candidate contacts and interactions (Criterion 3.3)

Specific areas for development

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

- ◆ Assessors and internal verifiers maintaining CPD records (Criterion 2.1)
- ◆ Centre providing opportunities for assessors and internal verifiers to undertake vocational CPD to maintain occupational and subject currency (Criterion 2.1)
- ◆ Formally recording reviews of assessment environments (Criterion 2.4)
- ◆ Opportunities to ascertain candidate prior achievements being overlooked (Criterion 3.2)
- ◆ Internal verification not being planned effectively (Criterion 4.2)
- ◆ Using current SQA unit codes (Criterion 4.2)
- ◆ Assessment and assessment records not being signed and dated (Criterion 4.4 and 4.6)