



OFQUAL — Regulated Qualifications for England and Wales
Qualification Verification Summary Report 2018
Construction Technician

Introduction

This report relates to OFQUAL qualifications in Occupational Work Supervision (Construction), that were delivered in centres in England and Wales in 2017–18. 11 centres were externally verified, with all but one centre attaining a high confidence rating.

All of the NVQs were delivered by private training providers.

The following NVQs were externally verified during session 2017–18:

GK08 79 Level 3 NVQ Diploma in Construction Contracting Operations: Planning
GK03 80 Level 4 NVQ Diploma in Construction Site Supervision: Building and Civil Engineering
GK1D 84 Level 6 NVQ Diploma in Construction Contracting Operations: General
GK53 84 Level 6 NVQ Diploma in Construction Site Management
GJ57 84 Level 6 NVQ Diploma in Construction Site Management: Residential Development

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.

All assessors and internal verifiers at the centres visited have relevant and, mostly, extensive occupational experience, and all hold the required assessor/internal verifier qualifications. Most assessors and internal verifiers have extensive experience of assessing and/or internally verifying construction vocational qualifications across a range of levels.

In almost all cases, CPD records were very well structured, with recent and relevant CPD activity clearly recorded. In a very few cases, CPD records did not reflect the nature of the qualifications being assessed or had not been updated for some time.

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

Almost all centres demonstrated very effective ongoing reviews of assessment procedures. This was evidenced through minutes of standardisation meetings, assessment reports, internal verifier reports and candidate feedback.

In all cases the assessment environments were the candidates' places of work, so site selection checklists are used to confirm that the environments are safe and conducive to assessment.

In all cases, assessment instruments are taken from the National Occupational Standards (NOS) for the qualifications, and assessment materials are adapted to an often more 'user friendly' format by centres.

Category 3: Candidate support

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

External verifier (EV) reports confirmed that, in almost all centres, it is evident that robust pre-registration measures are in place to take account of candidates' needs, prior achievements and suitability to undertake the qualifications.

Most centres use a 'skills match' profile to identify candidates' prior achievements and experiences, development needs, and current job role to establish and confirm the suitability of potential candidates to undertake the qualification. In many cases, candidates' employers are consulted to confirm candidates are suitable for the NVQ. Where potential candidates undertake an NVQ as part of a modern apprenticeship, employers are most often involved in the candidate selection process.

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

Almost all centres provided suitable assessment plans with scheduled assessor/candidate meetings. All centres produced assessor reports to confirm that scheduled formal contact takes place to review progress and revise assessment plans, where required.

In most cases, EVs were unable to meet candidates, due to the varied and remote locations of candidates' workplaces. However, in many cases, EVs contacted candidates by telephone to confirm that satisfactory assessment arrangements were in place and to discuss progress and centre support.

In almost all cases, EVs confirmed that candidates also contact their assessor by telephone or video calls when additional support and guidance is required between visits.

Category 4: Internal assessment and verification

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

In almost all cases, centres demonstrated robust quality assurance of the assessment and internal verification processes, through assessment and internal verification policies and procedures, and by assessment and internal verification reports. Almost all centres have very clear and supportive guidelines for assessors, internal verifiers and candidates to follow and advise on their responsibilities.

It was clear from assessor and internal verifier reports and candidate feedback that in almost all cases, policies and procedures are being applied appropriately by centres.

Almost all centres were commended by EVs for the high standard of quality assurance documentation, particularly in relation to assessment and internal verification arrangements.

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

All centres use the NOS as the assessment instrument for the qualifications being delivered. All centres develop their own in-house style of assessment instrument, in line with the NOS requirements, to present candidate assessment requirements in a more suitable format.

Assessors used a variety of assessment methods to generate evidence, including direct observation, questioning and answering, product evidence, witness testimonies and audio/video evidence.

In almost all cases, assessment instruments and methods were valid, reliable, practicable, equitable and fair.

There is increased use of e-portals such as 'Learning Assistant' and 'Smart Assessor' that incorporate candidate e-portfolios, particularly for level 6 qualifications. This was commended by many EVs as a good use of electronic systems and for the transparency of evidence provided.

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

Almost all centres were able to confirm the authenticity of candidate evidence through assessor reports. Most of the evidence was generated through direct observation and also by assessor/candidate question and answer sessions conducted in the candidates' workplaces. Assessors also had direct questioning sessions with candidates relating to product evidence submitted by candidates, to confirm authenticity.

Many centres provided audio and video evidence of candidate observations and assessor candidate discussions. This was commended by EVs as providing clear evidence of the authenticity of candidate evidence.

Almost all centres have developed clear policies and procedures on malpractice and plagiarism, and require candidates to sign a disclaimer regarding submitting only their own work.

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

Assessor reports, internal verification reports and EV reports confirmed that, in almost all cases, candidates' work had been accurately and consistently judged by assessors. In most cases, assessor reports were comprehensive in nature and provided good quality, supportive feedback to candidates. Internal verifier reports produced in many centres provided good, clear and comprehensive feedback to assessors, with action points where required, to confirm accurate and consistent assessor judgement.

In more than a few centres, there is only one assessor and one internal verifier. However, of those centres, almost all had other suitable assessors and internal verifiers who could be deployed if required.

Signposting of evidence to standards was insufficient in more than a few centres, and EVs provided clear recommendations to centres where this was found.

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

All centres demonstrated a thorough knowledge of SQA requirements on the retention of candidate evidence and associated documentation. Some centres retain documentation in a secure electronic system and all candidates' hard copy portfolios are stored securely. There were no issues reported relating to the retention and availability of evidence for the purposes of external verification review.

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

Almost all centres provided suitable, well-documented minutes from standardisation meetings to disseminate feedback from EVs on assessment practices to all relevant staff.

In cases where centres did not attain a 'high confidence' statement, centres agreed actions and timescales to address the issues identified and attain a 'high confidence' statement.

Areas of good practice reported by qualification verifiers

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

- ◆ High quality of documentation to support the assessment and internal verification process.
- ◆ Good quality of assessor reports.
- ◆ E-portals and e-portfolios used to good effect.
- ◆ Good use of audio and video evidence

Specific areas for development

The following area for development was reported during session 2017–18:

- ◆ CPD recording is not up to date or relevant in some centres.