



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2018**

**Building Services Engineering —  
Electrical SJIB/ECI**

## **Introduction**

### **GK6J23 SVQ in Building Services Engineering — Electrical SJIB/ECI**

In line with National Occupational Standards, this course was introduced for the 2015–16 session for first stage, and 2016–17 for second stage, electrical apprentices to replace the G9FA23 SVQ in Electrical Installation. Despite initial apprehension regarding the different style of delivery, all centres have handled the new course very well.

The outcome of the course includes site-based work beyond the centres' control. All centres are fully aware of the requirements of the overall course and deliver their part very well.

## **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 verification staff are competent in accordance with the requirements of the assessment strategy for this qualification, and meet the sector skills requirements.

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

The specification for this course was developed by SECTT (Scottish Electrical Contractors Training Trust) on behalf of the SJIB (Scottish Joint Industries Board), in line with the National Occupational Standards for the electrical contracting industry.

Staff at all centres delivering the course can attend consortium meetings which are held twice per session to resolve course specification and delivery problems. These are intended to ensure all centres deliver the course to the same standard.

The outcomes of these meetings are disseminated to centre staff via their regular department meetings. The external verifier reviewed the minutes of the department meetings during their visit.

## **Category 3: Candidate support**

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

To undertake this SVQ unit, candidates must be employed within the electrical contracting industry, and have passed the SECTT entrance exam and the employer's interview process.

All candidates take part in an induction which details the course structure and what achievements are expected.

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

The course evidence folders comprise portfolios for the various subjects. They are assessed regularly and internally verified. Candidates are invited to discuss their assessed portfolio and sign them off following any rework if this is required. Written feedback from the assessor forms part of the portfolio.

Candidates go through four reviews in the first stage, and three reviews in the second stage, which they sign off. The results are sent to their employer and SECTT.

Candidates have regular contact with the SECTT training officers assigned to them during all four years of their training/apprenticeship.

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

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

The course portfolio contains several exercises on the various subjects. Each exercise is assessed and signed off by the assessor, and the completed portfolio is signed by both the assessor and the candidate, with written feedback given by the assessor.

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

The SVQ is assessed using the portfolio folders by subject according to the industry specification.

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

The submission of the candidates' work is under continuous review, as some elements of coursework are completed outwith the centre. Some exercises involve group work with individual learning outcomes, reviews and conclusions being submitted. In general, there are very few cases of plagiarism.

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

Verifiers saw evidence that candidates' coursework portfolios are assessed on a consistent and fair basis.

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

In general, all candidates' evidence is stored in a locked room/cupboard and is only accessible to authorised staff when not in use by the candidates themselves.

In all centres, candidates' evidence folders are retained by the centre until the candidate has completed the course/apprenticeship.

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

Centres generally hold course staff meetings during which SECTT consortium meeting outcomes, and assessment and internal verification reviews are discussed. Minutes of these meetings are made available to external verifiers during their visit.

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

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

- ◆ The specification for the course does not lend itself to deviation.
- ◆ Examples of good practice throughout the 2017–18 session were not so much concerned with course delivery, but were specific to individual centres regarding ideas for candidates' projects.

## **Specific areas for development**

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

- ◆ At consortium meetings some issues were raised regarding content and delivery of areas within certain portfolios. These issues were discussed at a SECTT/SJIB meeting and improvements will be implemented next session.