National Qualifications

Qualification Verification Summary Report 2018
Construction Health and Safety in a Construction Environment

Introduction

This Qualification Verification Summary Report focuses on qualification verification outcomes for the single SCQF unit (HX12 04) within this verification group.

There was extensive qualification verification activity throughout 2017–18 for this verification group. There has been a steady increase in demand for this qualification in recent years and consequently, an increased need for quality assurance qualification verification.

All qualification verification report findings were positive in the main, and there was clear evidence that the assessment process is being delivered effectively in all centres. Overall, however, reported recommendations remained constant from the previous academic year with Criteria 2.1, 4.2, and 4.3 being the focus of these recommendations.

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 centres confirmed that almost all staff were well qualified vocationally and had good industry experience, with most maintaining occupational currency. Assessors and internal verifiers at all centres held appropriate assessor and verifier qualifications.

Sampled Continuing Professional Development (CPD) records confirmed that assessors and internal verifiers at most centres continue to undertake appropriate vocational CPD activity to maintain the currency of construction health and safety legislation. However, at more than a few centres, recommendations were reported, identifying that the assessor and internal verifier were maintaining currency in relation to health and safety legislation.

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

Almost all of the centres visited in 2017–18 had effective ongoing processes and procedures in place to review assessment accommodation, assessment procedures, and learning resources. These processes and procedures were being implemented effectively at almost all centres visited by qualification verifiers and there was evidence of improvements stemming from these reviews.

At one centre, the qualification verifier reported good practice in relation to the review of training and assessment delivery. Delivery was being streamlined and subdivided into more manageable sessions for candidates to obviate the possibility of an end-loaded assessment burden. However, at one centre, the qualification verification report identified that the centre should formally record the ongoing reviews of the assessment environments, learning materials, and equipment.

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 processes and procedures in place to allow candidate development needs to be identified and appropriate support provided. These procedures were being implemented effectively at almost all centres.

At most of the centres visited, evidence of candidate development and support needs being identified at induction was readily available. Candidates' prior achievements, experience, and knowledge were matched to the qualification requirements through the effective use of SQA-devised knowledge analysis profiles. Centres then developed bespoke candidate training to reflect individual needs at almost all centres.

However, at one centre, the qualification verifier recommended that the centre should use SQA knowledge analysis profiles to ascertain candidates' prior achievements.

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

Candidates at all centres had well-planned contact with the assessor throughout the knowledge analysis profiling, training, and formal assessment periods. Assessors and candidates at all centres sign and date all assessment evidence and assessment records to confirm the authenticity of the evidence.

Candidates at all centres received well-planned and effective assessment planning based on the outcome of knowledge analysis profiling. Feedback to candidates from assessors on completed assessments was effective at all of the centres that were visited.

Category 4: Internal assessment and verification

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

Most centres visited in 2017–18 had well established assessment and verification processes and procedures in place. Qualification verifier reports noted that assessors and internal verifiers at most centres implemented centre assessment and verification procedures efficiently and effectively.

However, at one centre, the qualification verifier noted that the centre should consider a more formal mechanism for recording standardisation meetings and activities relating to internal verification.

At another centre, a recommendation highlighted that there should be a more formal method of recording feedback from internal verification activity to assessors to inform practice.

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

The assessment instruments being used at all centres visited in session 2017–18 were SQA-devised knowledge assessment and knowledge analysis profiles. The use of SQA's quality assured assessments obviated the need for centres to monitor the validity and practicability of assessments in relation to the qualification unit requirements. These assessment materials were being used effectively by almost all centres.

However, recommendations reminding centres to use coloured copies of multiple choice assessment papers for this unit were reported at two centres. The use of coloured copies of assessments is a fundamental requirement as questions within the knowledge assessment requires candidates to identify construction site signage and fire extinguisher use by their colour.

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

At all centres visited, assessment evidence and assessment records are signed and dated by the candidate, the assessor, and — where appropriate — the internal verifier, in order to confirm the authenticity of the candidate evidence.

For this single health and safety unit, candidates provided evidence of identity at most centres prior to undertaking SQA assessments online and Construction Industry Training Board (CITB) assessments.

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

Assessment evidence and assessor assessment decisions sampled at all centres in session 2017–18 confirmed that the assessment process continues to work effectively. The effectiveness of assessor judgements at all centres was reported by qualification verifiers as

being accurate and consistent at all centres. The consistency and accuracy evident at all centres is supported through the use of SQA-devised assessment materials. At almost all centres visited, the application of a robust internal verification focus confirmed consistency across the assessors and, where necessary, identifies actions to be taken.

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

Qualification verification reports for 2017–18 confirmed that all centres continue to retain candidate evidence and assessment records for the full academic session in line with SQA requirements for this qualification. In almost all circumstances, retention policies used within centres exceeded SQA requirements.

Qualification verifiers reported that all centres complied fully with qualification verification visit plan evidence requests, and provided all the evidence that was required to facilitate sampling throughout the visit.

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

All centres had clear policies, procedures, and systems in place to ensure the effective dissemination of information from qualification verifiers to assessors and internal verifiers across the centre and its delivery locations. Staff at all centres implemented these procedures effectively, and there was good evidence that improvements to assessment practice was being implemented as a result of this dissemination.

Areas of good practice reported by qualification verifiers

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

♦ Training and assessment was being streamlined in order to obviate the possibility of an end-loaded assessment burden (criterion 2.4).

Specific areas for development

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

♦ Both the assessor and internal verifier maintained currency in relation to health and safety legislation (Criterion 2.1).
♦ Ongoing reviews of the assessment environments, learning materials, and equipment were recorded (Criterion 2.4).
♦ SQA knowledge analysis profiles were used to ascertain candidates' prior achievements (Criterion 3.2).
♦ Standardisation meetings and activities relating to internal verification were recorded (Criterion 4.2).
♦ The recording of feedback from internal verification activity to assessors was formalised in order to inform practice (Criterion 4.2).
♦ Coloured copies of multiple choice assessment papers were used (Criterion 4.3).