



Scottish Vocational Qualifications

Qualification Verification Summary Report 2018

Construction (Plant & Ops)

Introduction

This report has been written to provide centres with evidence of how all approved centres are complying with the quality assurance criteria for qualification verification. By digesting the content of the report, centres may use the comments to improve their own procedures.

The report covers the qualifications listed below:

- GF7R 22 SVQ 2 Plant Operations (Construction) at SCQF level 5
- GL4V 22 SVQ 2 Controlling Lifting Operations: Slinger/Signaller (Construction) at SCQF level 5
- GC71 23 SVQ 3 Controlling Lifting Operations: Supervising Lifts (Construction) at SCQF level 7
- GH0K 24 SVQ 4 Controlling Lifting Operations: Planning Lifts (Construction) at SCQF level 8
- GL6H 22 SVQ 2 in Construction Plant or Machinery Maintenance at SCQF level 5
- GL6J 23 SVQ 3 in Construction Plant or Machinery Maintenance at SCQF level 6
- GF5D 22 SVQ 2 Demolition (Construction): Plant at SCQF level 5
- GF5C 22 SVQ 2 Demolition (Construction): Demolition at SCQF level 5

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.

Verification visits confirmed that all assessors and internal verifiers had the required occupational experience and they either had or were working towards the relevant academic qualifications in line with the requirements of the current assessment strategy. Staff records also showed a wide range of occupational certificates of achievement within the plant operations sector.

Centres provided recordings of candidates undertaking associated continuing professional development activity in line with lead body requirements to maintain the necessary occupational competences. A few centres continued to provide evidence of continuing professional development in an ad hoc manner. These centres were provided with guidance and exemplars of how to record their activities in a more professional and standardised format.

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

Assessment for the operatives awards for plant and slinger signaller/lift supervisor continue to be carried out on live client's sites using the client's equipment and resources. The nature of these sites and the progressive procedures adopted on sites along with the most current equipment and resources ensure that the best environment for assessment to take place is maintained.

The lift planning award is based around the completion and implementation of lift plans, which must always take into consideration the changes in equipment, operational procedures, and diverse situations. All of these elements ensure that the assessment materials are constantly under review.

Verification visits provided evidence that all centres ensure that they have the ability and resources to provide adequate learning opportunities, as well as providing the most effective assessment materials in order to ensure that candidates can achieve their individual awards.

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 use some form of procedure to identify an individual candidate's prior achievements and development needs. This is done at induction. The majority of centres use a basic induction checklist with a few using a detailed structured skills and experience appraisal matched against the requirements of the award.

A few centres have been encouraged, where necessary, to further develop their induction to include confirmation of candidate employment details and timeframes, identification of special support, or guidance needs to ensure that the candidate has the maximum opportunity to complete the award.

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

The nature of the industry makes it difficult to have fixed programmed contact for the majority of candidates. However, centres continue to be very adaptive in their processes to ensure that contact is maintained between the candidates and the assessment staff.

All centres record contact between assessors and candidates within their portfolios. This was achieved by the fact that the primary evidence of direct observation of work activity in the workplace is gained through one to one contact between the assessors and candidates in their live working sites. It is also at this time that the majority of centres record assessment reviews with their candidates.

Category 4: Internal assessment and verification

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

All centres' quality assurance systems and documentation confirm that assessment and verification arrangements are being carried out in compliance with qualification requirements.

There has been evidence of demonstrable processes where internal verifiers have provided support to the assessors over the range of qualifications, with positive monitoring and feedback reports in evidence.

There was also evidence at all centres that standardisation was being implemented, either through internal verification records, or specific standardisation events.

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

All centres have developed assessment materials directly in line with the qualification and unit specifications and the SQA Assessor Guidelines, which provide an effective method of assessment and are therefore valid, reliable, practicable, equitable, and fair.

Some centres chose to use professional discussions to supplement the assessment materials they used prior to the implantation of the new Assessment Strategy on 1 January 2018. All other centres were advised to introduce the use of professional discussions when the new assessment strategy for Plant and Lifting Operations is introduced.

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

All centres assess candidates through direct observation on a one to one basis in their individual live working environments. Knowledge assessment is also assessed on a one to one basis. These procedures ensure that these assessments are individual to each candidate. Where candidates provide additional secondary evidence, this is authenticated by almost all centres through the use of validation of evidence declarations. Those centres who did not use these decelerations have been advised to implement them.

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

All centres have fully qualified and experienced internal verifiers and assessors who comply with their assessment and verification procedures. During verification throughout this period, there was clear evidence of consistent assessment decisions being made due to the individual centre internal verification procedures and standardisation events.

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

All centres are aware of the SQA policy for 'Retention of Candidate Evidence' and 'Retention of Assessment Records'. However, for their own procedures, almost all of the centres retain portfolio evidence well in excess of the requirements.

There was also evidence that candidate portfolios are controlled with access only being provided to the relevant staff who need to see them.

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

All centres provide evidence of minutes of meetings where the outcomes of verification visits are disseminated to the appropriate staff. The centres who did receive action plans during their verification visits resolved the issues within the agreed timescales.

Areas of good practice reported by qualification verifiers

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

- ◆ 1 centre received comments on good practice which related to the comprehensive management systems they implemented, which resulted in exceptional relationships and feedback across all elements of the assessment team, from the internal verifiers and assessors to the candidates.
- ◆ The use of professional discussion for level 2 qualifications.

Specific areas for development

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

- ◆ The recording of continuing professional development to show what was done, why it was done, and how it will be used to develop the individuals within their specific roles in the assessment process.
- ◆ The introduction and development of using professional discussions to supplement and provide confirmation of evidence and experience in a variety of occupational situations. This would confirm the experience of individual candidates.