



**Higher National**

**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2019**

# **Construction — Roof Slating and Tiling**

Verification grouping: 174

## Introduction

There was extensive qualification verification activity throughout 2018–19 for qualifications GF1X 23 (the lapsing SVQ) and GM7Y 23 (the current SVQ) — SVQ in Roofing Occupations (Construction) at SCQF level 6. Nearly all qualification verification reports were positive and there was clear evidence that these qualifications are being delivered in a professional and effective manner at almost all centres.

For the lapsing SVQ (GF1X 23), work-based evidence was verified through e-portfolios, paper-based portfolios and knowledge evidence gathered from the PDA.

First and second year evidence was in the format of photographic evidence, video evidence, personal statements, site induction evidence, professional discussions and knowledge-based evidence gathered from site and relayed through personal statements and professional discussions. All other knowledge evidence was collated through the PDA in Roofing at SCQF level 6 assessments and classwork carried out at college.

No set units can be verified, as candidates can only gather evidence when it becomes available on site. All EVs were trained as to how best verify evidence from the workplace.

PDA knowledge-based units were verified along with all work-based evidence the candidates had submitted.

For third and fourth year candidates, assessors still had to verify the phase test *Construction Craft Competence Assessment* (H109 12) and Candidate Record of Evidence from the Workplace (CREW).

Separate external verification visits were carried out for skills testing *Integrative Assessment in the Construction Industry* (B664 04), (covering all trades pre-2017 starters) and *Roofing Skills Test* (HN34 04) (new code). All skills test visits were successful

## **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 confirmed that assessors and internal verifiers at all centres were competent, well qualified, or working towards qualifications for their vocation. All staff had extensive industry experience.

All centres used competent, trade-specific expert witnesses for skills testing.

All staff undertook and recorded appropriate CPD activity. Some centres undertake CPD almost on a monthly basis, as requested by their line manager. This helps ensure staff maintain academic and occupational currency and comply fully with the requirements of the assessment strategy.

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

All centres visited for the SVQs in roofing have effective ongoing processes and procedures in place to review accommodation, assessment procedures, equipment, learning resources and assessment materials. As almost all of the SVQ practical evidence is gained from on-site, the assessment environment will constantly change. Due to the standards set on sites from NHBC, NFRC, BS and the input from the Health and Safety Executive, all material meets SQA requirements.

## **Category 3: Candidate support**

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

Inductions are carried out on the first day of training and all centres undertake diagnostic testing within the first three weeks. Centre staff discuss with candidates their prior learning and/or achievements. This allows centres to gauge whether or not additional learning assistance is required, or if the candidates have carried out some of the course work prior to attending college. All centres had processes and procedures in place to allow candidate development needs to be identified and appropriate support provided.

Additionally, for SVQ programmes, portfolios in the workplace are in place for assessors to assess and internally verify. For third and fourth year apprentices, CREWs are still being used to ensure that candidates' experience and learning from the workplace is matched to unit requirements.

In almost all centres, assessors have regular discussions with candidates around what is required from the site and identify and discuss areas of the qualification that they need to improve and develop.

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

All centres visited gave candidates some form of feedback regarding assessment decisions. Most feedback was very well structured, with an assessment plan or future plan in place for the candidate to follow.

Feedback to candidates was always positive. Some centres encouraged candidates to elaborate on their site evidence. The written evidence from candidates was almost always in the form of work-based diaries, job cards, time sheets etc. Assessors were clear in their feedback about what had been achieved and what was still outstanding. A portfolio matrix helps to map what was achieved. All centres have a matrix of achievement.

Feedback was given in specialist and generic unit competences.

The frequency of contact was mostly based around candidates' college block attendance.

## **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 and robust assessment and verification processes and procedures in place.

Qualification verifiers' reports stated that all assessors and internal verifiers implemented their centre's assessment and verification procedures effectively.

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

All centres continue to use SQA's most up-to-date framework — the Training and Assessment Programme (TAP) for the knowledge evidence of the SVQ. As this is current practice for all trades to carry out knowledge assessing, TAPs ensure all assessing instruments are valid, reliable, practicable, fair and equitable for all candidates.

All practical work-based (on-site) evidence generated has to be mapped to the NOS. Candidate portfolios all have the criteria from the NOS for roofing occupations. Candidates must gather evidence for all of the criteria. All SVQ centres have a portfolio in place with all the NOS criteria listed. This helps ensure all assessing instruments are valid, reliable, practicable, fair and equitable for all candidates' practical work-based evidence.

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

As centres are using TAPs to carry out the knowledge-based assessments for the roofing occupations, the assessment environment is in line with SQA requirements. The assessment sheets require the signature of candidates, assessor and sometimes an internal verifier within the feedback pages. This helps clarify it is the candidate's own work.

Almost all practical work-based evidence has the candidate's photo, video or signed evidence. The evidence found in all centres clarified that this process is taking place.

Some centres had a substantial amount of evidence of very good quality. Other centres had some quality evidence — it was recommended that these centres get CITB involved to ensure that candidates gather evidence.

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

Assessment judgements have been reported as being accurate and consistent at all centres that undertook the qualification verification process.

Practical (on-site) and knowledge-based evidence that had been completed and assessed confirmed that candidates were meeting the requirements of units and the NOS.

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

All centres continue to retain candidate evidence and assessment records in line with SQA requirements. Almost every centre's retention policy exceeded SQA requirements. All centres complied fully with qualification verification visit plan requirements in relation to candidate evidence being sampled.

**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. Staff at all centres implemented centre procedures effectively, and there was good evidence of improvements and enhancements being taken to develop assessment practice.

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

The following good practice was reported during session 2018–19:

- ◆ Exemplary internal verification systems.
- ◆ Good dialogue between staff and students, creating an excellent environment for trainees.
- ◆ Excellent digital portfolio.
- ◆ Good standard of work (skills testing).
- ◆ Expert witness input.

## **Specific areas for development**

The following areas for development were reported during session 2018–19:

- ◆ Assessors should relay feedback to candidates more quickly.
- ◆ Centres should aim to have an electronic portfolio fully up and running for 2019–20.
- ◆ Assessors, internal verifiers and external verifiers are concerned that candidates will not be able to generate evidence from the workplace for artificial slating.