



# **Internal Assessment Report 2010: Construction (Plant and Ops) (186)**

The purpose of this report is to provide feedback to centres on verification in National Qualifications in this subject.

# SVQ Awards

## Titles/levels of SVQ Awards verified

G898 22: Construction — Plant Operations

G7CA 22 and G7CC 23: Construction — Plant Maintenance

## General comments

It was clear from the evidence verified over the reporting period that centres fully understand what is required from them with regards to the national standards. Centres generally are ensuring that the quantity and quality of evidence meets the levels required for the awards.

Assessors are very familiar with what is expected of them in producing portfolios that meet the overall Unit specifications of the awards. This is indicated by reports of meetings with Assessors, the standard of supporting evidence gathered, and the content of observation reports made throughout the reporting period.

There is a variety of centre-developed instruments of assessment. They are all fit for purpose, and the Assessors are familiar with the documentation they use.

Assessors and Verifiers within the centres clearly understand what is required to be produced to ensure that the requirements of the awards are met. This is clearly indicated by the standard of supporting evidence produced in the portfolios verified this year.

In all cases, reports indicate that assessment of candidates for the awards within this cognate group is at the correct level. This is shown by the fact that almost all assessment of candidates is based on live work activity in real-time working environments. Where it is not possible to observe a specific work activity, then judgement is based on evidence gathered from the workplace by the candidate that is verified as authentic by Internal Verifiers.

Centre administrators and Assessors are very active in contacting employers and candidates to arrange site visits. These visits correspond to live work activities which the candidates are undertaking, which provide the best evidence gathering opportunities for their Assessors. This allows them to make the best judgement on the competency of their respective candidates against all of the award specifications.

Internal verification is very thorough throughout the centres for this award. There is clear evidence that good constructive feedback is provided to Assessors and that Assessors act on the comments given to them. Through this, they are improving in areas such as observation report writing, and in deciding what is good or bad supporting evidence.

### **Feedback to candidates**

Candidates are advised to gather as much supporting evidence as possible, and get it endorsed by a supervisor or manager to support its authenticity, to assist the Assessor in supporting his or her direct observations. This ensures that all the Evidence Requirements for the award are met in as short a time as possible.

### **Feedback from candidates**

Of the candidates interviewed this reporting period, it is clear from their comments that they are very happy with the support their Assessors and Verifiers are giving them throughout the assessment process.

### **Access to assessment**

No centre or Assessor has reported any difficulty in gaining access to candidates for assessment purposes. The only comments have been that it has been difficult at times, due to the downturn in the construction industry, to actually find candidates working on machines on a regular basis. However, persistence from both parties has overcome this difficulty.

### **Areas of good practice**

The following areas of good practice have been commented on for quite a few of the centres verified during this period. Those centres that have not had any of these in their reports should consider how they go about improving their own standards by adopting some, if not all, of the points listed below:

- ◆ The use of good comprehensive additional supporting evidence, such as operator logbooks, timesheets, and relevant course certification.
- ◆ Good descriptive and detailed observation reports.
- ◆ Good comprehensive IV recording procedures.

Particular areas of good practice where a centre has shown forethought are:

- ◆ The use of centre-adapted job sheets, which they developed to bridge the gap where candidates have not completed logbooks. These job sheets are issued to the candidates, and in some instances, have specific tasks detailed on them for the candidates to complete and get countersigned by an approved person from the candidate's employer.
- ◆ The use of candidate handbooks detailing the whole assessment process and supplying the candidate with contact details of Assessors, Verifiers, etc, so that the assessment process runs smoothly.

Two centres have used video evidence to supplement the direct observation reports. This is going away slightly from the photographic evidence currently used by most centres.

## **Areas for improvement**

The following points require improvement by some centres:

- ◆ Detailed cross-referencing of evidence against the specific Unit performance and knowledge of understanding criteria.
- ◆ Recording of standardisation events: not just mentioning that something was spoken about at meetings, but keeping evidence of what actually took place and how it will improve the Assessors' knowledge.
- ◆ Individual CPD record keeping.
- ◆ Quality of observation reports detailing what the candidate did, where it was done, and what criteria the content is being used as evidence for — rather than saying 'it covers Units X, Y and Z'. This will make the task easier for both the Internal and External Verifiers to navigate through.
- ◆ The above point also applies to some centres on the use of additional evidence.