



National Qualifications

**Qualification Verification Summary Report 2019
Health and Safety in a Construction
Environment**

Verification group: 667

Introduction

This qualification verification summary report (QVSR) focuses on qualification verification outcomes for the single unit Award in Health and Safety in a Construction Environment at SCQF level 4 (HX12 04).

Throughout 2018–19 there was extensive qualification verification activity for this verification group. There has been a steady increase in demand for this qualification in recent years and consequently the need for quality assurance qualification verification to take place on a regular basis.

Major changes in relation to the mandatory assessment of this qualification through SOLAR were implemented in early 2019. Almost all centres managed the transfer to SOLAR assessments well. However, more than a few centres have not yet used mandatory SOLAR assessments. This is due to no candidate registration taking place since the introduction of SOLAR. All centres are fully aware of the mandatory requirement for SOLAR assessment for this qualification.

Qualification verification report findings were in the main positive and there was clear evidence that the assessment process is being delivered effectively in almost all centres. However, at two centres required actions were imposed by qualification verifiers for the use of unqualified assessors.

At some centres, recommendations were identified in relation to developing SOLAR assessment policies, procedures and guidelines.

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 almost all centres confirmed that staff delivering this qualification were well qualified vocationally, had good industry experience and almost all maintained their occupational currency through effective continuing professional development (CPD). Assessors and internal verifiers at almost all centres held appropriate assessor and verifier qualifications when assessing paper-based assessments prior to February 2019. However, at more than a few centres recommendations were identified for staff continuing to undertake appropriate vocational CPD activity to maintain currency with Construction Health and Safety legislation.

At two centres, required actions were reported where assessment decisions were undertaken by assessors who were not qualified as they had no Construction Health and Safety experience or qualifications.

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

Almost all centres visited in 2018–19 had effective ongoing processes and procedures in place to review assessment accommodation, assessment procedures, equipment 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 in these reviews.

At one centre the qualification verifier reported good practice, with the staff reviewing all SOLAR assessment results to identify any trends evident for non-achievement with specific questions or sections of the assessments. This knowledge was then used to review learning materials or learning and teaching approaches to enhance candidate knowledge and understanding.

However, at more than a few centres recommendations were identified in relation to centres developing policies, procedures and guidelines for the delivery and administration of SOLAR assessments. Recommendations noted that procedures and guidelines should include invigilation, identity checks, space, access to IT and connectivity, and the quality of the assessment environment.

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 all centres.

At most centres, evidence of candidate development and support needs being identified at induction or registration was readily available. Candidate prior achievements, experience and knowledge was being matched to the qualification requirements through the effective use of SQA-devised knowledge analysis profiles at almost all centres.

However, at more than a few centres the qualification verifiers recorded recommendations encouraging centres to continue to use SQA knowledge analysis profiles to ascertain candidate prior achievements or knowledge, thus enabling bespoke training to be devised.

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. Assessor and candidates at almost all centres signed and dated paper-based assessment evidence and assessment records to confirm the authenticity of this evidence.

Candidates at almost 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 centres 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 2018–19 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.

A qualification verifier reported at one centre a recommendation that the centre should implement more effective internal verification planning.

At more than a few centres, recommendations noted that while internal verification of SOLAR assessment evidence is not required, centres should consider reviewing SOLAR results to identify any trends evident for non-achievement with specific questions or sections of the assessments. This knowledge could be used to review learning materials or learning and teaching approaches to enhance candidate knowledge and understanding.

At another centre, a required action was reported due to the centre not complying with its own policy and SQA unit requirements for assessor competence, qualifications and experience.

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

Assessment instruments being used at all centres visited in session 2018–19 were SQA-devised knowledge assessments, either paper-based or, from April 2019, SOLAR assessments. The use of these SQA quality assured assessments avoids the need for centres to monitor the validity and practicability of assessments in relation to the unit requirements. Assessment materials were being used effectively by almost all centres.

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

At all centres visited, paper-based assessment evidence and assessment records were signed and dated by the candidate, the assessor and (where appropriate) the internal verifier to confirm authenticity of candidate evidence.

For this single Health and Safety unit, candidates at some centres provided evidence of identity prior to registration for this unit and the Construction Industry Training Board (CITB) touch-screen assessment.

At more than a few centres, recommendations were reported in relation to centres developing policies, procedures and guidelines for identity checks on candidates prior to undertaking SOLAR assessments. At one centre the qualification verifier noted that the centre should use its own centre-devised disclaimer to ensure that assessment evidence is the candidate's own work.

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

Assessment evidence and assessment decisions sampled at all centres in session 2018–19 confirmed that the assessment process continues to work effectively. The consistency of assessor judgements at almost all centres was reported by qualification verifiers as being accurate and consistent. Consistency and accuracy are supported through the use of SQA-devised assessment materials and SOLAR assessments. At almost all centres visited, the application of robust and focused internal verification confirmed consistency across assessors was working well.

However, at two centres required actions were reported, with the centres required to have candidate assessment evidence re-assessed by a qualified, competent assessor with good occupational currency. The original assessors at both centres were not qualified, competent or current.

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

Qualification verification reports for 2018–19 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 plans, with requested evidence and assessment records being provided to facilitate effective sampling throughout their 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 procedures effectively and there was good evidence of improvements to assessment practice being implemented from this dissemination.

Areas of good practice reported by qualification verifiers

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

- ◆ Identifying trends in SOLAR assessment results to inform review and enhancement.

Specific areas for development

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

- ◆ Vocational CPD activity to maintain construction health and safety legislation currency.
- ◆ Use of unqualified assessors.
- ◆ Developing policies, procedures and guidelines for the delivery and administration of SOLAR assessments.
- ◆ Continued use of SQA knowledge analysis profiles.
- ◆ Use of centre-devised disclaimer form to confirm authenticity of evidence.