



Regulated Qualifications Framework (Ofqual)

**Qualification Verification Summary Report 2019
Construction and Civil Engineering
Services**

Verification group: 481

Introduction

Centres continue to deliver a variety of qualifications within Construction and Civil Engineering Services Verification Group 481. In session 2018–19, qualification verification activity included a range of SQA Level 2 Certificates, Diplomas and NVQs.

Units sampled during qualification verification visits included:

- FX74 81 Conform to General, Health, Safety and Welfare in the Workplace
- FX6X 68 Conform to Productive Work Practices
- HW2K 68 Install Maintain and Remove Work Area Protection
- FX73 68 Move Handle and Store Resources
- HW0V 68 Installing Drainage in the Workplace
- HW1G 68 Reinstating Ground Condition in the Workplace
- H5Y9 68 Laying Kerbs and Channels in the Workplace
- H5YD 68 Erecting and Striking Proprietary Formwork in the Workplace
- FVIV 68 Prepare and Operate Cranes or Machinery to Lift and Transfer Loads
- FV22 60 Set out Secondary Dimensional Work Controls
- FV25 60 Form Concrete Structures
- FV27 60 Lay Domestic Drainage
- FV29 60 Lay and Finish Concrete
- HX04 68 Manually Applying Slurry Surfacing Materials in the Workplace

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.

All qualification verification reports for Construction and Civil Engineering Services Verification Group 481 confirmed that assessors and internal verifiers at all centres were well qualified, experienced, competent and maintaining occupational currency. Internal verifiers and assessors at all centres undertook and recorded appropriate continuing professional development (CPD) activity to ensure they maintained occupational currency and experience.

Qualification verifiers reported that assessors and internal verifiers held appropriate assessor and internal verifier qualifications to meet the requirements of each qualification being delivered and any specific unit requirements.

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

Again, all qualification verification reports for Construction and Civil Engineering Services qualifications identified that all centres had appropriate ongoing processes and procedures in place to review assessment environments. This included access to the natural working environment (construction sites as well as centre facilities). These procedures confirmed that equipment, learning resources and assessment materials met the requirements of the qualification and all the requirements of individual units. Qualification verifiers reported that these processes and procedures were being implemented effectively in all centres. There was also sufficient evidence of developments and enhancements being implemented as a result of ongoing reviews.

Category 3: Candidate support

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

At all centres, staff involved in the assessment process effectively implemented centre procedures to identify candidate development needs at induction or at registration. Candidates had the opportunity at all centres to receive additional assistance when learning support needs were identified.

Skills, knowledge and construction practices development needs for all candidates were identified through comprehensive assessment planning and formal feedback. These planning activities identified areas for further training and skills development and any improvement required in relation to the delivery and assessment of the qualification.

At all centres, candidate prior learning, achievements and experience were mapped effectively to unit and qualification requirements and, where required, the course was amended to suit individual candidate needs.

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

At all centres visited, candidates received well planned and effectively delivered contact and feedback from their assessor on achievement, progression and future assessment plans. Feedback on completed assessments was very effective at all centres visited, with assessors confirming what had been achieved and where necessary identifying areas for future development or on-site observation.

Category 4: Internal assessment and verification

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

Qualification verifiers confirmed that all centres had well established assessment and verification policies, processes and procedures in place to ensure the effective delivery of all qualifications. Qualification verifiers reported that assessors and internal verifiers at all centres implemented centre assessment and verification procedures professionally.

Good practice was noted at one centre where internal verification activity not only confirmed each assessor's assessment decisions, but additionally checked and confirmed the authenticity of candidate evidence.

However, at one centre, recommendations were reported asking centre staff to use centre-devised 'evidence indexes' within candidate portfolios to enable evidence to be mapped to all potential units and performance criteria.

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

At all centres, staff continue to use SQA-devised assessment materials or centred-devised assessments effectively to conduct the assessment process across a range of qualifications and units. Centre staff selected the appropriate assessment instrument for each assessment episode and these assessments were suitable for use in a construction environment.

All sampled assessment instruments were reported as being appropriate, reliable and fair at almost all centres.

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

At almost all centres visited, assessment evidence and assessment records were signed and dated by the candidate, the assessor and where appropriate the internal verifier, to confirm the authenticity of evidence. Completed practical checklists, observation reports and gathered photographic evidence, further authenticated evidence gathered from the workplace. These approaches ensured that evidence was being generated under SQA's required conditions.

At one centre, a recommendation asked the centre to review all observation reports to enable the evidence to be linked to all potential units and performance criteria. At another centre it was recommended by the qualification verifier that a signed 'candidate declaration' be included in all portfolios confirming that all evidence within a portfolio was the candidate's own work.

Good practice was reported at one centre for the use of a 'signature sheet' where all signatories involved in the assessment process left an exemplar signature. All signed evidence in the portfolio could then be checked for authenticity.

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

All qualification verifiers reported that assessor judgements were accurate and consistent at all centres delivering Construction and Civil Engineering Services qualifications.

Practical portfolio and knowledge evidence sampled by qualification verifiers confirmed that candidates were clearly meeting the requirements of each unit and were achieving required national standards.

Judgements across assessors, candidates and locations were consistent and accurate. At almost all centres, focused and supportive internal verification quality assurance checks underpinned the consistency of assessor judgements and provided effective feedback to the assessor on their assessment practice.

However, recommendations were reported for the lack of a unit 'sign-off sheet' being included in candidate portfolios. At another centre, the qualification verifier said that the centre should review its portfolio layout and filing guidance to facilitate easier tracking of evidence and assessment decisions.

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

Qualification verifiers reported that all centres continue to retain candidate evidence and assessment records in line with SQA requirements. In most cases centre retention policies exceeded SQA requirements due to funding retention requirements.

All centres complied fully with qualification verification visit plan evidence requirements, with all identified candidate assessment evidence, centre assessment and internal verification records being made available during visits.

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 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:

- ◆ Internal verifier candidate evidence authenticity checks.
- ◆ Use of 'signature sheet' to confirm authenticity of signature on candidate evidence.

Specific areas for development

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

- ◆ Providing an 'index of evidence' within candidate portfolios.
- ◆ Ensure mapping of observation reports to all units.
- ◆ Inclusion of a signed 'candidate declaration' within each portfolio.
- ◆ Reviewing the layout and filing within portfolios.