



**OFQUAL — Regulated Qualifications for England and Wales**  
**Qualification Verification Summary Report 2019**  
**Construction Plant Operations**

**Verification group: 482**

## **Introduction**

This report provides evidence of how all approved centres are complying with the quality assurance criteria for qualification verification. Centres can use the comments to improve their own procedures.

The report covers:

- ◆ GL8R 68 Level 2 NVQ Diploma in Controlling Lifting Operations — Slinger/Signaller (Construction)
- ◆ GJ51 80 Level 4 NVQ Diploma in Controlling Lift Operations — Supervising Lifts (Construction)
- ◆ GJ52 83 Level 5 NVQ Diploma in Controlling Lifting Operations — Planning Lifts (Construction)
- ◆ GL5G 68 Level 2 NVQ Diploma in Plant Operations (Construction)
- ◆ GN33 66 Level 2 NVQ Certificate in Plant Operations (Construction)
- ◆ GD3M 60 Level 2 Diploma in Plant Operations — General (Construction)

## **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. They also 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 records of 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 given 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 operative's awards for Plant Operations, Slinger/Signaller and Lift Supervisor continue to be carried out on live client sites using the client's equipment and resources. The nature of these sites and the progressive procedures adopted on sites, along with current equipment and resources, ensure that the best environment for assessment to take place is maintained.

The Planning Lifts 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. 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 and the most effective assessment materials to ensure 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 individual candidate prior achievements and development needs. This is usually done at the induction stage. 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 to further develop their induction to include confirmation of candidate employment details and time frames, identification of special support or guidance needs to ensure the candidate has maximum opportunity to complete the qualification.

### **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 adaptable in their processes to ensure that contact is maintained between the candidates and the assessment staff.

All centres do record contact between assessors and candidates within their portfolios. 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 was evidence of processes where internal verifiers provided support to assessors over the range of qualifications with positive monitoring and feedback reports.

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. These provided an effective method of assessment and were therefore valid, reliable, practicable, equitable and fair.

All centres now use witness testimonies and professional discussions to supplement the current assessment materials as these have become mandatory under the new assessment strategy for Plant and Lifting Operations.

### **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 the assessments are individual to each candidate.

Where candidates provide additional secondary evidence, this is authenticated in almost all centres by the candidate signing a declaration to validate the evidence that has been submitted. Those centres that did not use these declarations have been advised to implement their use.

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

All centres have fully qualified experienced internal verifiers and assessors who comply with their assessment and verification procedures. During verification there was clear evidence of consistent assessment decisions being made due to 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 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 require 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 that did receive action plans during their verification visits resolved the issues within the agreed timescales.

## **Areas of good practice report**

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

- ◆ One centre received comments on good practice relating to the implementation of an electronic portfolio with good feedback from the assessors, verifiers and candidates.

## **Specific areas for development**

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

- ◆ The recording of CPD to evaluate 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.
- ◆ Centres should follow the guidelines document when carrying out a professional discussion to confirm the previous experience of candidates.