



Scottish Vocational Qualifications and National Units

Qualification Verification Summary Report 2019
Construction and Civil Engineering
Services

Verification group: 352

Introduction

Centres delivered a variety of Construction and Civil Engineering Services qualifications in 2018–19. These qualifications included a range of SVQ and NPA pathways with the Construction Operations structure as well as Steel-fixing qualifications.

Units sampled during qualification verification visits included:

National Units

- HA2R 45 Efficient Construction Practice: An Introduction
- HA4A 45 Employability and Behavioural Skills
- HA2P 45 Construction Occupation Practices: An Introduction
- HC35 44 Construction Information and Information Technology

SVQ Units

- H107 12 Conform to Productive Work Practices
- H104 12 Confirm the Occupational Method of Work
- H10C 12 Develop and Maintain Good Working Relationships
- HL8F 04 Lay Preformed Kerbs and Channels
- HL7R 04 Conform to General Workplace Health, Safety and Welfare
- HL7T 04 Conform to Productive Work Practices
- HM15 04 Move Handle or Store Resources
- HL8D 04 Install, Maintain and Remove Work Area Protection
- HL87 04 Install Drainage
- HL86 04 Identify and Mark Location of Utilities. Apparatus and Substructures
- HL8P 04 Reinstate Ground Conditions
- HL5J 04 Form and Finish Excavations Manually
- HL5D 04 Place and Finish Non-Specialist Concrete
- HL8T 04 Set Out Secondary Dimensional Work Control
- HL8E 04 Lay Modular Pavement

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 Construction and Civil Engineering Services qualifications confirmed that staff at all centres were well qualified, experienced, competent and current. Staff at all centres undertook and recorded appropriate continuing professional development (CPD) activity to ensure they maintained occupational currency.

Qualification verifiers reported that assessors and internal verifiers held appropriate assessor and internal verifier qualifications to meet the requirements of each qualification (NPA or SVQ) 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.

Qualification verification reports for Construction and Civil Engineering Services SVQs identified that almost 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) to confirm that equipment, learning resources and assessment materials met the requirements of the qualification. Qualification verifiers reported that these processes and procedures were being implemented effectively in almost all centres. There was also ample evidence of improvements and enhancements being implemented as a result of these reviews.

However, at one centre the qualification verifier recommended that assessors from all delivery locations should attend standardisation events to ensure an effective ongoing review of all assessment environments.

At two centres, a recommendation was recorded in relation to the centre holding formal meetings to ensure a standardised approach to 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 effectively implemented centre procedures to identify candidate development needs at induction or registration. Candidates had the opportunity at all centres to receive additional support when learning development needs were identified.

Skills and knowledge development needs for almost all candidates were identified through effective assessment planning and review. These reviews 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.

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

At one centre, good practice was reported by the qualification verifier for the provision of structured and well-planned weekly review meetings where candidates received ongoing feedback and support from their assessor.

At another centre, the qualification verifier identified good practice for relevant and structured feedback to candidates on their performance and progress.

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 assessment and verification policies, processes and procedures in place to ensure the robust delivery of all qualifications. Qualification verifiers reported that assessors and internal verifiers at almost all centres implemented centre assessment and verification procedures effectively.

However, at one centre the qualification verifier noted that the internal verification report being used by centre staff did not facilitate feedback from the internal verifier to assessors to be recorded. A recommendation was identified to address this issue.

At another centre, a recommendation was identified in relation to limited internal verification of assessor practice being carried out in the candidate's natural working environment.

'Required actions' were identified at two centres for this criterion. Internal verification had not taken place or been planned at one centre. At another centre internal policies and procedures in relation to internal assessment and verification had not been complied with. All required actions were addressed by centres within agreed timescales.

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

At almost all centres, staff continue to use SQA-devised assessment materials or centre-devised assessments effectively to carry out assessment for SVQ and NQ Construction and Civil Engineering Services qualifications.

All sampled assessment instruments were reported as being appropriate, reliable and fair at almost all centres. However, at a few centres, recommendations were reported in relation to the effective use of assessment instruments.

At one centre, the qualification verification report noted that health and safety components in practical checklists did not fully reflect the unit requirements.

At another centre, a required action was reported as centre-devised assessments for SVQ units did not assess practical competence as outlined in the unit specification — these assessments concentrating only on the assessment of knowledge.

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 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 consider recording the candidate name and date on all pages of knowledge assessments due to pages separating. At another centre, a required action was imposed on the centre due to the lack of consistency in candidate assessment-recording documentation and achievement records. And at a further centre it was recommended by the qualification verifier that each assessment should record the candidate's name and date when the assessment was undertaken.

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 NQ and SVQ qualifications.

Practical 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 inconsistencies in assessment-recording documentation at one centre. At another centre the qualification verifier recommended the use of a technical drawing unit to enhance candidate technical drawing skills.

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.

All centres complied fully with qualification verification visit plan evidence, 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. However, at a few centres, reports highlighted the need for formalised meetings to ensure the dissemination of information from verifiers.

Areas of good practice reported by qualification verifiers

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

- ◆ Provision of structured and well-planned weekly review meetings.
- ◆ Relevant and structured feedback to candidates on their performance and progress.

Specific areas for development

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

- ◆ Assessors from all delivery locations attending standardisation events to ensure effective review of assessment environments.
- ◆ Holding formal meetings to ensure a standardised approach to ongoing reviews.
- ◆ Internal verification reports not facilitating feedback from the internal verifier to assessors.
- ◆ Limited internal verification of assessor practice in the candidate's natural working environment.
- ◆ Internal verification not taking place or being planned.
- ◆ Centre policies and procedures in relation to internal assessment and verification not being complied with.
- ◆ Ineffective use of assessment instruments.
- ◆ Instruments of assessment not fully reflecting unit requirements.
- ◆ Lack of consistency in assessment-recording documentation across candidates.
- ◆ Enhancement of candidate technical drawing skills.