



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2019**

**Construction — Highways and Roads  
Maintenance**

**Verification group: 349**

## Introduction

Construction — Highways and Roads Maintenance awards are predominately undertaken by personnel working for or in local authorities roads departments or contractors working within the roads industry. There are a good number of routes suitable for most individuals or people looking to upskill or enhance their qualifications. The awards will all include practical activities and underpinning knowledge questions, and people undertaking them must be physically able to meet the criteria in the various group awards in the following award:

SVQ Road Building and Maintenance (Construction) SCQF level 5

The following group awards were successfully verified at almost all centres.

GF1V 22	SVQ 2 Construction Operations and Civil Engineering Services (Construction): Roadbuilding at SCQF level 5
GM7J 22	SVQ in Road Building and Maintenance (Construction) at SCQF level 5
GK5E 22	SVQ 2 Winter Services (Construction) at SCQF level 5

## **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.**

Almost all the centre staff held the relevant qualifications and had good industry experience, allowing them to deliver these awards. Delivery staff at the centres had undertaken various activities/courses and recorded the information meeting the requirements of continuous professional development (CPD).

Assessors and internal verifiers at almost all centres hold the qualifications required to allow them to assess and verify the awards, and were found to be working to the latest assessment strategies provided by SQA.

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

Portfolios were developed by the centres to meet SQA and award standards requirements. At almost all centres assessors complete risk assessments while carrying out a visual inspection prior to any practical assessments, as the evidence is generated on live sites.

Equipment required is clearly detailed in the assessment standards, and assessors confirm equipment is fit for purpose and meets the assessment criteria. Equipment is normally provided by the candidate's employer.

Learning materials are provided by the centres and checked to make sure they are current and up to date. Reviews are carried out prior to and during assessments and recorded in the candidate's portfolio.

Almost all centres complied with this criterion, and full reviews are normally carried out during centre's standardisation meetings.

## **Category 3: Candidate support**

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

Candidates all receive centre induction, and during this they are asked about their previous experience and whether they hold any certificates that may be relevant to the awards. Certificates relevant to the awards are copied and entered in the portfolio and matched against the award standards. Candidates are also asked if they have any special needs that the centre may have to take into consideration prior to any assessment. Any such needs identified would be recorded in their portfolio.

All candidates are assessed by a competent qualified assessor against the national standards and criteria for the awards.

Almost all centres complied with SQA's requirements, and assessment plans were agreed with the candidates and updated as and when required.

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

During induction candidates are issued with a centre induction pack which contains the centre information and assessors'/centre's contact details. At this stage the first site visit is agreed and entered in the candidate's assessment plan.

Contact is also be made with the candidate's supervisor regarding the visit and to confirm the candidate will be undertaking the activity, and that any material, tools and equipment required will be on site, and that these meet the requirements of the standards and criteria for the awards.

Feedback is given on completion of each visit and if any section has been failed, an action plan is put in place and recorded in the portfolio.

All centres have been complying well with this criterion and meeting SQA's requirement for the awards.

## **Category 4: Internal assessment and verification**

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

Almost all the centres have a policy of carrying out 100% internal verification where there are new awards or assessors. All new assessors are given full support. If, after reviews have been completed, there are no areas of concern, centres would consider reducing the support and verification to an appropriate level.

Internal verification was found to be acceptable in almost all centres, and the information referred to above was taken from most of the centre policies for internal verification and assessment.

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

Assessment portfolios developed by the centres comply with all standards and SQA requirements for the awards. Checklists are used to confirm this. Centre internal verification systems and processes also confirm that portfolios are valid, reliable, practicable, equitable and fair, as does evidence seen in the internal verification reports.

All the centres are meeting this criterion.

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

Centres cover their malpractice/plagiarism policies with all candidates during the induction and registration process. Candidates sign a declaration that they fully understand the centre's policies and that evidence they will provide for the assessments is their own work.

Checks are also carried out during centre internal verification where verifiers look for any signs of plagiarism or malpractice.

Almost all centres complied with this criterion and the few non-compliant centres addressed the issues quickly.

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

All portfolios receive some sort of internal verification, and assessment judgements were confirmed as accurate and consistent in all portfolios.

Portfolios are discussed at almost all centres at the next available meeting.

Feedback on internal verification is given to assessors and if they cannot attend the meeting, they are emailed the meeting minutes, and a read receipt is requested.

This criterion is also part of the standardisation meeting agendas, and SQA's requirements for the awards were met by almost all centres.

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

Centres are aware of SQA retention of evidence requirements and this is documented in their policies.

Almost all centres keep evidence longer than required by SQA, usually from one external verification visit to the next, which is normally an annual visit.

All evidence is securely stored at all the centres.

**Criterion 4.9: Feedback from qualification verifiers must be disseminated to staff and used to inform assessment practice.**

When a centre co-ordinator receives an external verification report it is checked and normally discussed with the staff involved in delivery at the next available meeting.

Staff unable to attend will be notified by email and a read receipt is requested to confirm they have received and opened the email.

Any action or sanction discussed during visits are dealt with immediately by the centres, and SQA is informed when action has been completed. This was taken from almost all the centres' policies and procedures.

## **Areas of good practice report by qualification verifiers**

No areas of good practice noted in any of the Highways reports.

## **Specific areas for development**

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

- ◆ Next session the team members again will focus on occupational competence of assessor/internal verifiers.
- ◆ CPD will be closely looked at in the centres, to confirm activities undertaken by the assessor/internal verifiers are relevant to the awards and meet SQA's requirements.

The above points were highlighted in a good number of reports this session.