Scottish Vocational Qualifications

Qualification Verification Summary Report 2019
Construction (Plant and Ops)

Verification group: 186

Introduction

This report has been written to provide centres with evidence of how all approved centres are complying with the quality assurance criteria for qualification verification, by providing a digest of centre reports.

Centres may use the comments to improve their own procedures.

The report covers the qualifications listed below:

GL4V 22   SVQ 2 Controlling Lifting Operations: Slinger/Signaller (Construction) at SCQF level 5
GC71 23   SVQ 3 Controlling Lifting Operations: Supervising Lifts (Construction) at SCQF level 7
GH0K 24   SVQ 4 Controlling Lifting Operations: Planning Lifts (Construction) at SCQF level 8
GF7R 22   SVQ in Plant Operations (Construction) at SCQF level 5
GM7D 22   SVQ in Plant Operations (Construction) at SCQF level 5
GL6H 22   SVQ 2 in Construction Plant or Machinery Maintenance at SCQF level 5
GL6J 23   SVQ 3 in Construction Plant or Machinery Maintenance at SCQF level 6
GM46 22   SVQ 2 in Construction Plant or Machinery Maintenance at SCQF level 5
GM47 23   SVQ 3 in Construction Plant or Machinery Maintenance at SCQF level 6
GG9W 23   SVQ 3 in Construction Plant or Machinery Maintenance at SCQF level 6
GM42 22   SVQ 2 Demolition (Construction): Plant 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.

Verification visits confirmed that all assessors and internal verifiers had the required occupational experience and they 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 continuing professional development (CPD) activity in line with lead body requirements to maintain the necessary occupational competences. A few centres continued to provide evidence of CPD in an ad-hoc manner. These centres were provided with 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 operatives' awards for plant and slinger/signaller/lift supervisor continues to be carried out on live clients' sites using the clients' equipment and resources. The nature of these sites and the progressive procedures adopted there, along with the most current equipment and resources, ensure that they offer the best assessment environment.

The lift planning award is based around the completion and implementation of lift plans which must always take into consideration changes in equipment, operational procedures, and diverse situations. This ensures 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 provision of 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 candidates' 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 where necessary 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.

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

All centres do record contact between assessors and candidates within their portfolios. This is because the majority of centres record assessment reviews with their candidates during one-to-one contact between assessors and candidates in their live working sites where the primary evidence of direct observation of work activity is gained.

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 has been clear evidence of processes where internal verifiers have provided support to the assessors over the range of qualifications with positive monitoring and feedback reports in evidence.

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 which provide an effective method of assessment and are 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 working environments, and knowledge assessment is also on a one-to-one basis. These procedures ensure that these assessments are specific to each candidate.

Where candidates provide additional secondary evidence, this is authenticated by almost all centres by the candidate signing a declaration to validate the evidence been submitted. Those centres which 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. Throughout this period there was clear evidence of consistent assessment decisions being made from the individual 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, following their own procedures, almost all of the 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. Those centres which received action plans during their verification visits resolved the issues within the agreed timescales.

Areas of good practice reported by qualification verifiers

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.
♦ The need for centres to follow the guideline document when carrying out a professional discussion to confirm the previous experience of candidates.