

Scottish Vocational Qualifications

Qualification Verification Summary Report 2018–19 Occupational Work Supervision

Verification group: 604

Introduction

This report relates to OFQUAL qualifications in Occupational Work Supervision (Construction) that were delivered in centres in Scotland and England in 2018–19.

The following qualifications were verified:

- ◆ GF5N 23
- ◆ GM3A 23

Seven centres in Scotland and one centre in England delivered the qualification. Three external verifiers were used this session.

All centres delivering the qualification were private training providers.

All centres attained a high confidence rating following external verification monitoring visits.

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 assessors and internal verifiers at the centres visited were able to provide sufficient evidence of their relevant occupational experience, and all hold the required assessor/internal verifier qualifications.

Some assessors and internal verifiers did not provide adequate and relevant continuing professional development (CPD) records. On some occasions centres were required to provide further evidence for this. However, some centres were advised to improve how they record assessors' CPD.

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

All centres were able to demonstrate effective ongoing reviews of assessment resources, requirements and facilities. These were generally evidenced through minutes of standardisation meetings, internal verifier reports and candidate feedback.

In all centres, the assessment instruments for the qualifications were taken from the National Occupational Standards. The assessment materials used were taken from SQA's site resource or adapted to a similar format by centres to meet their candidates' needs.

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 provided evidence that candidate needs and prior achievements were captured before the candidate undertook the qualification assessment.

Almost all centres use a profiling approach to identify candidates' prior achievements, prior experiences and current job role. Some centres record discussions of assessors interviewing candidates as part of their induction to the qualification in order to establish their occupational experience.

In cases where potential candidates undertake an SVQ as part of a Modern Apprenticeship, employers are most often involved in the candidate selection process.

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

All centres provided suitable assessment plans, with scheduled assessor/candidate meetings, and assessor reports. This allowed centres to confirm that scheduled formal contact had taken place to review candidate progress and revise plans, where necessary.

All centres provided evidence that candidates and assessors were in regular contact. Candidates often contacted their assessor by telephone, text, email or video calls for additional support.

In almost all centres, external verifiers are unable to meet candidates due to the varied and remote locations of candidates' workplaces.

Category 4: Internal assessment and verification

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

All centres demonstrated adequate quality assurance of the assessment and internal verification process through correct assessment and internal verification practices and compliance to procedures. Assessment and internal verification reports confirmed this.

All centres had clear procedures for assessment and internal verification. Most centres were able to provide clear evidence that policies and procedures were being applied appropriately.

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

All centres use the National Occupational Standards (NOS) as the assessment instrument for the qualifications. Almost all centres develop their own in-house style of assessment instrument, in line with the NOS requirements to present the assessment requirements in a more, candidate-focused format.

All assessors used a variety of assessment methods to generate evidence, including direct observation, questioning and answering, product evidence, witness testimonies and recorded discussion.

In all cases, assessment instruments and methods were valid, reliable, practicable, equitable and fair.

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

All centres confirmed the authenticity of candidate evidence through authenticity statements from candidates, assessor reports, and internal verification sampling reports.

Almost all centres require candidates to sign a disclaimer during their induction, informing them that they must only submit work for assessment that is their own, and generated under the required conditions.

There were no instances of plagiarism reported by external verifiers.

Invigilation is required for the assessment of the knowledge-based diploma. In all cases, this was undertaken in controlled conditions at centres.

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

There was sufficient evidence in all centres to confirm candidates' work had been accurately and consistently judged by assessors. Internal verifier reports for many centres provided good,

clear and comprehensive feedback to assessors with action points, where required, to confirm accurate and consistent assessor judgement.

In more than a few centres, there was only one assessor and one internal verifier. However, almost all had other suitable assessors and internal verifiers that could be deployed, if required.

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

All centres demonstrated a knowledge of SQA requirements on the retention of candidate evidence. Some centres retain documentation electronically and the candidates' hard copy scripts and portfolios are stored securely.

There were no issues reported relating to the retention and availability of evidence for the purposes of external verification review.

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

All centres provided suitable and adequately documented minutes from standardisation meetings to disseminate feedback from external verifiers to all assessment delivery staff.

Some centres demonstrated good practices in their dissemination of qualification verification recommendations and associated reviews. This included ways in which recommendations are communicated between centre staff using various mediums such as email, telephone call and one-to-one meetings between staff.

Areas of good practice reported by qualification verifiers

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

- ◆ Dissemination of qualification verification feedback and associated reviews by centres using a range of communication mediums.
- ◆ The use of group workshops to provide assessor and peer support to candidates to help meet the qualification knowledge requirements.

Specific areas for development

The following area for development was reported during session 2018–19:

- ◆ CPD recording was not always consistent.