



Scottish Vocational Qualifications
Qualification Verification Summary Report 2020–21
Occupational Work Supervision

Verification group number: 604

Introduction

This report relates to Scottish Vocational Qualifications in Occupational Work Supervision (Construction) delivered in centres during 2020–21. The qualifications externally verified were:

[GR0R 23 SVQ in Occupational Work Supervision \(Construction\) at SCQF level 6](#)

[GM3A 23 SVQ in Occupational Work Supervision \(Construction\) at SCQF level 6](#)

Both awards are now in their lapsing period.

During the COVID-19 pandemic in 2020–21, all nine centres that were registered for the awards were operating. All were successfully externally verified by virtual visits using Microsoft Teams. As part of this process, an external verifier would request a specific sample then the centre would either upload files to SQA Centre HUB or give secure access to the centre's own online storage, such as OneDrive.

The following units were verified on a sample basis:

GM3A 23

HL6L 04, HL6P 04, HL6R 04, HL6V 04, HL7N 04, HL7P 04, HL7Y 04, HL6K 04

GR0R 23

J3JN 04, HL7Y 04, HL7N 04, J3ND 04, J3NE 04, J3NF 04, J3NH 04, J3NJ 04, J3MW 04, J2NG 04 J3JY 04

Endorsement routes were clearly identified where applicable.

All centres delivering the SVQs were private training providers.

All centres that were verified 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.

Almost all assessors and internal verifiers at the centres visited were able to provide sufficient evidence (via digital upload to SQA Centre HUB) of their relevant occupational experience. Almost all were able to provide evidence of holding the required assessor/internal verifier qualifications and of having the required level of occupational experience and experience as an assessor.

Almost all assessors and internal verifiers provided adequate and relevant CPD records. Some CPD records did not provide sufficient detail regarding the currency of subject knowledge. It was noted, however, that this was mainly due to the COVID-19 situation having a significant impact on the ability of assessors and internal verifiers to gain site access and industry experience.

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 ongoing reviews of assessment environments, requirements, equipment; and reference, learning and assessment materials.

All centres were able to provide evidence of ongoing review by providing minutes of centre standardisation meetings involving centre co-ordinators, internal verifiers and assessors.

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 were able to demonstrate that they had considered candidates' prior achievements, prior experiences and current job roles during their induction to the centre and the qualification.

Almost all centres carried out a skills scan prior to registration on the award.

All centres were able to provide evidence that candidate needs and prior achievements were being considered and recorded prior to the candidate undertaking any assessment.

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 evidence of regular assessor reviews of candidate progress. Assessment plans, with scheduled assessor–candidate meetings, and assessor reports were provided by all centres. There was a clear connection between assessment planning and review with candidates at all centres.

Almost all centre assessors maintained contact with candidates by telephone, Microsoft Teams or Skype — or in person when the COVID-19 lockdown requirements permitted. Centre records indicate that face-to-face meetings were impacted in all centres.

Category 4: Internal assessment and verification

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

Centres used different approaches to record information, including live Teams or Skype meetings, voice recordings of professional discussions, and written profiles of candidate experience and qualifications.

All centres were able to demonstrate adequate quality assurance of the assessment and internal verification process through correct assessment and internal verification practices and compliance to procedures. All centres continued to use candidates' own knowledge and experience with no simulation taking place.

In a few cases candidate evidence had not been adequately referenced to the unit assessment criteria.

All centres were able to produce clear procedures for assessment and internal verification. Almost all 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 as the assessment instrument for the qualifications being delivered. Many centres develop their own in-house assessment instrument, in line with the NOS requirements, or use the SQA portfolio template provided. This allows assessment requirements to be presented in a more candidate-focused, user-friendly format.

All assessors used a variety of assessment methods to generate evidence, including direct observation (using Teams or Skype where appropriate), 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 of candidates, assessor reports, and internal verification sampling reports.

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 that it has to be generated under the required conditions.

All centres require candidates to sign an induction record that confirms that they understand the centre's malpractice policy.

There were no instances of plagiarism reported by external verifiers.

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

Internal verifier reports, in almost all centres, provided good, clear and comprehensive feedback to assessors with action points, where required, to confirm accurate and consistent assessor judgements made.

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

All centres were able to demonstrate a knowledge of SQA requirements on the retention of candidate evidence (including the updated requirement due to the COVID-19 situation). Some centres retain documentation electronically and the candidates' hard copy scripts and portfolios

are stored securely. Some centres have policies that require them to retain candidate evidence longer than the period required by SQA.

There were no issues reported relating to the retention and availability of candidate evidence.

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

All centres produced minutes of standardisation meetings that provided suitable and adequately documented reviews, including the dissemination of feedback from external verifiers.

Some centres use a standard agenda for their standardisation meetings which includes an item to review feedback from SQA and qualification verifiers.

Areas of good practice

The following areas of good practice were reported by qualification verifiers:

- ◆ Centre actively supporting staff through staff development
- ◆ Despite COVID-19 restrictions, assessors have worked with candidates to ensure that their progress has been maintained and assessments carried out as planned. Assessors and candidates have adapted to meeting virtually and to following site-specific COVID-19 procedures for direct observations
- ◆ Throughout COVID-19 and lockdown restrictions, the assessors and the internal verifier have adapted standardisation activities to ensure that procedures continue to be followed and standards maintained

Specific areas for development

The following areas for development were reported by qualification verifiers:

- ◆ CPD recording — minor inconsistencies within centres
- ◆ Current COVID-19 circumstances are limiting industrial activity, however the CPD records could be made clearer in terms of training and new assessor support taking place
- ◆ Subject-specific CPD to be identified/highlighted to allow clearer evidence signposting for the external verification process
- ◆ All assessors to consider recording standardisation meetings on their CPD forms. This allows tracking and triangulation of evidence to be completed