



Assessor's Guidelines for:

- ◆ **SVQ2 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 5**
- ◆ **SVQ3 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 6**
- ◆ **SVQ2 Cladding Occupations (Construction): Specialised Cladding and Rainscreen Systems SCQF level 5**
- ◆ **SVQ2 Roofing Occupations (Construction) SCQF level 5**
- ◆ **SVQ3 Roofing Occupations (Construction)**

First edition: November 2006

Third edition: June 2012

Publication code: DB3292/3

The information in this publication may be reproduced in support of SQA qualifications. If it is reproduced, SQA should be clearly acknowledged as the source. If it is to be used for any other purpose, then written permission must be obtained from the Support Materials Development Officer at SQA. It must not be reproduced for trade or commercial purposes.

Published by the Scottish Qualifications Authority
The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ
Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD

www.sqa.org.uk

© Scottish Qualifications Authority 2012

Contents

About SVQs and the SCQF	2
How are standards defined in SVQs?	4
Who is involved in SVQs?	4
The steps involved in assessing a candidate for an SVQ	5
1 The SVQs 2 and 3 Roofing Occupations (Construction) and Cladding Occupations (Construction)	6
Structure of the SVQs	6
An Assessment Strategy for the SVQ.....	13
Why would people be interested in the SVQ?	13
How do candidates begin?	14
Choosing the SVQ.....	14
2 Preparing to assess the SVQ	16
Your role and your candidate's role	16
Planning.....	17
Assessment plan	18
Selecting methods of assessment	20
Methods of assessment	21
Observation	21
Product evidence.....	21
Questioning	22
Other methods of assessment.....	22
Personal statements.....	22
Witness testimony	23
Simulation.....	24
Other sources of evidence.....	24
3 Generating evidence	25
Observation.....	26
Questions and candidate responses	29
Candidate's personal statement.....	35
Witness testimony	38
Filling the gaps.....	40
Guidance and support to candidates	40
Judging candidate evidence and making an assessment decision	40
Insufficient evidence	41
Authenticating candidates' evidence	41
4 Recording achievement.....	42
Completing the Unit progress record	43
Unit progress record	44
Using the index of evidence	45
Index of evidence	46
Completing the Element achievement record.....	47
Element achievement record.....	48
5 Further information	50
What else should I read?.....	50
Appendix 1: Blank recording forms	51

About this guide

This guide provides some practical examples of how to assess your candidates for the **SVQs 2 and 3 Roofing Occupations (Construction) and Cladding Occupations (Construction)**. You may be able to think of other ways of assessing your candidates and recording your decisions about their competence.

Using assessments based on these examples does not guarantee successful verification — it is still your responsibility to ensure that internal quality assurance procedures are followed.

Introduction

This introduction provides a brief overview of SVQs and how they are assessed in the workplace. If you are already familiar with the concept of SVQs, you may wish to go to the next section.

About SVQs and the SCQF

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy and are usually delivered in the workplace or in partnership with a college or other training provider. The qualifications have been designed by standards-setting bodies made up of experienced practitioners who represent employers, professional bodies, trade unions, education and voluntary organisations.

Each standards-setting body is responsible for developing national standards which define *what* employees (or potential employees) must be able to do, *how well*, and *in what circumstances*, to show that they are competent in their work.

Each SVQ which a standards-setting body develops has to fit into a broad framework which allows qualifications in the UK and throughout Europe to be compared.

There are SVQs for nearly all occupations in Scotland and they are available at SVQ levels 1–5. SVQs are currently notionally placed in the SCQF as the individual SVQs may be at differing SCQF levels and have differing amount of credit points, depending on the structure and context of the SVQ. SVQs are a means of recognising the skills and knowledge people need in employment, ie job competence. Successful completion of an SVQ provides clear evidence that the learner works to nationally recognised occupational standards.

Each Unit defines one aspect of a job or work-role, and says what it is to be competent in that aspect of the job. To be awarded a full SVQ, learners must achieve each of the SVQ Units which make it up by demonstrating that they are competent in that aspect of the job. The Units which make up the SVQ can also be taken as freestanding awards. Some SVQs or SVQ Units are incorporated into other awards or programmes including HNCs and Modern Apprenticeships.

Explanation of levels

SVQ1 (SCQF level 4)	Competence involves the application of knowledge and skills in the performance of a range of varied work activities, most of which may be routine or predictable.
SVQ2 (SCQF level 5)	Competence involves the application of knowledge and skills in a significant range of varied work activities, performed in a variety of contexts. At this level, there will be activities, which are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.
SVQ3 (either SCQF level 6 or 7)	Competence involves the application of knowledge and skills in a broad range of varied work activities, most of which are complex and non-routine. There is considerable responsibility and autonomy, and control or guidance of others is often present.
SVQ4 (either SCQF level 8 or 9)	Competence involves the application of knowledge and skills in a broad range of complex technical or professional work activities, performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.
SVQ5 (SCQF level 11)	Competence involves the application of skills and a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as do personal accountability.

For further information on SCQF go to **www.scqf.org.uk**.

How are standards defined in SVQs?

All SVQs consist of standards which can be broken down into various parts.

Units define the broad functions carried out in the sector, and are made up of a number of **Elements**. These **Elements** describe the activities which employees have to perform, and will require candidates to demonstrate certain skills or Knowledge and Understanding.

The quality of performance in what people must be able to do — how well they have to perform — is described by **Performance Criteria**. These may also be called **statements of competence** or **what candidates should do**.

The section on **Knowledge and Understanding** says what candidates must know and understand, and how this knowledge applies to their jobs.

You may also come across standards containing statements on **scope**. These statements could, for example, list the equipment that candidates are expected to be familiar with and use in their occupational area.

Increasingly, you may see changes to this format as standards become more user-friendly and are written in plain English. For example, there may be some standards containing **Range Statements** or **Evidence Requirements**, but over time these should disappear. You may, however, find that information on the context, nature and amount of evidence which is required to prove competence (which used to be given in Range Statements and Evidence Requirements) is now defined in the **assessment guidance** for the qualification. Assessment guidance is drawn up by the awarding body and is packaged along with the standards to form the SVQ.

Who is involved in SVQs?

There are several roles:

- ◆ **the candidate** the person who wants to achieve the SVQ (eg an employee)
- ◆ **the assessor*** the person who assesses the candidates and decides if they are competent (eg supervisor)
- ◆ **the internal verifier*** an individual nominated by the centre (eg a company) who ensures that assessors apply the standards uniformly and consistently (eg supervisor's line manager)
- ◆ **the External Verifier*** an individual appointed by SQA who ensures that standards are being applied uniformly and consistently across all centres offering the SVQ

*Assessors and verifiers in centres will be asked by SQA to prove they have the appropriate occupational competence to assess and verify the SVQ. Occupational competence has been defined by the standards-setting body in the Assessment Strategy for this SVQ(s) — see SQA’s website: www.sqa.org.uk.

Assessors and verifiers are also expected to obtain an appropriate qualification in assessment and verification — this can be the Learning and Development Units (the national standards for assessment and verification), or an alternative qualification which SQA also recognises.

The steps involved in assessing a candidate for an SVQ

In deciding whether a candidate should achieve an SVQ, you will go through these stages:

- ◆ planning for assessment
- ◆ generating and collecting evidence of the candidate’s competence in the Units
- ◆ judging the evidence of the candidate’s ability and making an assessment decision based on the evidence
- ◆ recording the assessment decision and the candidate’s achievement

1 The SVQs 2 and 3 Roofing Occupations (Construction) and Cladding Occupations (Construction)

The SVQs in Roofing Occupations (Construction) and Cladding Occupations (Construction) have been developed by the Sector Skills Council Construction Skills and are intended for people in the craft sector of the construction industry.

These people may be working as apprentices, tradespersons, forepersons or supervisors. They will require skills and knowledge in practical work, health and safety, interpreting information and working to timescales.

The SVQs are designed to be assessed in the workplace, or in conditions of the workplace. Examples of the settings or centres in which the SVQs are likely to be delivered include construction sites, further education colleges and training centres.

Structure of the SVQs

This section lists the Units which form the SVQs in Roofing Occupations (Construction) and Cladding Occupations (Construction).

SVQ2 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 5 (GF76 22)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FN2J 04			VR 641	Conform to General Workplace Health, Safety and Welfare
FW0J 04			VR 642	Conform to Productive Work Practices
FN2V 04			VR 643	Move, Handle or Store Resources
DY7P 04			VR 94	Prepare Resources for Roof Sheeting and Cladding
DY2K 04			VR 95	Install Roof Sheeting and Cladding Systems
DY2G 04			VR 96	Install Roof Sheeting and Cladding Rainwater Goods

Optional Units (one Unit required)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY9M 04			VR 97	Refurbishment of Roof Sheeting and Cladding
F006 04			VR 98	Repair Roof Sheeting and Cladding Systems
F00Y 04			VR 402	Slinging and Signalling the Movement of Loads

Free-standing Unit

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FW7N 04			VR 298	Install Solar Collectors

SVQ3 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 6 (GF83 23)**Mandatory Units**

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY7P 04			VR 94	Prepare Resources for Roof Sheeting and Cladding
DY2K 04			VR 95	Install Roof Sheeting and Cladding Systems
DY2G 04			VR 96	Install Roof Sheeting and Cladding Rainwater Goods
F0DX 04			VR 99	Install Roof Sheeting and Cladding Systems to Curved and Complex Formations
DX9F 04			VR 209	Confirm Work Activities and Resources for the Work
DX9T 04			VR 210	Develop and Maintain Good Working Relationships
DX9D 04			VR 211	Confirm the Occupational Method of Work
F00Y 04			VR 402	Slinging and Signalling the Movement of Loads
FN2J 04			VR 641	Conform to General Workplace Health, Safety and Welfare

Optional Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DX96 04			VR 120	Carry Out Site Measurements and Evaluations
FW7N 04			VR 298	Install Solar Collectors

SVQ2 Cladding Occupations (Construction): Specialised Cladding and Rainscreen Systems SCQF level 5 (GF77 22)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FN2J 04			VR 641	Conform to General Workplace Health, Safety and Welfare
FW0J 04			VR 642	Conform to Productive Work Practices
FN2V 04			VR 643	Move, Handle or Store Resources

Optional Units (three Units required)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FW1F 04			VR 183	Prepare Backgrounds to Receive Wall Cladding Systems
FW15 04			VR 184	Install Wall Cladding Systems
FW1C 04			VR 185	Repair Wall Cladding Systems
FW1A 04			VR 186	Remove Existing Wall Cladding Systems

SVQ2 Roofing Occupations (Construction) SCQF level 5 (GF1W 22)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FN2J 04			VR 641	Conform to General Workplace Health, Safety and Welfare
FW0J 04			VR 642	Conform to Productive Work Practices
FN2V 04			VR 643	Move, Handle or Store Resources

Plus one of the following optional routes

Route 1

Roof Tiler option route (three Units required)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY1C 04			VR 272	Install Roofing Backgrounds and Components
DY1M 04			VR 273	Install Pre-formed Weathering Flashings to Roofs
DY22 04			VR 272	Install Single-Lap Roof Coverings to a Variable Gauge
DY1H 04			VR 275	Install Plain Tile Roof Coverings

Roof Slater option route (three Units required)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY1C 04			VR 272	Install Roofing Backgrounds and Components
DY1M 04			VR 273	Install Pre-formed Weathering Flashings to Roofs
DY24 04			VR 276	Install Regular Sized Natural Roof Slate to Advanced Roof Details

Roof Slater and Tiler option route (three Units required)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY1C 04			VR 272	Install Roofing Backgrounds and Components
DY1M 04			VR 273	Install Pre-formed Weathering Flashings to Roofs
DY22 04			VR 274	Install Single-Lap Roof Coverings to a Variable Gauge
DY1H 04			VR 275	Install Plain Tile Roof Coverings
DY24 04			VR 276	Install Regular Sized Natural Roof Slate to Advanced Roof Details

Optional Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY92 04			VR 67	Produce External Solid Render Finishes
DY09 04			VR 277	Install Double-lap Artificial Roof Slates
F010 04			VR 280	Strip and Reclaim Pitched Roof Coverings
DY2C 04			VR 281	Install Components for Warm Roof Construction
DY1X 04			VR 282	Install Single-lap Roof Coverings to a Fixed Gauge
DY30 04			VR 283	Install Wood Shingle Roof Coverings
DY0E 04			VR 284	Install Double-lap Concrete Roof Slates
DY0C 04			VR 285	Install Double-lap Artificial Roof Slates (Diamond Pattern)
DY1A 04			VR 298	Install Natural Roof Slates to Complex and Non-standard Roof Formations

Route 2

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H0XM 04			VR 326	Prepare Resources for Hard and Soft Metal Roofing and Weathering
H0XN 04			VR 327	Install Metal Roofing and Weathering to the Substrate

Optional units (any one Unit from the following)

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
H0XP 04			VR 328	Repair and Maintain Metal Roofing and Weathering
H0XR 04			VR 329	Produce Decorative Metal Roofing and Weathering Details

Additional extras

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY92 04			VR 67	Produce External Solid Render Finishes
DY2C 04			VR 281	Install Components for Warm Roof Construction

SVQ3 in Roofing Occupations (Construction) (GF1X 23)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
F7A9 04			VR 209	Confirm Work Activities and Resources for the Work
F7AA 04			VR 210	Develop and Maintain Good Working Relationships
F7AB 04			VR 211	Confirm the Occupational Method of Work
FN2J 04			VR 641	Conform to General Workplace Health, Safety and Welfare
B664 04				Integrative Assessment in the Construction Industry

Plus one of the following optional routes

Roof Slater option route (six Units required)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY1C 04			VR 272	Install Roofing Backgrounds and Components
DY1M 04			VR 273	Install Pre-formed Weathering Flashings to Roofs
DY09 04			VR 277	Install Double-lap Artificial Roof Slates
DY24 04			VR 278	Install Regular Sized Natural Roof Slate to Advanced Roof Details
DY21 04			VR 279	Install Random Roof Slates to Diminishing Margins
F010 04			VR 280	Strip and Reclaim Pitched Roof Coverings

Roof Slater and Tiler option route (six Units required)

Mandatory Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY1C 04			VR 272	Install Roofing Backgrounds and Components
DY1M 04			VR 273	Install Pre-formed Weathering Flashings to Roofs
DY22 04			VR 274	Install Single-lap Roof Coverings to a Variable Gauge
DY1H 04			VR 275	Install Plain Tile Roof Coverings
DY09 04			VR 277	Install Double-lap Artificial Roof Slates
DY24 04			VR 278	Install Regular Sized Natural Roof Slate to Advanced Roof Details
DY21 04			VR 279	Install Random Roof Slates to Diminishing Margins
F010 04			VR 280	Strip and Reclaim Pitched Roof Coverings

Optional Units

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
DY92 04			VR 67	Produce External Solid Render Finishes
DY2C 04			VR 281	Install Components for Warm Roof Construction
DY1X 04			VR 282	Install Single-lap Roof Coverings to a Fixed Gauge
DY30 04			VR 283	Install Wood Shingle Roof Coverings
DY0E 04			VR 284	Install Double-lap Concrete Roof Slates
DY0C 04			VR 285	Install Double-lap Artificial Roof Slates (Diamond Pattern)
DY1F 04			VR 286	Install Plain Roof Tiles to Complex and Non-standard Roof Formations
DY19 04			VR 287	Fabricate and Install Weathering Leadwork to Roofs
DY1A 04			VR 288	Install Natural Roof Slates to Complex and Non-standard Roof Formations

An Assessment Strategy for the SVQ

As part of their/its review of the SVQ(s), the standards-setting body ConstructionSkills has developed an Assessment Strategy which defines a range of requirements:

- ◆ the occupational expertise of assessors and verifiers
- ◆ a definition of simulation
- ◆ definition of the workplace
- ◆ information on a model of independent assessment or external quality control

The relevant parts of the Assessment Strategy are published on SQA's website (www.sqa.org.uk), and both SQA and centres must comply with these requirements.

Why would people be interested in the SVQ?

People will take SVQs for a variety of reasons: to gain promotion, to prove their job competence, or for personal development. There will be other reasons too. One of the first things to do is to find out why your candidates want to do the SVQ, and to advise them of the appropriateness of the qualification. If anyone is acting as a coach or mentor to your candidates, they might help you to do this.

How do candidates begin?

Choosing the SVQ

You should make sure that candidates get guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience, and their plans for progression, are matched to the SVQ selected. It does not have to be you as the assessor, who carried out the matching process, but whoever has responsibility for this should ensure that the assessment opportunities available to the candidate are also considered.

New entrant

Candidates must be employed in the construction industry as an apprentice in roof sheeting and cladding. They will attend a college of further education for a prescribed period of time during their apprenticeship.

Whilst attending college, candidates will generate all the necessary evidence to meet the requirements of the SVQ Units in their chosen occupational area.

In addition to this, candidates will be required to sit and pass a health and safety test and practical skills test, both administered by ConstructionSkills.

Example

James had just left school and was deciding which career to follow. He had taken qualifications at school but felt he was more a hands-on type of person, which was confirmed when he had studied the Scottish Progression Award in construction, and had particularly enjoyed the roofing part of the course.

With this in mind, he contacted ConstructionSkills and completed an application form. He was invited to sit the ConstructionSkills learning exercise which he passed at a level suitable for him to pursue a career in roofing. He contacted some local companies and managed to secure a Modern Apprenticeship with one of them which specialised in modern roof sheeting and cladding systems. He had to attend the local further education college on a block release basis to complete his 'off the job' training, whilst also gaining relevant work experience in his trade with the company. During his four year apprenticeship, James also sat and passed his health and safety test and practical skills test which allowed him to successfully complete his SVQ3 Cladding Occupations (Construction).

Experienced worker

This route is available to candidates who have been employed as roof sheeters for several years, but hold no formal qualifications which would give them national recognition for the skills they already have.

A skills matching exercise would be undertaken recording the candidate's skills, knowledge and expertise against the SVQ Units. The candidate would then, under guidance from the assessor, construct a portfolio of evidence to achieve these Units.

Where candidates are unable to generate sufficient evidence to meet the requirements of the Units, some planning would be required in order to provide the candidate with the opportunity to demonstrate competence in these areas. All these arrangements would be agreed by everyone involved and written up into an assessment plan for the candidate.

Example

Angus served his apprenticeship with a small company and didn't have the opportunity to attend college to gain certification for his training. He had a vast knowledge of his trade and many years practical experience, but no formal qualifications. To enable him to apply for work on more sites, he had to have a construction operative registration card which was only issued on proof of relevant qualifications such as SVQs.

To enable him to be eligible for a card, he enrolled for the SVQ2 Cladding Occupations (Construction): Roof Sheeting and Cladding with a local training provider. The training provider allocated an assessor to Angus, who first of all did a skills match against the Units to see what expertise Angus had already, and if there were any training needs identified. As a result of this, an assessment plan was drawn up for Angus and agreed by all the parties involved.

Angus then, with assistance from his assessor, proceeded to gather evidence to satisfy the Performance Criteria of the Units, using observation, witness testimonies, personal statements and practical evidence. He was questioned by his assessor to ensure he had the knowledge and understanding of the performance evidence which was recorded in his portfolio.

After gathering sufficient evidence for all the Units and passing the health and safety test his assessor signed off the portfolio as complete, which allowed Angus to apply for his registration card.

2 Preparing to assess the SVQ

This section offers practical advice on how to begin to go about assessing your candidates for the SVQ. This advice is offered as examples of good practice — you may develop your own approaches to assessing your candidates which also work well.

Your role and your candidate's role

Assessing the SVQ will involve several stages. Both you and the candidate should be clear on your roles in the assessment process before you begin.

Your role

- ◆ ensure candidates understand what is to be assessed and how it is to be assessed
- ◆ ensure the conditions and resources required for assessment are available
- ◆ help candidates to identify and gather evidence
- ◆ observe and record candidates carrying out the activities described in the standards — records should say what has been observed, how it was carried out, and what it demonstrates
- ◆ assess products of the candidate's own work
- ◆ question candidates and record results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence candidates provide
- ◆ judge evidence and make assessment decisions
- ◆ identify gaps or shortfalls in candidates' competence
- ◆ provide feedback to candidates throughout the assessment process
- ◆ record achievement

Candidates' role

- ◆ prepare for assessment — become familiar with the standards, what is to be assessed and how it is to be assessed
- ◆ help to identify sources of evidence and how these could be assessed
- ◆ carry out activities, and/or produce products of own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

Planning

In planning for assessment, you will find it helpful to meet with your candidate and plan what is to be assessed, in what way, and when and where the assessment is to take place. This discussion can be confirmed in the form of an agreed assessment plan between you and your candidate.

You should treat assessment plans as working documents — they can be updated and changed as you review progress with your candidate.

As you are planning assessment, don't forget to make the most of opportunities to *integrate* assessment. This means planning to assess an activity which draws on the contents of different Units or Elements. It can be a practical and cost-effective way of assessing your candidate's competence.

If you are a new assessor working towards your Learning and Development Units (the national standards in assessment and verification) you will need copies of completed assessment plans as part of your evidence.

To help you plan for assessment, we have produced an assessment plan which covers Units VR 641 *Conform to General Workplace Health, Safety and Welfare*, VR 643 *Move, Handle or Store Resources*, and VR 96 *Install Roof Sheeting and Cladding Rainwater Goods*.

You will notice that we have included spaces to enter dates when the assessment plan has been reviewed. Any gaps identified during these reviews should be discussed with your candidates and noted for action in the assessment plan.

Assessment plan

Units	VR 641 Conform to General Workplace Health, Safety and Welfare, VR 643 Move, Handle or Store Resources, and VR 96 Install Roof Sheeting and Cladding Rainwater Goods				
Elements					
Activities	Performance Criteria (PC)	Method of assessment/ sources of evidence	Date of assessment	Evidence already available	Links to other Units (PC and range)
<ul style="list-style-type: none"> ◆ Flat roofs with gutters and downpipes including brackets and supports ◆ Roof pipes and outlets ◆ Flat roof sheeting and cladding <p>During this practical activity observation, note will be taken of any other relevant integrated activities to include for example, reading the roof drawings, storing and stacking of roofing materials and components, methods used to lift and load materials on to the roof, protecting surrounding areas, keeping work area tidy, working safely including safe access on to the roof, using personal protective equipment and taking care of tools and equipment.</p>	<p>VR 96 Install Roof Sheeting and Cladding Rainwater Goods PC 1, 2, 3, 4, 5 and 6</p> <p>VR 641 Conform to General Workplace Safety PC 1, 2, 3, 4</p> <p>VR 643 Move, Handle or Store Resources PC 1, 2, 3, 4</p>	<p>Observation Witness statement Product evidence Questions</p> <p>Observation Witness statement Product evidence Questions</p> <p>Observation Witness statement Product evidence Questions</p>	18/03/12	Existing roof sheeting and cladding structure	Unit VR 642 Conform to Productive Work Practices

Questioning for Knowledge and Understanding not apparent from performance to be identified from 2nd review					
--	--	--	--	--	--

Assessor's signature Alex Bryce

1st review due 22/03/12

Candidate's signature Angus MacRitchie

2nd review due 22/03/12

Date of agreement 07/03/12

Date of completion _____

Selecting methods of assessment

The methods of assessment you use should be valid, reliable and practicable.

- ◆ By *valid* we mean that the assessment method should be appropriate to the standards.
- ◆ By *reliable* we mean that the assessment method should ensure consistent results when used with different candidates, different assessors and on different occasions.
- ◆ By *practicable* we mean that the method ensures that the assessment makes best use of available resources, equipment and time.

Before you assess a candidate, you must make sure that the methods of assessment you have chosen to use, along with any assessment materials (such as questions and sample answers) have been agreed within your centre through its system of internal quality assurance. This system is often called *internal verification* — its purpose is to help to ensure that assessment methods are valid, reliable and practicable.

There are both benefits and challenges when you are assessing SVQs in the workplace, or in conditions of the workplace. When you select methods of assessment, you should try to offer the candidate the benefits of workplace assessment and minimise any potential difficulties.

The benefits might be:

- ◆ performance and product evidence will be valid and can be authenticated
- ◆ resources to be used are readily available
- ◆ familiarity with the work area and equipment, so the candidate is comfortable during the assessment
- ◆ candidate can progress at his/her own pace

The challenges might be:

- ◆ pressure of work
- ◆ location of workplace
- ◆ all criteria not met during the assessment
- ◆ candidates moving around sites — difficult to locate them
- ◆ timing visits for specific assessments
- ◆ candidates changing companies

Example

A candidate, who has to demonstrate how to install roof sheeting and cladding including fixing gutters and down pipes with brackets and other fittings, might agree with their assessor that this will be carried out by observation during the normal course of work. If the assessor is working alongside the candidate they would be well placed to observe the candidate's performance, perhaps using a prepared checklist, and to question the candidate afterwards.

Methods of assessment

Assessment may involve a range of assessment methods. For SVQs, some of the most commonly used methods are observation, product evidence, and questioning.

Observation

Observation by an assessor is considered to be the most valid and reliable method of assessment. It can be organised in a variety of ways:

- ◆ working alongside the candidate
- ◆ arranging to visit when naturally-occurring activities are carried out by the candidate
- ◆ arranging for activities to take place

Observation by the assessor can often be supplemented by other types of assessment methods such as questioning. It may be appropriate to ask oral questions of candidates as they carry out naturally-occurring activities. For example:

- ◆ observation of candidate producing product evidence, eg installing flat roof sheeting and cladding, supplemented by questions regarding terminology and regulations
- ◆ observation of candidate taking instructions, interpreting information, working as part of a team
- ◆ direct observation of candidate preparing the work area and storing tools and equipment on completion

Product evidence

As candidates work towards achieving the SVQ, they will produce evidence in the form of products of their work. The nature of this evidence can vary widely depending on what the candidate's job entails, but examples of product evidence include:

- ◆ a completed roof section built to the drawing specification and with the relevant members, assembled and fixed by the candidate
- ◆ gutters and down pipes fixed to drawing specification
- ◆ evidence which covers the scope of knowledge and understanding

Questioning

Candidates have to show that they can meet the knowledge specifications for the SVQs. For these SVQs, Knowledge and Understanding is specified for each Unit. Much of a candidate's knowledge and understanding will be apparent from what they do or produce as part of their work, but this will not always be the case, and questioning can be a useful way of confirming what candidates know and understand.

Questions can be asked in a variety of forms, such as oral questions, short answer written questions, and multiple choice.

You should be careful that the method of questioning does not go beyond the competence required for the SVQ and become a barrier to fair assessment. For example, some candidates will feel more comfortable with oral questions than written.

- Q** I noticed you spent a bit of time after you were finished working on the roof, cleaning up around your working area. Is that not the labourer's job?
- A** The labourer and I had agreed that he would load up roof sheets for my next move, and anyway I am responsible for my own working area in terms of safety and hazards etc. (VR 642, PC 1 and 2)
- Q** I observed you still wore your safety helmet even when working on top of the roof where nothing could fall down on you — do you think that is necessary?
- A** I can't take it off at any time while working — it's a basic safety regulation requirement. (VR 641, PC 2)

Other methods of assessment

These methods, like questioning, are often used for authentication. See Section 3 for more about authenticating candidates' evidence.

Personal statements

You might sometimes find it helpful to ask a candidate to give an account of why they did an activity in a certain way or how they produced a product of their work. This is often referred to as a *personal statement*. You should take care to ensure that by asking candidates to produce such statements, you are not asking them to demonstrate competence beyond what is required by the standards. You should also be selective in the use of personal statements, and make sure they have not been produced as a substitute to a more valid, reliable and practical method of assessment.

Example

The candidate could use a personal statement in VR 94 *Prepare Resources for Roof Sheeting and Cladding*. You may not have been able to observe the candidate meeting all the Performance Criteria for preparing materials and resources required for a roof assembly. The personal statement would allow the candidate to explain the process and procedures as well as demonstrating their scope of knowledge and understanding.

Witness testimony

For practical reasons, you may not be able to observe all the activities carried out by your candidates, but might feel that other people may be able to provide a statement on what your candidates have been doing or producing as part of their work.

Statements of this kind are called *witness testimony*, and are often used to support other evidence produced by candidates. If witness testimony is used, you should, ideally, identify witnesses and opportunities for using their testimony as part of assessment planning.

You should bear in mind that the weight of the evidence will vary, depending on the knowledge and expertise of the person providing the witness testimony. You will have to take these factors into account as you make your judgement.

Strongest ↑ ↓ Weakest	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards. This person may also be an assessor or internal verifier qualified with the L and D Units, A/V Units or 'D-Units'.
	Someone with considerable occupational expertise in the candidate's area of work and who is familiar with the standards.
	Someone with considerable occupational expertise in the candidate's area of work, but with no knowledge of the standards.
	Someone who may be a colleague of the candidate, but with no knowledge of the standards.
	Someone with no or little knowledge of the candidate's work or no knowledge of the standards.

Witness testimony is unlikely to be sufficient in itself for a decision about the candidate's competence, and would normally be supplemented by questioning candidates.

Simulation

Simulation is any structured assessment exercise involving a specific task which reproduces real-life situations.

On some occasions, it may not be practical to assess a candidate in real work. Examples might be where the standards require candidates to carry out emergency or contingency procedures, or where client confidentiality is an issue, or where a candidate's job role does not cover all aspects of the qualification.

ConstructionSkills has defined what it regards as simulation, and has specified in the standards when simulation is and is not acceptable. The standards also state when candidates must demonstrate competence in the workplace.

For more details on simulation and what constitutes performance in the workplace, look at the Assessment Strategy on SQA's website: www.sqa.org.uk.

Examples where simulation is allowed:

- ◆ Unit VR 641, PC 2, requires the candidate to demonstrate the correct use of a fire extinguisher. For obvious reasons simulation is the only way this could be assessed.
- ◆ Unit VR 641, PC 4, requires that organisational procedures are followed in the case of a fire or accident. For obvious reasons simulation is the only way this could be assessed.

Other sources of evidence

Other sources of evidence can be previous experience or learning, case studies or assignments.

SQA's *Guide to Assessment* (see section 5) has more advice on methods of assessment and how to ensure that your assessment is valid, reliable and practicable.

3 Generating evidence

The methods of assessment you use should generate sufficient evidence to demonstrate the candidate's competence.

We described earlier the circumstances in which you might choose to use different methods of assessment. Starting on the next page, this section gives you examples of forms which you can use to record and present evidence of:

- ◆ observation (by the assessor)
- ◆ questions and candidate responses
- ◆ personal statement (produced by the candidate)
- ◆ witness testimony

There are blank forms which you can copy and use in assessment in Appendix 1.

Observation

For observation, note that the form asks you to record the skills and activities observed. This helps you to make a judgement on how the activity was carried out and what it demonstrates.

Observation record

Unit/Element(s) VR 96 Install Roof Sheeting and Cladding Rainwater Goods
VR 641 Conform to General Workplace Health, Safety and Welfare

Candidate Angus MacRitchie

Evidence index number 1

Date of observation 12/03/12

Skills/activities observed	Performance Criteria covered
<p>Location — Glen Industrial Estate Site — Factory Unit 217 — Large factory unit with flat roof construction.</p> <p>The candidate showed good organisational skills when helping to load out the materials required for the roof, including roof sheets and fixings, brackets and supports and gutters and down pipes. He checked the quantity of materials before he started work. He demonstrated skills in measuring and marking out the positions of the roof claddings and marking the position of fixing brackets etc. He also took a full set of tools with him when he went onto the roof. He wore the standard personal protective equipment (PPE) throughout the working activities (see candidate feedback), and also used an eye protection visor and gloves when cutting a roof cladding section with a disc cutter saw. He safely removed all of the excess materials as he worked, in a systematic manner. He placed the debris in a chute and lowered it down carefully to the labourer in attendance. Angus behaved in an appropriate manner all of the time. After the first hour or so of observing him, I left Angus at Unit 217 to go to a nearby site where I had other candidates working.</p> <p>On returning to the site during the afternoon the following day, I was able to observe a large section of completed work including the roof sheeting fixed correctly, and all gutters and down pipes in position. A section of an adjoining roof was also completed.</p> <p>Angus was clearing up the roof and gathering up the various tools and equipment used.</p> <p>The roof was left in a safe manner overnight with all access being closed off, and appropriate warning notices put up.</p>	<p>VR 274, PC 1–6</p> <p>VR 96, PC 1–6</p> <p>VR 641, PC 2 and 3</p> <p>VR 641, PC 3</p> <p>VR 641, PC 2</p> <p>VR 641, PC 3</p> <p>VR 641, PC2</p>

The candidate met all relevant legal requirements in terms of health and safety and codes of practice. He wore all relevant PPE during a variety of work activities — including the use of hand held power tools — and also complied with the safety notices and warning signs displayed in the work place.

Knowledge and Understanding apparent from this observation

The candidate demonstrated he was aware of all the reasons why it is important to construct the roof to specifications in order to ensure it is weatherproof and of sound construction. From the observation, it was clear that he understood how to overcome problems, and ensure compliance with the specification, and health and safety. Angus operated in a professional manner throughout my observations.

Other Units/Elements to which this evidence may contribute

VR 642, VR 643, VR 94, VR 95

Assessor's comments and feedback to candidate

The candidate carried out the tasks in a professional and assured manner, focusing on the need to meet the roof specifications and adjusting to suit on-site conditions. At all times the candidate was aware of his responsibilities regarding health and safety to himself and other operatives in the vicinity. After a quiet word on the second day of my observations, Angus kept his safety hat on at all times.

I congratulated Angus on his overall performance and told him I would come back in a fortnight's time to move on to the next stage of his assessment programme.

I can confirm the candidate's performance was satisfactory.

Assessor's signature Alex Bryce **Date** 16 March 2012

Candidate's signature Angus MacRitchie **Date** 16 March 2012

Questions and candidate responses

This form can be used to record any questions you might ask the candidate to establish what they know and understand. You should note the candidate's responses on this form too.

Note that there is a space near the top of the form for you to record when, where, how and why you asked the questions.

Where you want to give the candidate written questions, this form could also be used.

Record of questions and candidate's answers

Unit	VR 643 Move, Handle or Store Resources
Element(s)	PC 1, 2, 3 and 4
Evidence index number	2
Circumstances of assessment	
After he was finished working on the roof, I asked Angus the following questions to confirm knowledge and understanding not confirmed by my observations.	
List of questions and candidate's responses	
Q	Why do you think there are different skips on this site for all the different building materials to be put in?
A	It's to help the environment — there are lots of regulations and procedures about all of this now.
Q	What do you think you should do if you saw a large fire starting on the site?
A	Raise the alarm right away to anyone nearby, and then go and phone the fire service.
Q	Why are fire extinguishers different colours?
A	Because you have to use different types of extinguishers, depending on the kind of fire that has started.
Q	What is a site hazard?
A	Something which might cause danger or an accident.
Q	What is meant by manual handling?
A	It's all that stuff about how to lift and carry heavy things safely, so that you don't hurt yourself.
Q	Tell me which PPE would you wear if you were using a disc cutter saw?
A	All the usual basic stuff — safety boots, high visibility (hi vis) vest, hard hat plus gloves, visor or eye protection, a mask, and ear defenders.

Q	Why do you think you need to protect your work after you've finished?
A	Well, it costs a lot of money to fix it— if it gets damaged or vandalised or something like that — even the weather can cause problems for our type of work especially if we have bedded-on ridge tiles.
Q	How can you make sure that the correct types of materials required for the job are delivered to the site?
A	A good reliable supplier who knows his job can save you a lot of bother. We always go to the same people who have been good in the past.
Q	If you see a problem on the site, what is the procedure for dealing with it?
A	Well it depends on the type of problem! If it's a simple job related problem, I will deal with it, but if it's above my level, I just report it to the gaffer.

Assessor's signature Alex Bryce **Date** 26 March 2012

Candidate's signature Angus MacRitchie **Date** 26 March 2012

Alternative method of questioning and confirming candidate's scope of knowledge and understanding

It has been demonstrated that the use of multiple choice questions in On-Site Assessment and Training (OSAT) is a very effective way of allowing candidates to demonstrate the full scope of knowledge and understanding. Candidates respond very well to this method of questions. Here is a bank of such questions for VR 641 *Conform to General Workplace Health, Safety and Welfare*.

Emergency procedures

- Q1 Someone working in a deep excavation has collapsed. What is the **first** thing you should do?
- A Climb into the excavation immediately and give first aid assistance.
 - B Shout and let other people know what has happened.
 - C Go and find your supervisor and tell him what has happened.
 - D Phone the ambulance right away.

Fire Extinguishers

- Q2 When you use a carbon dioxide (CO₂) extinguisher the nozzle will:
- A get very warm
 - B get red hot
 - C become ice cold
 - D stay the same

Hazards

- Q3 How can you tell if a product is hazardous?
- A The product will always be in a black container.
 - B By the symbol on the container label.
 - C By the shape of the container.
 - D By smelling it carefully.

Notices

- Q4 You see a site safety notice board which has fallen off a scaffold lying on the ground. What should you do?
- A Replace it in a temporary position meantime.
 - B Report the matter at your next tea break.
 - C Report the matter to your supervisor immediately.
 - D Ignore it because it has been lying there for days.

Personal Protective Equipment (PPE)

Q5 You must wear head protection **at all times unless** you are;

- A in a safe area like the site office
- B working in extremely hot weather over a long period
- C a self-employed person or sub contractor
- D only visiting the site briefly to deliver something

Q6 Do you have to pay for the PPE you need?

- A Only if you lose or damage it.
- B Yes — you must pay for it yourself.
- C No — your employer must pay for it.
- D It all depends on the size of the company.

Q7 When should you wear safety boots or shoes on the site?

- A If the risk assessment says so.
- B All of the time.
- C When you are working at ground level.
- D If there are nails lying about.

Q8 If your PPE gets damaged you should:

- A stop what you are doing and get it replaced immediately
- B make a temporary repair to it in the meantime, till you finish the job
- C carry on wearing it in the meantime till you finish the job
- D throw it away then finish off what you are doing

Reporting

Q9 When **must** you record an accident in the accident book?

- A If the person is injured in any way at all.
- B Only when the person has been taken to hospital.
- C Only if the person has to stay off work.
- D Only if the person has been fatally injured.

Q10 Who should record an accident in the accident book?

- A Whoever is in charge of the site and no one else.
- B The named first aid person and no one else.
- C Any witness who seen the accident and no one else.
- D The injured person or someone who is acting for them.

Q11 Why is it important to report all **near miss** accidents?

- A To find out who was to blame for the incident.
- B To learn from the near miss and avoid it happening again.
- C It must be reported to the health and safety executive.
- D So that the near miss can be reported to the safety officer.

Security

Q12 The **main** reason a site must be made secure overnight at the end of each working day is to:

- A prevent materials being stolen
- B avoid storm damage
- C make security easy
- D protect the general public

Candidate's personal statement

If a personal statement is being used as evidence, it should be completed by the candidate. The statement should record what they did, how and why they chose to carry out an activity or produce work in a certain way. Where other people may have been present during an activity and they may be able to provide witness testimony, the candidate should record how the statement links to other evidence in the column provided.

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered
26/03/12	3	<p>Last Wednesday we were starting to work on a new flat roof on the industrial estate at Unit 73. The gaffer was away at a site meeting. I saw Wullie the labourer set up a ladder for access onto the scaffolding for us to access the roof, and he secured it at the top on to a standard. I thought 'that ladder is far too steep'.</p> <p>I warned Wullie, the labourer, not to get on to the ladder. He said he had fixed it at that angle because otherwise the ladder was too short to reach the step-off platform. He added that as it was only for access anyway, it would be okay.</p> <p>I didn't argue with him, but told him to go and get a longer ladder, and meanwhile I safely removed the one he had set up.</p> <p>I knew that the step-off platform was about 8 metres above the ground, and therefore the ladder would need to be about 2 metres out from the bottom. That's the 1 to 4 rule for ladders which we were told about at a safety talk recently, and it stuck in my head for some reason.</p>		VR 641 PC 1, 2 and 3

		Wullie soon brought another, longer ladder and we got it fixed at the right angle which made it much safer for everyone. I felt good about doing this afterwards although my ears are still burning from oor Wullie!		
--	--	--	--	--

Candidate's signature Angus MacRitchie

Date 26 March 2012

Witness testimony

Remember when you begin to use witness testimony that it must be capable of being authenticated — even if the testimony itself is being used to authenticate a candidate's claim to competence.

To make sure the witness testimony is genuine, you must ensure that you have a record of who is acting as a witness, their relationship to the candidate (eg supervisor, client) address, telephone number and the date. There are spaces for this information in the form.

Witness testimony

SVQ title and level	SVQ2 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 5
Candidate's name	Angus MacRitchie
Evidence index no	4
Index no of other evidence which this testimony relates to (if any)	2
Element(s)	VR 641, PC 1, 2 and 3
Date of evidence	26/03/12
Name of witness	Jock Brown
Designation/relationship to candidate	Gaffer
Details of testimony	
<p>Angus has worked with me for about five years now, he is a good all round tradesman, and very reliable.</p> <p>Last Wednesday, I was attending a site meeting which had been called at short notice. In the middle of the meeting, Wullie Johnstone, our labourer, came in shouting and bawling that he couldn't get on with his work and he needed a longer ladder. I told him to calm down and took him to the site compound store and got him a 12 metre ladder. He then left quickly with the ladder and I returned to the site meeting.</p> <p>When I returned to the site an hour later I could see that good progress was being made on the roof sheeting of Unit 273 and I observed that the ladder I had given Wullie, was set at the correct angle and fixed securely at the step-off platform. I safely made my way up the ladder and on to the roof and started to work.</p> <p>I asked the guys what all the fuss had been about, they explained, and we had a wee laugh about it. I complemented Angus on his conscientious and safe action and made sure Wullie overhead this conversation, but he said nothing. We all went for a pint on the way home and had another laugh at the incident, but the point had been well made by Angus.</p>	

I can confirm the candidate's performance was satisfactory.

Witness's signature Jock Brown **Date** 26 March 2012

Witness (please select the appropriate box):

- Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

Filling the gaps

There may come a time when your candidate has provided evidence for most of the Unit (or SVQ), but there are some gaps. For example, you may find that certain situations, such as handling contingencies, have not arisen during assessment. Often these will relate to dealing with health and safety issues, or unexpected problems with workflow like delays in receiving information from another part of the organisation.

You may be able to overcome these by simulation and questioning or by arranging for transfer/secondment to a site where these activities are occurring. It may be necessary, in some cases, to find another organisation which can provide the necessary experience for the candidate.

Guidance and support to candidates

At all times during the assessment process — from planning through to making your assessment decision — feedback should be ongoing, clear and constructive. Feedback should be given against the national standards by relating it to the evidence provided, including the knowledge specifications.

Where there are any shortfalls in a candidate's competence, you should discuss these with your candidate and make plans for re-assessment.

Judging candidate evidence and making an assessment decision

In judging candidate evidence, you must be satisfied that your candidates can work consistently to the required standard, and that the evidence they have produced is their own. You must consider whether your candidate understands and applies the knowledge evidence and how this links to performance evidence.

Evidence must:

- ◆ be relevant to the SVQ
- ◆ be authentic
- ◆ show current competence
- ◆ be sufficient to help you form a decision about the candidate's competence

Insufficient evidence

You have to judge whether the candidate has produced enough evidence required by the standards for you to reach a decision about their evidence.

Where there is insufficient evidence, you should say this to your candidate. You should tell them that it is not that they are not yet competent — there is simply not enough evidence on which to make a decision.

In this situation, your feedback to your candidates must help them produce more evidence and/or plan for further assessment.

Authenticating candidates' evidence

Authentication is required where you have not observed candidates' performance at first hand.

You can check whether a candidate has produced evidence which they claim shows their competence by questioning them or, if this is appropriate, asking them to produce a personal statement, using witness testimony, or seeking peer reports from other colleagues of the candidate.

Example

Authentication will be required when a candidate has produced a piece of product evidence that could, on the face of it, have been produced by anyone. For example, a candidate may have worked on sheeting a roof as a member of a squad. It may require questioning or witness testimony to confirm that the work claimed for is genuinely the candidate's own.

4 Recording achievement

You should retain all evidence — clearly referenced — for internal and external verification.

The candidate's evidence is normally kept in a file, often called a *portfolio*. These documents help you and your candidates to collect, present and cross-reference the evidence to the national standards. They are also a means of recording your assessment decisions, and they tell an External Verifier what stage a candidate has reached in achieving the SVQ.

In a Roofing SVQ it is strongly recommended that you use these nationally devised recording documents. Alternatively you may choose to have your own recording documents prior approved by SQA before using them.

Recording documents do not need to be paper-based — it is possible to use an electronic format for collecting and structuring the evidence. Whatever format you and your candidates choose to use, the documents must show what evidence was generated, the assessment decisions you made, how the evidence meets the standards, and where the evidence can be located. You should avoid photocopying items simply to put them in a portfolio — a clear explanation of where the evidence can be found (for example, in a filing cabinet) may be sufficient for the External Verifier to follow it up and include it in the visit.

There are various reasons why record-keeping is so important:

- ◆ it provides a way of tracking a candidate's progress in achieving an SVQ
- ◆ it helps candidates to make claims for certification of their competence
- ◆ internal verifiers and External Verifiers use the records to sample assessment decisions
- ◆ it helps us to monitor the quality assurance of our qualifications

If your candidates' evidence is incomplete, or cannot be located, or if there is inaccurate cross-referencing to the standards, there is a risk that an internal verifier or External Verifier will be unable to confirm your assessment decisions.

To help you and your candidate present evidence and record your assessment decision, we have provided examples of the forms which you and your candidate might use to compile the portfolio.

- ◆ Completing the Unit progress record
- ◆ Using the evidence index
- ◆ Completing the Element achievement record

These forms are also used in SQA's portfolio.

Completing the Unit progress record

You should complete this form each time your candidate achieves a Unit from the SVQ by adding your signature and the date next to the relevant Unit.

At this stage, candidates should make sure they have completed the recording documents correctly and that their evidence can be easily located. Only then should they circle the relevant Unit number at the top of the form. This enables both of you to see at a glance what stage the candidate is at in their SVQ.

Unit progress record

Qualification and level SVQ2 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 5

Candidate Angus MacRitchie

To achieve the whole qualification, you must prove competence in 6 **mandatory** Units and 1 **optional** Unit.

Unit checklist

Mandatory	VR 641	VR 642	VR 643	VR 94	VR 95	VR 96	
Optional	VR 98						

Mandatory Units achieved

Unit number	Title	Assessor's signature	Date
VR 641	Conform to General Workplace Health, Safety and Welfare	<i>Alex Bryce</i>	30/03/12
VR 642	Conform to Productive Work Practices	<i>Alex Bryce</i>	01/04/12
VR 643	Move, Handle or Store Resources		
VR 94	Prepare Resources for Roof Sheeting and Cladding		
VR 95	Install Roof Sheeting and Cladding Systems		
VR 96	Install Roof Sheeting and Cladding Rainwater Goods	<i>Alex Bryce</i>	30/06/12

Optional Units achieved

Unit number	Title	Assessor's signature	Date
VR 98	Repair Roof Sheeting and Cladding Systems		

Using the index of evidence

The purpose of the index of evidence is to help you locate and work through the candidate's evidence. It should give you a summary of what evidence the candidate has collected, and where (eg in a portfolio) it can be found.

The index of evidence should be completed by entering:

- ◆ the index number for each piece of evidence
- ◆ a description of each piece of evidence
- ◆ the place or location where it can be found
- ◆ the initials of the internal verifier and the date (if they have sampled the candidate's evidence)

Ideally, it should be candidates themselves (with your support and encouragement) who complete the index.

You must make sure that the information in the evidence index is accurate when your candidates' portfolios are presented for assessment and verification — particularly the information about where the evidence can be located. This is important because we suggest that anything which has been produced as day-to-day work is kept in its normal location, but anything which has been produced through assessment for the SVQ, eg observation checklists, is filed in the candidate's portfolio. In this way, your candidate can avoid having to photocopy work products just for the sake of including them in a portfolio. It also means that evidence produced as a result of assessment is kept safely in a central file.

If the index of evidence is not completed with an accurate description and location of the evidence, there is a risk that an internal verifier or External Verifier might be unable to confirm your assessment decisions.

Index of evidence

SVQ title and level	SVQ2 Cladding Occupations (Construction): Roof Sheeting and Cladding SCQF level 5
----------------------------	---

Evidence number	Description of evidence	Included in portfolio (Yes/No) If no, state location	Sampled by the IV (initials and date)
1	An extensive on site observation which took place over two days. This included the candidate loading out and working on a flat roof, from commencement to nearing the completion stage	Yes	AB 12/03/12
2	A record of questioning and candidate's responses	Yes	AB 26/03/12
3	A personal statement from the candidate	Yes	AB 26/03/12
4	A witness testimony which corroborates the candidate's personal statement	Yes	AB 26/03/12
5	Photographs of Angus marking out and fixing gutters and down pipes	No, still to be inserted in folio from digital camera	

Completing the Element achievement record

To help you and your candidates cross-reference the evidence to the standards of the SVQs, we have provided records similar to those produced in the SQA portfolio. Use one record for each Element. The grids should be completed by:

- ◆ entering the evidence index number in the first column
- ◆ giving a brief description of the evidence in the second
- ◆ ticking the relevant boxes for the Performance Criteria (or statements of competence as they are sometimes known)
- ◆ entering the areas of knowledge and understanding the piece of evidence covers

If integrated assessment is used (linking PC or Elements across different Units) the evidence should be cross-referenced back to the relevant Units.

We have provided a completed example to show how to use the record.

Element achievement record

Unit VR 96 Install Roof Sheeting and Cladding Rainwater Goods

Evidence index no	Description of evidence	PC/performance statements						Areas of Knowledge and Understanding/scope																
		1	2	3	4	5	6	1	2	3	4	5	6											
1	Direct observation of candidate working on a flat roof construction including scrutiny of product evidence	✓	✓	✓	✓	✓	✓																	
2	Oral questioning				✓																			
3	Personal statement		✓			✓		✓	✓	✓														
4	Witness testimony by foreman, Jock Brown		✓			✓		✓	✓	✓														
	Bank of set questions to be answered by candidate							✓	✓	✓	✓	✓	✓											

Unit VR 96 Install Roof Sheeting and Cladding Rainwater Goods

Notes/comments

In general, Angus demonstrated that he is very competent in roof cladding construction, he focuses on whichever task he is doing, and when this is completed he then moves on to the next in a calm and assured manner. He also demonstrates great sense in health and safety matters at all times.

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature Angus MacRitchie **Date** 06/06/12

Assessor's signature Alex Bryce **Date** 06/06/12

Internal verifier's signature _____ **Date** _____

5 Further information

What else should I read?

The publications listed here provide additional information on how to implement SVQs. Details of these and other SQA publications are available on our website at **www.sqa.org.uk** on the 'Publications, Sales and Downloads' section. They can be ordered from SQA's Business Development and Customer Support Team — telephone 0303 333 0330. Please note that there may be a charge for some of these publications.

Assessor/Verifier Units: assessment guidance

External Verification: A Guide for Centres

Guide to Assessment

Introduction to Assessment Arrangements for Schools and Colleges

SQA's Quality Framework: a guide for centres

Operational Help Centre

The Operational Guide for Centres has been replaced by the online Operational Help Centre on **www.sqa.org.uk**

Appendix 1: Blank recording forms

Unit progress record

Qualification and level _____

Candidate _____

To achieve the whole qualification, you must prove competence in xx **mandatory** Units and xx **optional** Units.

Unit checklist

Mandatory									
Optional									

Mandatory Units achieved

Unit number	Title	Assessor's signature	Date

Optional Units achieved

Unit number	Title	Assessor's signature	Date

Index of evidence

SVQ title and level	
----------------------------	--

Evidence number	Description of evidence	Included in portfolio (Yes/No) If no, state location	Sampled by the IV (initials and date)

Element achievement record

Unit

Element

Evidence index no	Description of evidence	PC/performance statements	Areas of Knowledge and Understanding/scope																																								

Unit

Element

Notes/comments

The candidate has satisfied the assessor and internal verifier that the performance evidence has been met.

Candidate's signature _____

Date _____

Assessor's signature _____

Date _____

Internal verifier's signature _____

Date _____

Assessment plan

Units					
Elements					
Activities	Performance Criteria (PC)	Method of assessment/ Sources of evidence	Date of assessment	Evidence already available	Links to other Units (Performance Criteria and Range)
Questioning for Knowledge and Understanding not apparent from performance to be identified from 2nd review					

Assessor's signature _____

1st review due _____

Candidate's signature _____

2nd review due _____

Date of agreement _____

Date of completion _____

Personal statement

Date	Evidence index number	Details of statement	Links to other evidence (enter numbers)	Unit, Elements, Performance Criteria, Performance statements, scope covered

Candidate's signature _____

Date _____

Observation record

Unit/Element(s) _____

Candidate _____

Evidence index number _____

Date of observation _____

Skills/activities observed	Performance Criteria covered

Knowledge and Understanding apparent from this observation

Other Units/Elements to which this evidence may contribute

Assessor's comments and feedback to candidate

I can confirm the candidate's performance was satisfactory.

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____

Witness testimony

SVQ title and level	
Candidate's name	
Evidence index no	
Index no of other evidence which this testimony relates to (if any)	
Element(s)	
Date of evidence	
Name of witness	
Designation/relationship to candidate	
Details of testimony	

I can confirm the candidate's performance was satisfactory.

Witness signature _____ **Date** _____

Witness (please select the appropriate box):

- Holds L and D Unit 9D/9D1, A1/A2 or D32/D33 qualifications
- Is familiar with the SVQ standards to which the candidate is working

Record of questions and candidate's answers

Unit	
Element(s)	
Evidence index number	
Circumstances of assessment	
List of questions and candidate's responses	
Q	
A	
Q	
A	
Q	
A	
Q	
A	
Q	
A	

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____