



**Scottish Vocational Qualifications**

**Qualification Verification Summary Report 2017**

**Electrical Installation**

## Introduction

The following units were verified during this visit:

GK6J 23 SVQ in Electrical Installation

In line with National Occupational Standards, this course was introduced for the 2015–16 session for first stage and 2016–17 for second stage electrical apprentices, to replace the G9FA 23 SVQ in Electrical Installation. Despite some centres' initial apprehension regarding the different style of delivery of the new course, all have handled the new course very well.

The outcome for the course includes site-based work beyond the centres' control. All centres are fully aware of the requirements of the overall course, and deliver their part very well.

## 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.**

(This criterion should be completed for regulated qualifications only.)

All the centres' teaching staff meet the sector skills council requirements and have the necessary understanding of the course specification. Continuing professional development (CPD) is carried out by most of the staff delivering the course, but budgetary constraints at some centres mean it is not available to all.

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

The specification for this course was developed by SECTT (Scottish Electrical Contractors Training Trust) on behalf of the SJIB (Scottish Joint Industry Board) in line with the National Occupational Standards for the Electrical Contracting Industry.

Staff at all centres delivering the course can attend SECTT area consortium meetings, held twice per session to resolve course specification and delivery problems, to ensure all centres deliver the course to the same standard.

The outcomes of those meetings are disseminated to centre staff via their regular departmental meetings. The external verifier reviewed the minutes of these meetings during their visit.

## **Category 3: Candidate support**

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

In order to undertake this unit, candidates must be employed within the electrical contracting industry, have passed the SECTT entrance exam, and been subject to an employer's interview process.

All candidates take part in an induction which details the course structure and what achievements are expected.

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

Course evidence folders comprise portfolios for the various subjects. They are assessed regularly and internally verified. Candidates are invited to discuss their assessed portfolios and sign them off following any rework if required. Written feedback from the assessor forms part of the portfolio.

Candidates go through four reviews in the first stage and three reviews in the second stage, which they sign off. The results are sent to their employer and SECTT. Candidates have regular contact with the SECTT Training Officer assigned to them during all four years of their training/apprenticeship.

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

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

The course portfolios contain a number of exercises on various subjects. Each exercise is assessed and signed off by the assessor, and the completed portfolio is signed by both the assessor and candidate, with written feedback given by the assessor.

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

This course is assessed using subject exercise portfolios, which are issued under the specification.

Verifiers saw the evidence of this in the form of completed candidate portfolios, and reported that the portfolios demonstrated that both the assessment and the internal verification processes are fair and consistent at all centres which deliver the unit.

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

The submission of candidates' work is under continuous review, as some elements of the coursework are carried out outside the centre. Some exercises involve groupwork with individual learning outcomes, reviews and conclusions being submitted. In general, there are very few cases of plagiarism.

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

Verifiers saw evidence that all candidates' coursework portfolios are assessed on a consistent and fair basis.

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

In general, all candidate evidence is stored in a locked room or cupboard, and only accessible to authorised staff when not being used by the candidates themselves.

In all centres candidates' evidence folders are retained by the centre until the candidate has completed the course/apprenticeship.

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

Centres generally hold course staff meetings during which SECTT consortium meeting outcomes, assessment, and internal verification reviews are discussed. External verifiers were able to see minutes of these meetings.

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

The specification for the course does not lend itself to deviation. Noted examples of good practice throughout the 2016–17 session were not so much regarding course delivery, but rather were specific to ideas for candidates' projects in individual centres.

**Specific areas for development**

The following area for development was reported during session 2016–17:

- ◆ Some centres have raised minor issues with SECTT regarding content and delivery of areas within the course specification. These issues have been discussed at regional consortium meetings and improvements will be implemented for next session.