



Scottish Apprenticeships
Practical Skills Tests v1.8
Temporary Approach
September 2021 (revised February 2023)

Background

1. Several apprentices who enrolled on their Apprenticeship in 2017 onwards are experiencing difficulties gathering evidence for their portfolios partly due to the changes of the assessment regime launched in 2017 and the need to gather evidence in the workplace.
2. This has created difficulties in the skills test infrastructure resulting in cancellations because of low numbers and the skills tests not being viable for providers to deliver. The impact is wide reaching, not only for apprentices who are not able to gather all their portfolio evidence but also those who have completed all their SVQ units.
3. CITB and SQA Accreditation have been working together to find a pragmatic solution to this situation. As a result, this document will lay out the approach for apprentices who started their apprenticeship in 2017 onwards and whose achievements are affected in 2021 onwards, and the future actions that assessors and providers should follow for apprentices enrolled on the SVQs listed below.

Scope

4. This document details an approach for Scottish Apprentices enrolled on the following SVQs on or after 2017 and includes apprentices on a 4 year or shortened term apprenticeship (colloquially known as apprentice and adult apprentice).

| Qualification | AB | Accred No |
|---|---------------|-----------|
| SVQ in Bricklaying (Construction) at SCQF Level 6 | SQA | GM7R 23 |
| SVQ in Bricklaying (Construction) at SCQF Level 6 | City & Guilds | GN1X 46 |
| SVQ in Carpentry and Joinery (Construction) at SCQF Level 6 | SQA | GM7T 23 |
| SVQ in Carpentry and Joinery (Construction): Site Carpentry at SCQF Level 6 | City & Guilds | GM99 46 |
| SVQ in Floorcovering (Construction) at SCQF Level 6 | SQA | GM7V 23 |
| SVQ in Painting and Decorating (Construction) at SCQF Level 6 | SQA | GM7W 23 |
| SVQ in Painting and Decorating (Construction) at SCQF Level 6 | City & Guilds | GN1N 46 |
| SVQ in Plastering (Construction) at SCQF Level 6 | SQA | GM7X 23 |
| SVQ in Plastering (Construction) at SCQF Level 6 | City & Guilds | GN1P 46 |
| SVQ in Roofing Occupations (Construction) at SCQF Level 6 | SQA | GM7Y 23 |
| SVQ in Stonemasonry (Construction) at SCQF Level 6 | SQA | GM80 23 |
| SVQ in Wall and Floor Tiling (Construction) at SCQF Level 6 | SQA | GM81 23 |
| SVQ in Woodmachining (Construction/Sawmilling Extrusion) at SCQF Level 6 | SQA | GM82 23 |

Temporary Approach

Paragraphs 5 to 12 detail the arrangements for ALL apprentices who are registered on one of the above mentioned SVQs.

The following actions should be attempted in order.

5. Apprentices who were enrolled on their apprenticeship from 2019 onwards who are due to achieve in 2023 onwards, **must** have a skills scan to identify any foreseeable issues in evidence collection.
6. Where difficulties are identified, the assessor should look to use simulation as detailed within Appendix C of the **Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)**.
This should be used to gather evidence through simulation, where the apprentice does not have the opportunity to evidence tasks in the workplace. Simulation should not be for the whole unit, but the specific criteria where evidence has not been available.
It must be noted that there are specific criteria when simulation is appropriate, and it must not be used outside of the specific criteria detailed. Providers must work with their awarding body to ensure any simulation is carried out in the context of the occupation and in a realistic workplace environment, as detailed in the Assessment Strategy.
7. The skills test should be completed normally as the final element of the SVQ and apprenticeship.
8. Where evidence cannot be gathered through simulation as detailed above (6), and the apprentice is in the final 6 months of their apprenticeship term, the skills test can be attempted prior to final assessor sign-off of the portfolio. Evidence captured from the completed skills test may be used as simulation towards any elements of the SVQ which remain outstanding within the portfolio.
9. Prior to the early completion of the skills test, the apprentice, assessor, internal verifier and employer must sign the 'Readiness Declaration' (Appendix 1) to confirm this agreement. Details of this must be included in the learner's portfolio and uploaded to their record on 'MA Online'.
- 10. It must be noted that early completion of the skills test does not prove competence and is not completion of the SVQ or apprenticeship.**
11. Apprentices who fail the skills test will not be permitted a resit until all evidence for the SVQ is in place, the skills test can then be retaken as normal.
12. Any remaining gaps in the portfolio may be simulated as documented in the Assessment Strategy, Appendix C.

Appendix 1

Skills Test Readiness Declaration

Apprentice Name: _____

Apprentice Date of Birth: _____

MA Online Reference: _____

The above-named apprentice has met the minimum duration requirements as stated in the Modern Apprenticeship framework for Construction Building at SCQF Level 6 and has less than 6-months remaining on their apprenticeship. Their SVQ portfolio of evidence has been assessed however there remains some gaps in evidence. The missing elements will be simulated prior to full completion of the qualification and apprenticeship.

We, the undersigned, have reviewed the apprentice's capabilities and believe they are ready to undertake the Skills Test prior to all elements of their SVQ portfolio of evidence being completed.

Additional evidence or simulation will still be required to fully meet the SVQ portfolio requirements. The apprentice will be required to provide this to compete their SVQ and apprenticeship.

All other elements of the Modern Apprenticeship must be met before certification can take place.

We, the undersigned, acknowledge and accept that the Skills Test alone is not a statement of competence, and does not constitute the completion of the SVQ or apprenticeship, nor does it represent completion for the purposes of funding.

| Signed | Print Name | Date |
|----------------------------|------------|-------|
| _____ Apprentice | _____ | _____ |
| _____ Assessor | _____ | _____ |
| _____ Internal Verifier | _____ | _____ |
| _____ Employer | _____ | _____ |

Please ensure this signed document is included within the SVQ portfolio and a copy is uploaded to the apprentice's MA Online record.

Version Control

| Date | Version | Comments |
|-------------------|----------------|---|
| 22 September 2021 | 1.1 | Sign off of document from SQA Accreditation, ACG and CITB. (Email sign off from GH SQA) |
| 22 September 2021 | 1.2 | Amended Grid in paragraph 4 to include all L6 craft apprenticeships. |
| 29 September 2021 | 1.3 | Internal draft only |
| 04 October 2021 | 1.4 | Internal draft only |
| 09 December 2021 | 1.5 | Changes to signatures required, amendment of wording in Appendix 1. |
| 26 April 2022 | 1.6 | Changes to cohorts allowed to complete the Skills Test out of sequence |
| 04 July 2022 | 1.7 | Changes to the wording to include adult apprentices on a reduced term apprenticeship |
| 1 Feb 2023 | 1.8 | Changes to include all apprentices registered on listed SVQs. No change to approach. |