

**Scottish Apprenticeships**  
**Practical Skills Tests v1.5**  
*Temporary Approach*  
*September 2021 (revised December 2021)*

## Background

1. Several apprentices who enrolled on their Apprenticeship in 2017 are experiencing difficulties gathering evidence for their portfolios, mainly because the requirement in the qualification is not commonly used in their role in Scotland.
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 layout the approach for apprentices who started their apprenticeship in 2017 and affected in 2021, and the future actions that assessors and providers should follow for apprentices who started in 2018-2020.

## Scope

4. This document details an approach for Scottish Apprentices enrolled on the following SVQs on or after 2017.

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

5. Paragraphs 7 to 14 details the approach for the 2017 cohort of apprentices ONLY.
6. Paragraph 15 to 18 details the approach for the 2018-2020 cohorts of apprentices.

### ***Temporary Approach for 2021.***

The following actions should be attempted in order.

7. 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), 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.
8. The skills test should be completed normally as the final element of the SVQ and apprenticeship.
9. Where evidence cannot be gathered through simulation as detailed above (7), 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 towards any elements of the SVQ which remain outstanding within the portfolio.
10. The apprentice, assessor, internal verifier and employer must sign the ‘Readiness Declaration’ (appendix 1) prior to the early completion of the skills test, this must be included in the learner’s portfolio and uploaded to their record on ‘MA Online’
- 11. It must be noted that early completion of the skills test does not prove competence and is not completion of the SVQ or apprenticeship.**
12. 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.
13. Any gaps remaining in the portfolio may be simulated as documented in 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), appendix C.
14. This solution is for the 2017 apprenticeship cohort **only** and to provide a pragmatic solution to several issues including but not limited to Covid-19. This solution must not be used and is not a precedent for future cohorts. There will be no appeal or exception, and this temporary approach will not be extended.

### ***Approach for 2022-2024 Achievements***

15. Apprentices who were enrolled on their apprenticeship from 2018 – 2020 must have a skills scan to identify any foreseeable issues in evidence collection.
16. Where difficulties are identified early, the assessor should look to use simulation as detailed within the Assessment Strategy appendix C. 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.
17. 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.
18. The skills test must **only** be delivered as the last component of the SVQ for these cohorts of apprentices, there will be no appeal or exception.

## 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**

<b>Date</b>	<b>Version</b>	<b>Comments</b>
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.