



Assessor's Guidelines for SVQ2 Leakage Detection SCQF level 5 (GA1L 22)

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About The Centre Guidance Notes

This guidance for the SVQ2 Leakage Detection is designed to provide assessment centres with information on the content, structure and delivery of the SVQ.

This document provides both general guidance, applicable across the SVQ, and more detailed information on each award, including general and specific Evidence Requirements. It also includes sections relating specifically to centre, personnel and facilities approval. If you or your centre has any queries relating to the SVQ or its delivery, please contact either your allocated External Verifier (EV) or SQA contact.

This guidance (and updated versions issued during the lifetime of the SVQ) will be available on **www.sqa.org.uk** and produced on CD, though hard copies can be provided by CABWI Awarding Body on request (contact CABWI Awarding Body, 1 Queen Anne's Gate, London, SW1H 9BT; Tel: 020 7957 4523; e-mail: **enquiries@cabwi.co.uk**). The CD also includes evidence recording documents for each Unit, copies of the national occupational standards (NOS) in Leakage Detection, and Core Skills Signposting (as developed by Energy & Utility Skills).

Further information relating to the delivery of SVQs, including copies of the current SVQ forms and general SVQ centre guidance, may be obtained direct from the Scottish Qualifications Authority at the following address:

Scottish Qualifications Authority
The Optima Building
58 Robertson Street
Glasgow
G2 8DQ

www.sqa.org.uk

SQA Customer Contact Centre
Tel: 0845 279 1000
E-mail: **customer@sqa.org.uk**

1 Introduction

SVQ2 Leakage Detection SCQF Level 5: Overview

The SVQ2 Leakage Detection SCQF level 5 covers the skills required by leakage detection technicians, whose role it is to identify the location of leaks on the water distribution network. This SVQ is based on national occupational standards developed by Energy & Utility Skills.

The majority of candidates' evidence for this SVQ must be generated from real work activities. This means that any candidate undertaking SVQ2 Leakage Detection SCQF level 5 must be working in the water industry locating leaks on a regular basis. Assessors must ensure that sufficient evidence of workplace performance is provided before recommending certification.

The skills covered in the Leakage Detection SVQ include:

- ◆ ensuring your actions reduce risks to Health and Safety throughout operational activities
- ◆ assessing the configuration of a metered area on the water network, to establish that the information on plans matches the situation on site
- ◆ tracing the route of water pipes and locating surface fittings
- ◆ determining the exact location of water loss

Completion of the requirements for each of the four activities listed above results in a Unit award — all four Units are mandatory for a full SVQ.

National Occupational Standards (NOS) and award structures

The content and structure of the SVQ2 Leakage Detection SCQF level 5 derives from the national occupational standards (NOS) in Leakage Detection and Control, developed by Energy & Utility Skills, the Sector Skills Council for the electricity, gas, water and waste management industries and approved in 2007. The SVQ requirements are produced in line with the NOS, award structures and assessment strategy, following consultation with representatives from water companies, industry training providers and other industry stakeholders.

Copies of the NOS in their final approved format can be provided with the centre guidance notes. The Units may also be obtained from the UK Standards website (www.ukstandards.org.uk) or from Energy & Utility Skills (www.euskills.co.uk). Updates to the content of the NOS may be made incrementally to keep pace with industry practice, but all centres will be advised of revisions in advance of implementation, with updated SVQ guidance if required.

If, in delivering the SVQ2 Leakage Detection SCQF level 5, the team identifies any queries or issues with the content of the NOS or the SVQ structure, please contact your External Verifier or awarding body in the first instance. We can then advise you on the most suitable course of action and consult further with Energy & Utility Skills or the regulatory authorities, as necessary. Energy & Utility Skills can be contacted at the following address:

Energy & Utility Skills Limited
Friars Gate Two
1011 Stratford Road
Shirley
Solihull
West Midlands
B90 4BN

Tel: 0845 077 9922
Fax: 0845 077 9933
Website: www.euskills.co.uk

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 must 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 must perform — is described by **Performance Criteria**. In the SVQ2 Leakage Detection SCQF level 5 materials, these are shown as following the words, '*The candidate can...*'

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

You may also come across standards containing statements on **scope**. These give an indication of the breadth of knowledge or performance that the candidate must cover — eg they could list the types of equipment or techniques 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, though, 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 developed by the awarding body and is packaged along with 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 this may be a supervisor working in the candidate's organisation, or may be from a training provider).
- ◆ **the internal verifier*:** an individual nominated by the assessment centre who ensures that assessors apply the standards uniformly and consistently (eg this may be the 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 — 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 Assessor/Verifier qualifications (based on the national occupational standards in assessment and verification), or an alternative qualification which SQA also recognises.

An Assessment Strategy for the SVQ

As part of their review of the SVQ, the standards-setting body (Energy & Utility Skills) has developed an Assessment Strategy which defines a range of requirements:

- ◆ the occupational expertise requirements for 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 assessment 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 ensure that candidates are given guidance before starting out on an SVQ — they need advice to ensure that their existing job remit, skills, experience and plans for progression are matched to their chosen SVQ. As the assessor, you do not have to carry out the matching process, but whoever is responsible for this should ensure that the assessment opportunities that are available to the candidate are also considered against the SVQ requirements.

Assessor and candidate roles

The assessor's role

As the assessor, your role is to:

- ◆ 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 the results
- ◆ help candidates to present evidence
- ◆ authenticate the evidence that 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

The candidate's role

It is up to the candidate to ensure that they:

- ◆ 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 their own work, and/or answer questions
- ◆ gather and present evidence
- ◆ receive and act on feedback from the assessor

The following sections contain detailed guidance on the requirements for delivering the SVQ2 Leakage Detection SCQF level 5.

2 SVQ2 Leakage Detection SCQF level 5

General SVQ Requirements

This section provides guidance on the collection, assessment and recording of SVQ evidence that applies across the SVQ2 Leakage Detection SCQF level 5. The general Evidence Requirements detailed below must be observed in addition to any SVQ or Unit-specific requirements outlined in Section 3, which covers the SVQ structure and specific Units.

The following details are listed in this section to avoid repetition for each Unit. If you have any queries arising relating to any of the evidence requirements, please do not hesitate to contact your External Verifier or the awarding body.

2.1 General Evidence Requirements

Assessors should seek to identify five key qualities in candidates' evidence:

Term	Explanation
Valid	The evidence demonstrates competence against the SVQ requirements.
Authentic	The evidence is demonstrably the candidate's own work. (If it relates to a team activity, the candidate should be able to confirm what their role was within the team.)
Reliable	The total evidence must show genuine and sustained competence against the NOS (not a single occasion — you should be confident that they could demonstrate the same skill levels on a different occasion if required).
Sufficient	There must be enough evidence available against the SVQ requirements for you to make an assessment decision.
Current	The total evidence must show current competence (ie it must not be so old that its presence would lead you to query whether the candidate is still able to perform the task.)

The following general Evidence Requirements apply when assessing the SVQ2 Leakage Detection SCQF level 5.

2.1.1 Coverage of full SVQ requirements

- ◆ The total evidence for each Unit must cover all SVQ requirements for skills and competencies, Knowledge and Understanding (as defined in the NOS), and the scope of the evidence, and must meet any Evidence Requirements specified for that Unit.
- ◆ You must be confident that all of the SVQ Unit requirements are covered before assessing the candidate as 'competent'.

2.1.2 Consistent competence over time

- ◆ The candidate's evidence for each Unit must show that they meet the NOS **consistently** in their work, **over a period of time**.
- ◆ The dates of the evidence provided (whether an observation report, witness testimony or other evidence from the workplace) must allow you to confirm that the candidate has carried out the required tasks on several different occasions.
- ◆ It is helpful if the diverse pieces of evidence are taken from dates that are days, weeks or months apart, to show that the candidate's competent performance is not a singular or unusual occurrence.

(Please note: Assessors may ask how many pieces of evidence are sufficient to show consistent competence against the SVQ requirements. The awarding body recommends that each candidate's competence is judged on its own merits.

It is likely that different candidates will have different amounts of evidence available to satisfy particular SVQ Unit requirements, depending upon their job roles. It is your job as an assessor to decide when a candidate has provided sufficient evidence of competence, and this will vary between candidates.

As a guideline, candidates could consider providing evidence of at least three occasions of performance against the NOS. You must remember, though, that the candidate must cover all SVQ requirements to a sufficient standard, and this could require evidence taken from more than three occasions.)

2.1.3 Varied evidence gathered from different work activities and situations

- ◆ Candidates' performance and knowledge evidence must come primarily from their own work activities.
- ◆ Evidence should be **varied** and must arise from **different workplace situations** (ie different activities, undertaken at different times, which demonstrate their ability to meet the standard on a regular basis within their job role, rather than on a single assessment occasion).
- ◆ The mix of evidence must be provided from various sources and assessment methods, which, taken holistically, can be used to determine competence. This diversity will reflect the candidate's job role and act as a measure of authenticity.

- ◆ Assessors and candidates must not rely on a single type or source of evidence for any one Unit — providing diverse evidence is a robust way of demonstrating consistent competence over time, and confirming authenticity.

2.1.4 Evidence that occurs naturally

- ◆ Assessors should make use of candidates' evidence as it occurs naturally. This applies to documentary or product evidence, but also to evidence from observations, line managers'/supervisors' reports, and witness testimonies.
- ◆ One work task undertaken by a candidate can generate evidence for a number of Units. Assessors should be vigilant to this, and be able to identify where a candidate's evidence can be cross-referenced to other parts of the SVQ (eg where the candidate locates a leak on the network, this will generate evidence for Unit FA8C 04, but it is very likely also to produce some evidence towards the Unit covering Health and Safety (FA8G 04), and, potentially, the other Units from the award.)
- ◆ The more an assessor can identify opportunities for candidates to use one piece of evidence towards a number of Units, the less chance there is of unnecessary repetition of assessment activity or evidence gathering. Where possible, assessors should try to use of this kind of holistic approach, and should encourage candidates to think about how the different tasks they do during the day can relate to different parts of their SVQ.

2.1.5 Witness testimonies

- ◆ Assessors should consider the potential for witness testimony to provide a valuable contribution to the candidate's total evidence. This is particularly useful to confirm employer contribution to the SVQ process, which is recommended for all awards based on NOS developed by Energy & Utility Skills.
- ◆ More detailed notes on witness testimony are provided but assessors must ensure that witness testimonies are subjected to the same level of assessment as any other piece of evidence.
- ◆ There are risks associated with the use of witness testimony as SVQ evidence, and assessors must be aware of these. Please ensure that you read the notes on witness testimony, to ensure that robust procedures are put in place for its use, before you ask your candidates to provide such evidence from managers or colleagues.

2.1.6 Employer involvement and contribution to assessment process

- ◆ Centres should ensure, where possible, that there is employer contribution to the assessment process.
- ◆ This can be demonstrated in different ways, although the most likely will be through the use of witness testimonies or other reports from candidates' managers and colleagues.
- ◆ Evidence from managers or colleagues can be useful to provide confirmation of candidates' work as part of a team and to show that their work meets the requirements of their organisation.

2.1.7 Evidence from leakage detection activities

- ◆ To gain a full SVQ2 Leakage Detection SCQF level 5, candidates must undertake all four Units in the award.
- ◆ Candidates must provide evidence of carrying out the main activities identified in the SVQ (assessing the configuration of the metered area; tracing the route of water pipes and locating surface fittings; and determining the location of water loss) on **at least three different occasions**. These occasions must be at different times (ie not during the same shift, for example, but days, weeks or months apart), to confirm consistent competence. Evidence from more than three jobs may be required, though, in order to meet the full Evidence Requirements for the SVQ, as outlined in the national occupational standards.
- ◆ Every Unit in the SVQ2 Leakage Detection SCQF level 5 SVQ requires at least one occasion of either direct assessor observation (FA8G 04) or observation by either the assessor or the candidate's line manager on at least one occasion (Units FA7X 04, FC04 04 and FA8C 04). The individual observation requirements for each Unit are identified in the Unit-specific guidance at Section 3. It is likely that one observation will generate some Performance Evidence for at least Unit FA8G 04 — *Ensure your Own Actions Reduce Risks to Health and Safety*, in addition to the evidence provided for the leakage-specific activities that the candidate undertakes.
- ◆ A sample observation report form is provided at Appendix 2 and also as a separate MS Word document with this centre guidance. This is to enable assessment teams to use it in electronic format, and to adapt it to their own assessment practice as appropriate.
- ◆ Candidates' evidence should be generated from their normal work activities, which should facilitate demonstration of consistent competence over time against the SVQ requirements. The total evidence for the SVQ should show that the candidate is detecting leaks on the network consistently over a period of several months, and is likely to include both assessor observations and other workplace evidence arising naturally from the candidate's work. (NB The assessor has flexibility to decide when they will carry out any on site observations, as these may be subject to logistical or practical constraints.)
- ◆ In addition to observation reports (either from an assessor or in the form of a report by a line manager), evidence to show consistent competence over time can be gathered from other sources if preferable, including:
 - company records of leakage detection activities undertaken (hard copy or electronic)
 - records (eg photographs) from operational activities
 - marked-up plans, sketches or photographs of the network and its configuration
 - e-mails, or other records of correspondence, either with the candidate's own department, other departments, or with customers
 - witness testimonies
 - work records
 - assessor questioning and discussion, etc
- ◆ Assessors and candidates should decide together which sources of evidence are most appropriate to confirm competence against the SVQ requirements.

Please note — There is no requirement (as with the previous version of the SVQ2 Leakage Detection SCQF level 5) for assessors to observe specific NOS. This means that there is more flexibility in the way that observation is used, and is dovetailed with other assessment methods to produce the total mix of evidence for the SVQ. The key is to ensure that observation takes place to cover candidates' regular work activities, as they occur.

2.2 Witness testimony

Witness testimony can contribute significantly to the candidate's mix of evidence and provide external confirmation of different aspects of their work activities. Each testimony, statement or report from a witness can, additionally, provide evidence for several Units, and can be used to confirm current competence or consistency over time, or to provide supporting evidence for workplace documentation and records.

Witness testimonies are not observed assessments, and they must be subjected to the same assessor scrutiny as any other type of performance evidence.

This specific guidance is designed to address the particular risks attached to witness testimony as a type of evidence. Assessors should be aware of these risks, and be able to take action to minimise them.

In discussing requirements for and potential sources of witness testimony with a candidate, you should ensure that they are briefed on good practice for witness testimonies, so that they know what characteristics you are seeking when assessing any witness testimonies that they provide.

Witness credibility

The credibility of the witness is vital to the value of witness testimony as robust evidence. Witnesses can be drawn from a variety of sources, including:

- ◆ the candidate's line manager/supervisor
- ◆ a senior manager with experience of the candidate's work
- ◆ a colleague or associate from their team or another part of the business, or a related business (eg a project manager on site)
- ◆ someone who reports to the candidate
- ◆ a client — either internal or external to the business

The choice of suitable witnesses varies between candidates, and some candidates will have access to more supporting evidence of this kind than others.

The key is to ensure that the witness:

- ◆ understands the context and operations of the candidate's job role, and
- ◆ can contribute detailed and credible information at the appropriate level about the candidate's activities described, in a context that is familiar to them

For example:

- ◆ a leakage manager or network manager could provide considerable information on the operational leakage detection activities that the candidate undertakes during usual work activities

or

- ◆ a colleague could have useful information about how they interact with others and carry out their role as part of a team

It is up to assessors and candidates to identify witnesses who can provide sufficient detail against specific SVQ performance requirements. Assessors should also consider that one testimony could provide evidence for several Units.

It is important to ensure that the witness is working at a level or in a context where they will be able to report meaningfully on the candidate's activities: in an operational context, this means that they are likely to be working at least at the same level as the candidate. Alternatively, where Units relate to the development of productive working relationships, it would be appropriate to seek testimony from witnesses who interact with the candidate at different levels.

Witness testimony content

Assessors must be able to validate and authenticate the content of a report or statement. This means that the witness testimony should:

- ◆ include clear information on the witness's name, job title, relationship to the candidate, and date (and be signed by the witness)
- ◆ include the witness's contact details, to allow for follow-up or authentication of the evidence (the candidate's permission should be sought before contacting a witness)
- ◆ refer to the candidate by name
- ◆ give a meaningful statement that can be used as evidence — ie it must include suitable detail about specific work activities (time, date, location, job instructions, etc) that are witnessed, and must be a statement of fact. A supervisor or line manager may be qualified to comment on the candidate's competent performance in terms of meeting operational and company requirements, for instance, **but** they should not be asked for an opinion on whether the candidate has met the SVQ requirements, that is the assessor's role

There should be sufficient detail in a witness testimony to ensure that the report or statement refers to specific activities that the witness saw that particular candidate undertaking. This enhances witness credibility and provides a potential source of validation (eg through job records showing that the candidate was working in the stated location at the time the activities were witnessed).

Assessors should be alert to the potential for insufficient detail to be provided, or for situations where a witness provides testimony for several candidates, which is identical in each case. Even when working under supervision or as part of a team, the candidate will have a specific contribution to make, and a robust witness statement should be able to identify and confirm the candidate's own activities.

Recording witness testimony

Formats for recording witness testimony vary between witnesses and between centres — some assessment teams have a preferred pro forma that they issue to witnesses, while others prefer to leave the content and expression entirely up to the witness. An example of a witness testimony pro forma is at Appendix 3. A copy is available in MS Word, for centres to adapt as required for their own use.

As a guideline, in developing a more specific witness testimony form for this award, the centre should bear in mind that it is not recommended that a candidate's manager or other potential witness is given a list of statements with which they must agree or disagree. It is preferable to include open questions, which require them to think of specific examples of the candidate's work.

2.3 Knowledge assessment

You (or your centre) must have a strategy for assessing the Knowledge and Understanding requirements for the SVQ2 Leakage Detection SCQF level 5. This is likely to involve a combination of evidence generated from performance, during discussions with the assessor, and from assessor questioning (either in written or oral format). It is recommended that the candidate's ability to meet the knowledge requirements is assessed through discussions and oral questioning, during the course of observed assessments or assessment meetings. The awarding body also recommends that, where a candidate demonstrates during assessment that they have knowledge that is applicable across more than one Unit, the assessor should ensure that they record this coverage, to avoid unnecessary repetition of assessment activity. If candidates have undertaken written assessments that can be related to the knowledge requirements, these may also be used to confirm relevant NOS coverage.

For an assessor to confirm SVQ competence, the candidate must provide evidence against all of the Knowledge and Understanding requirements for a Unit, so any areas that are not initially identified as correct must be revisited elsewhere in the candidate's total evidence. You should also remember that all question banks must be stored securely in the centre, and that candidates must not leave the assessment meeting or test situation with any materials that are used for knowledge assessment in controlled circumstances (question banks, test papers, etc).

2.4 Approaches to collecting evidence: assessor or candidate-led

Some candidates will relate more easily than others to SVQ terminology, gathering evidence and matching the tasks they do in their daily work to the SVQ requirements. This depends upon candidates' individual aptitudes and preferences, and also on their job role, the amount of responsibility they have within their organisation, and the amount of evidence that they can typically generate from their work activities. Assessment approaches can vary according to each candidate or group of candidates.

Candidates working on the SVQ2 Leakage Detection SCQF level 5 award are likely to carry out their job role under their own initiative, but the tasks undertaken could be relatively routine. It is also possible that there will be only limited scope to provide workplace evidence (documents or products) to supplement assessor and line manager observations, discussions and witness testimonies, and assessors could need to take a more proactive approach to identifying the evidence available and cross-referencing it to the NOS. Candidates must be advised when they are registered with the awarding body, and must be made aware of the SVQ requirements and what is expected of them. They should understand the progress they are making through their SVQ, but, at this level, assessors are likely to have primary responsibility for cross-referencing evidence to the NOS.

2.5 Types of evidence

Candidates for the Leakage Detection SVQ will provide evidence from various sources. Assessors should look for a variety of evidence, from different sources, to provide a total picture of candidates' skills.

A table showing the various different types of evidence, their advantages, risks and potential solutions for managing the risks can be found at Appendix 4. This could be useful to you in planning and carrying out your assessments, or as a general reference tool.

As the advantages and risks vary according to the assessment method or type of evidence, it is always appropriate to combine a variety of evidence types in assessing any Unit or full SVQ. This approach:

- ◆ allows evidence to be produced from several different sources, and in different forms, against the SVQ requirements
- ◆ ensures that candidates have the opportunity to use one piece of evidence to meet the NOS for a number of Units, and
- ◆ allows them to make use of the full range of evidence that is available to them in their workplace

In planning assessments with candidates, assessors should encourage them to consider as many possible sources of evidence that they have available to them, and to refer to their assessor if they are unsure about the validity of evidence, rather than assuming that it will have no value.

Graphical items in performance evidence

As part of this award (and particularly for Unit *FA7X 04 — Assess the Configuration of the Metered Area*), candidates may produce marked up plans, etc showing the metered area on which they are working, and any discrepancies with the plans that they have encountered on site. They are particularly useful in providing additional and detailed information relating to specific locations and jobs covered, so they can be used to reinforce authenticity.

As stated at Appendix 4, the risk associated with these types of evidence is that they are not meaningful for the SVQ unless the candidate can explain their relevance (either in a note or through assessor questioning).

The candidate must be able to show how this kind of workplace material relates to their job role and specific work activities, and the assessor must ensure that they satisfy themselves of the authenticity and validity of the evidence against the NOS (eg be able to confirm that a plan or photograph relates to a specific job — and corroborate, if necessary, with reference to other records, eg records on company systems, etc).

Using generic workplace documentation

Candidates may have access to a variety of generic workplace documentation, produced either by their employer or at customer premises (eg company risk assessment formats, health and safety policies, HSE forms, health and safety induction details or policies produced at third party premises).

This documentation is valuable as evidence only if a candidate can show how it relates to their particular job role or specific activities, and the assessor must ensure that they review generic documents on this basis. It is not sufficient for candidates to include generic material amongst their evidence without any explanation of its relevance.

For example

It is more credible if:

- ◆ a candidate provides a generic company risk assessment form that they completed while undertaking a job
- ◆ a candidate can show how they used any information received during a health and safety induction on-site during their leakage detection work

Specific Evidence Requirements for each Unit from the SVQ2 Leakage Detection SCQF level 5 SVQ are found in the following section. Most types of evidence are acceptable for any Unit, and candidates should make use of as much evidence as possible that arises naturally from their work activities. The Unit outlines confirm the skills that are covered within each Unit, and identify any particular evidence that is required.

2.6 Recording SVQ evidence

Assessors must ensure that sufficient records are produced to provide an audit trail for the assessment process.

Assessors' records must show:

- ◆ how they confirmed the candidate's competence against the SVQ requirements (NOS and any SVQ Evidence Requirements)
- ◆ that the SVQ assessment process is applied consistently to all of their candidates (assessors are likely to work with other assessors and IVs at the centre to develop systems and processes that allow this to be done)
- ◆ a clear audit trail

It is vital that assessment records are robust, as they provide the starting point for internal and External Verifiers to sample records and monitor the assessment process. Assessors need to ensure that their records allow the IV and EV to follow the audit trail through the SVQ delivery process as applied to your candidates and allow them to drill down into the detail of your assessment decisions during the verification sampling process.

The SVQ audit trail

You must ensure that your records show your involvement in the stages of SVQ delivery. These will include:

- ◆ **Candidate induction and registration** — candidates must be aware that they have been registered with the awarding body, and the induction or first assessment meeting is commonly used to conduct skills scans or otherwise identify how the candidate's job role relates to the SVQ and what Units they will undertake. It is also important, if possible, to identify any particular assessment requirements (eg personal needs relating to language or literacy issues or physical disabilities that could limit access to premises) at this stage, so that you can plan to meet the candidate's needs.
- ◆ **Assessment planning** — the assessment team should have systems in place for assessment planning, relating both to the planning of the SVQ assessment process, and more detailed assessment planning with individual candidates (which is likely to be reviewed at the end of each assessment meeting, so that you and the candidates know what is expected at the next assessment).
- ◆ **Observations and assessment meetings** — each meeting with a candidate should generate some form of assessment record. The type of report can differ depending upon your assessment activity. If you observe a candidate, you may prefer to use a tailored observation report form that allows you to concentrate on the tasks you are watching, while a discussion-based meeting could use a more generic template (see sample generic report at Appendix 5).

As candidates for the SVQ2 Leakage Detection SCQF level 5 SVQ need to show evidence of specific leakage detection activities undertaken on site to meet the Evidence Requirements, it is also important that assessor reports (and particularly records of observations), line managers' reports, witness testimonies or other job records confirm details of the job location and work undertaken. This is useful not only to assessors in ensuring that the evidence is authentic and reflects the candidate's job role, but also to internal and External Verifiers when validating assessment records during the sampling process.

A tailored observation report could be more suitable for this SVQ, to align the leakage detection activities with the NOS requirements, but a more generic report is useful for general assessment discussions or meetings at all levels.

- ◆ **Coverage of the national occupational standards** — it is important as candidates go through the SVQ process that there is a record of how their evidence meets the NOS. This allows assessors to:
 - ensure that any mandatory types of evidence are provided
 - show how far the candidate has progressed for any Unit
 - identify gaps in the evidence and plan how further evidence can be provided
- ◆ **SVQ Unit sign off to confirm coverage** — assessors need to confirm when the Unit requirements have been satisfied, so that they can recommend Unit (and, eventually, full SVQ certification). It could be helpful to provide a cover sheet or overview of how the assessment decision was reached, that can also require the candidate to confirm that the evidence is their own work. This could also act as the starting point for an IV or EV during sampling.

The assessment and verification team must identify how each Unit will be signed off and confirmed.

- ◆ **Feedback to candidates and action planning** — this should be covered in the assessment reports, or potentially through correspondence records between assessors and candidates, but it is an important part of the ongoing SVQ delivery process, as candidates need to be aware of their current progress, and to know what further action or evidence is needed for them to complete the Unit or award. Candidates should also be given the opportunity to provide feedback to their assessors (see sample assessment report, Appendix 5).

2.7 Using the sample recording format

Sample evidence recording documents were produced for each Unit, after consultation with existing assessment centres and EVs. These are provided in separate files with this guidance (in MS Word format). Each Unit document reproduces the NOS and includes a cover sheet that allows the assessor to confirm how the SVQ requirements have been met, and which is tailored to the specific Evidence Requirements for that Unit.

The Unit evidence tables list the skills and competencies, Knowledge and Understanding items and 'scope of the evidence' specific to each Unit, so that assessors can use them without referring to a separate NOS document. (Please note that 'scope of the evidence' in this context refers to the 'Terms used within the standards' that appear in the Unit overviews in the final approved NOS Units.)

If using this format, assessors could either:

- ◆ provide a brief description of or reference for the evidence (under 'Evidence Ref/Description'), including a file reference if applicable (eg if the candidate is keeping an evidence file or portfolio), marking where the evidence meets the NOS requirement

or

- ◆ maintain a separate master list of SVQ evidence, giving each piece of evidence a reference number which is then inserted into the table against specific NOS requirements as necessary

The tables are designed to provide an at-a-glance indication for assessors and candidates of the progress made against the NOS for that Unit. Assessors can initial against each NOS requirement when they feel that this has been covered.

The assessor can use the cover sheet to confirm that all Evidence Requirements are met, and both candidate and assessor sign on completion of the Unit. The IV and EV can also sign to show where they have sampled.

A sample Index of Evidence is also included, which allows a master list of evidence for the SVQ to be kept, which can be cross-referenced to the Unit recording tables

***Please note:** The purpose of the tables is to provide a record of the candidate's progress through the SVQ, and it is up to the assessor to confirm completion of a Unit. Some candidates could be comfortable in using the recording tables, but it is not mandatory for the candidates to complete any or all of this information on their own.*

Centres may use the samples exactly as provided (in MS Word), adapt them for the use of their own assessment team, or use their own formats and templates, according to centre requirements.

If the centre wishes to use a different format, the EV will need to see sample documents that the team intends to use for this SVQ at the point of centre approval, to ensure that the proposed recording mechanism shows how the NOS are covered and the SVQ Evidence Requirements are met.

It is not mandatory for candidates to maintain an evidence file or portfolio, but there must be a clear record of where each piece of evidence is located, either in the evidence recording documents or in a separate master list of evidence. Some candidates and centres prefer to use a portfolio or evidence file system, as the supporting evidence is held in one place, but it may not be appropriate to all candidates or situations. If alternative evidence storage methods are used, the centre must maintain a robust record of where evidence is located, because the IV and EV may require access to the original evidence when sampling, in order to validate the evidence and confirm authenticity.

Please note — *The sample recording formats are produced with a view to their use at SVQ centres, and on the basis of feedback provided during delivery of previous water industry SVQs. The joint awarding bodies would like to receive any suggestions from centres about the format of assessment records and reports and how they can be improved, and may update the sample materials during the lifetime of the SVQ, as a result of centre comments. Please advise the External Verifier or contact SQA/CABWI direct in order to feed back on the sample recording formats.*

In using or adapting the sample format, the centre must not change the content of the national occupational standards. The NOS are the benchmark that assessors use to ascertain candidates' competence. If they are altered, the candidate's competence may not be fully confirmed.

Section 3 contains details specific to each of the SVQ2 Leakage Detection SCQF level 5, based on the assessment requirements and content of individual Units.

3 Structure for SVQ2 Leakage Detection SCQF level 5

This section outlines the requirements for the SVQ2 Leakage Detection SCQF level 5, based on the assessment requirements and content of individual Units. The generic Evidence Requirements covered in Section 2 apply across the full award, and most of this information is **not** repeated in the Unit-specific notes that follow. Assessors should be aware of the general requirements covered in Section 2, and also of any specific requirements relating to the full SVQ or individual Units.

This section lists the Units which form the SVQ2 Leakage Detection SCQF level 5.

SVQ2 Leakage Detection SCQF level 5 (GA1L 22)

Mandatory Units — All four Units are required for a full level 2 SVQ in Leakage Detection.

All Units in the SVQ2 Leakage Detection SCQF level 5 are mandatory for a full qualification.

SQA ref	SCQF level	SCQF credit points	SSC ref	Title
FA8G 04	5	8	LD&C1	Ensure Your Own Actions Reduce Risks to Health and Safety
FA7X 04	5	4	LD&C2	Assess the Configuration of the Metered Area
FC04 04	5	4	LD&C3	Trace the Route of Water Pipes and Locate Surface Fittings
FA8C 04	5	6	LD&C9	Determine the Location of Water Loss

The following pages outline the specific requirements for each Unit from the SVQ2 Leakage Detection SCQF level 5. This includes an overview of the Unit, and identifies any mandatory Evidence Requirements for that Unit.

Please note that the full detail of the national occupational standards is not reproduced in this document. They are provided in separate files, on the same CD as this centre guidance, in their original format, as developed by Energy & Utility Skills. **The national occupational standards are also reproduced in full for each Unit, in CABWI’s evidence recording documents.**

Assessors' Unit Notes: SVQ2 Leakage Detection

SCQF level 5

FA8G 04 Ensure Your Own Actions Reduce Risks to Health and Safety

Unit content

This Unit is about ensuring that health and safety risks in the workplace are identified and minimised, in line with current legislation, organisational requirements, and the candidate's job role. It covers the candidate's own workplace, customer premises, and site locations on the distribution network where the candidate is detecting leakage.

The candidate must:

- ◆ be aware of potential risks in the workplace, and must know how to respond to these appropriately, whether by taking action to resolve the risks or reporting situations which could endanger people in the workplace and seeking further advice
- ◆ ensure that their own actions do not cause risks to health and safety
- ◆ show that they understand health and safety requirements in the workplace
- ◆ be aware of health and safety policies as they apply to their role (whether in their own workplace or on customer premises)
- ◆ check their own working practices and work area for any risk, and respond appropriately when a risk is identified

Candidates need to provide evidence that they have the skills and competencies to:

- ◆ identify hazards and risks in the workplace
- ◆ reduce risks to health and safety in the workplace

Assessor guidance on evidence

- ◆ The terms identified in the Leakage NOS Unit as 'Terms used within the standards' have been designated as 'Scope of the evidence' for the purposes of the SVQ. Candidates' evidence in total must show that they can cover these items, through performance evidence. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ The majority of the evidence used for this Unit must come from the candidate's own work activities, both in their own 'reporting base' and working on the water distribution network. As the candidate's job role revolves around detecting leaks on the distribution network, **the majority of the evidence provided for this Unit must come from their on-site leakage detection activities.**

- ◆ The assessor **must** carry out **at least one direct assessor observation** of the candidate for Unit FA8G 04. The centre may use simulated activities for the observed assessment for this Unit only in the SVQ, providing they meet the requirements at Section 1 above, and that the proposed simulated activity has been agreed **in advance** with the External Verifier.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation (including site risk assessments produced prior to leakage detection activities, and how the candidate uses them in conjunction with the circumstances s/he encounters on site).
- ◆ The activities covered in Unit FA8G 04 underpin the safe completion of operational activities that candidates undertake within their job role. Much of the evidence that candidates produce for this Unit is likely to be generated from the operational leakage detection activities covered in the other Units from this SVQ. You should be aware when assessing candidates (both observed assessments and assessment of other types of evidence) of the opportunities that exist to cross-reference both performance and knowledge evidence to this Unit, to minimise duplication of assessment.
- ◆ **Knowledge and Understanding.** The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance and during observed assessments, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met.

Unit FA8G 04 is a **mandatory Unit** in the SVQ2 Leakage Detection SCQF level 5.

Unit FA8G 04 is also a mandatory Unit in the following SVQs:

- ◆ SVQ3 Leakage Control SCQF level 6 (SQA Ref — GA1K23)
- ◆ SVQ3 Water Byelaws Enforcement SCQF level 6 (SQA Ref — GA1X23)

Candidates who have gained this Unit while working towards any of these SVQs may transfer the accreditation over to the Leakage Detection award. Likewise, if they gain this Unit while undertaking an SVQ2 Leakage Detection SCQF level 5, they may transfer the accreditation to any of the other awards.

FA7X 04 Assess the Configuration of the Metered Area

Unit content

This Unit is designed to allow the candidate to show that the information and plans that they have relating to a metered area on the distribution network are in line with the configuration that they find on site.

The candidate must be able to:

- ◆ ensure that the actual on site location of valves and meters is in line with the information they have available from plans and records
- ◆ confirm that the DMA boundary valves are accessible and that they are not passing water
- ◆ identify and report any problems with valves and meters
- ◆ establish the location of the inflow and outflow meters for the area
- ◆ produce records to identify and changes that have been made to the equipment, and to confirm that the DMA permanent boundary valves are marked correctly on site and network plans

Candidates need to provide evidence that they have the skills and competencies to:

- ◆ Assess the configuration of the metered area.

Assessor guidance on evidence

- ◆ The terms identified in the Leakage NOS Unit as 'Terms used within the standards' have been designated as 'Scope of the evidence' for the purposes of the SVQ. Candidates' evidence in total must show that they can cover these items, through performance evidence. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ All of the evidence for this Unit must come from real work activities. **Simulated activities may not be used to produce evidence for this Unit.**
- ◆ The assessor may carry out a direct observation of the candidate in their workplace (which will generate an observation report), though this is not mandatory.
- ◆ Alternatively, the candidate may be observed by their supervisor or line manager. In this case, the observation must generate some form of report or witness statement, and this must be subject to SVQ assessment in the same way as any other piece of evidence (see additional notes at Section 2.2).
- ◆ If the candidate is being observed assessing the configuration of the metered area, either by an assessor or a supervisor or line manager, they are likely also to be undertaking other leakage detection activities, which may provide evidence for other Units in the SVQ. Assessors should ensure that they record where such evidence is produced in their assessor report; likewise, they should ensure that line managers producing reports or witness statements when observing candidates working are fully briefed where appropriate to provide details that could confirm competence across several Units.

- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ **Confirming that the DMA boundary valves are accessible and not passing water.** It is recognised that the candidate may be working in an environment where they are not permitted to take any action in respect of DMA boundary valves, due to the requirements of the local water company. Some candidates, particularly those who work for contractors, may need to confirm their competence against these requirements by identifying the location of the boundary valves, but showing how they would check for water passing by doing so on an ordinary network valve.
- ◆ **Knowledge and Understanding.** The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met.

Unit FA7X 04 is a **mandatory Unit** in the SVQ2 Leakage Detection SCQF level 5, and must be taken to gain a full award.

FC04 04 Trace the Route of Water Pipes and Locate Surface Fittings

Unit content

This Unit is designed to allow the candidate to show how they use visual, electronic and measurement techniques to locate water loss on metallic and non-metallic mains and service pipes on the water network.

The candidate must be able to:

- ◆ select appropriate tracing techniques and equipment for the pipe being traced
- ◆ work safely and according to organisational requirements
- ◆ establish the location of electricity cables to ensure they are avoided during network activities
- ◆ trace the position of water pipes and surface fittings, using records, surface evidence and appropriate techniques, over the required distance in line with organisational requirements
- ◆ mark the position of pipes and surface fittings on site
- ◆ record and report discrepancies between organisational plans and records and the location of pipes and fittings on site

Candidates need to provide evidence that they have the skills and competencies to:

- ◆ trace the route of water pipes and locate surface fittings

Assessor guidance on evidence

- ◆ The terms identified in the Leakage NOS Unit as 'Terms used within the standards' have been designated as 'Scope of the evidence' for the purposes of the SVQ. Candidates' evidence in total must show that they can cover all these items, through performance evidence. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ All of the evidence for this Unit must come from real work activities. **Simulated activities may not be used to produce evidence for this Unit.**
- ◆ The assessor may carry out a direct observation of the candidate in their workplace (which will generate an observation report), though this is not mandatory.
- ◆ Alternatively, the candidate may be observed by their supervisor or line manager. In this case, the observation must generate some form of report or witness statement, and this must be subject to SVQ assessment in the same way as any other piece of evidence (see additional notes at Section 2.2).

- ◆ If the candidate is being observed tracing the route of water pipes and locating surface fittings, either by an assessor or a supervisor or line manager, they are likely also to be undertaking other leakage detection activities, which may provide evidence for other Units in the SVQ. Assessors should ensure that they record where evidence is produced in their assessor report; likewise, they should ensure that line managers producing reports or witness statements when observing candidates working are fully briefed where appropriate to provide details that could confirm competence across several Units.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ **Knowledge and Understanding.** The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met.

Unit FC04 04 is a **mandatory Unit** in the SVQ2 Leakage Detection SCQF level 5, and must be taken to gain a full award.

FA8C 04 Determine the Location of Water Loss

Unit content

This Unit is designed to allow the candidate to show their competence in using both leak-noise correlation and acoustic listening techniques to determine the exact location of water loss on mains and service pipes.

The candidate must be able to:

- ◆ select appropriate equipment for the specific leakage detection activity, and confirm it is in working order and safe to use
- ◆ use leak-noise correlating equipment correctly and safely to locate leaks
- ◆ use acoustic listening equipment correctly and safely to locate leaks
- ◆ mark the position of the leak according to organisational requirements
- ◆ dismantle, clean and store equipment safely after use
- ◆ record and report leak locations according to organisational requirements
- ◆ pass information to the relevant person where they cannot identify a leak
- ◆ follow safe working and hygiene practices throughout the leakage detection operation

Candidates need to provide evidence that they have the skills and competencies to:

- ◆ determine the exact location of water loss (leak-noise correlation techniques)
- ◆ determine the exact location of water loss (acoustic listening techniques)

Assessor guidance on evidence

- ◆ The terms identified in the Leakage NOS Unit as 'Terms used within the standards' have been designated as 'Scope of the evidence' for the purposes of the SVQ. Candidates' evidence in total must show that they can cover these items, through performance evidence. Where no direct performance evidence exists from observations or other work records, the assessor needs to use questioning and discussion to ascertain the candidate's competence.
- ◆ All of the evidence for this Unit must come from real work activities. **Simulated activities may not be used to produce evidence for this Unit.**
- ◆ The assessor may carry out a direct observation of the candidate in their workplace (which will generate an observation report), though this is not mandatory.
- ◆ Alternatively, the candidate may be observed by their supervisor or line manager. In this case, the observation must generate some form of report or witness statement, and this must be subject to SVQ assessment in the same way as any other piece of evidence (see additional notes at Section 2.2).

- ◆ If the candidate is being observed locating leaks on the network, either by an assessor or a supervisor or line manager, they are likely also to be undertaking other related activities, which may provide evidence for other Units in the SVQ. Assessors should ensure that they record where evidence is produced in their assessor report; likewise, they should ensure that line managers producing reports or witness statements when observing candidates working are fully briefed where appropriate to provide details that could confirm competence across several Units.
- ◆ The evidence for this Unit is likely to be generated through a mixture of observation reports, assessor-guided discussions and questioning, and workplace records, reports, or documentation.
- ◆ **Knowledge and Understanding.** The Knowledge and Understanding requirements for this Unit must be covered in full for Unit accreditation. The candidate may demonstrate considerable knowledge through their workplace performance, but it is likely that some assessor questioning will be needed to confirm that all knowledge requirements are met.

Unit FA8C 04 is a **mandatory Unit** in the SVQ2 Leakage Detection SCQF level 5, and must be taken to gain a full award.

4 Appendices

Appendix 1: Core Skills signposting

Core Skills signposting

During the development of the national occupational standards, Energy & Utility Skills signposted the Units from the level 2 Leakage Detection NOS against the Core Skills. This signposting is reproduced here, to show you where candidates undertaking an SVQ2 Leakage Detection SCQF level 5 could have opportunities to generate evidence towards Core Skills qualifications, which can be assessed at the same time as the SVQ.

The Core Skills are:

- ◆ Communication (C)
- ◆ Information Technology (IT)
- ◆ Application of number (AN)
- ◆ Problem Solving (PS)
- ◆ Working With Others (WO)

The following table lists the Units from the SVQ2 Leakage Detection SCQF level 5, and shows Core Skills coverage for each Unit. The numerical references show the level of the Core Skill covered, and refer to the Unit/element that maps to the Leakage Detection Unit.

Unit	Title	Core Skills				
		C	IT	N	PS	WO
HS01	Ensure Your Own Actions Reduce Risks to Health and Safety	Int 2 All tasks			Int 2 Task 1 Task 3	Int 2 All tasks
LDC202	Assess the Configuration of the Metered Area	Int 1 Task 1			Acc 3 Task 1	
LDC203	Trace the Route of Water Pipes and Locate Surface Fittings	Int 1 Task 1 Task 2	Int 1 Task 2	Int 1 All Tasks		
LDC209	Determine the Location of Water Loss	Int 1 Task 1 Task 3		Acc 3 Task 1 Task 2 Task 4	Acc 3 Task 1	

Appendix 2: Sample line manager/supervisor observation report

Job report

Workplace job report — assessor confirmation

Candidate's name		Candidate's number	
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Work address/location		Date of work	
		How long did the job take? (in days/hours)	

What were the job instructions?	
Location details for: ♦ access ♦ environment	
What work did you carry out?	

<p>What materials and equipment did you use?</p>	
---	--

<p>What PPE did you use?</p>	
-------------------------------------	--

<p>What regulations, industry standards and specifications, Codes of Practice and company procedures did you need to meet?</p>	
---	--

<p>Were there any problems during the work, that you were able to solve?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	-------------------------------------	------------------------------------

<p>If YES, what was the problem, and what did you do?</p>	
--	--

<p>Were there any problems when doing the job, that you needed to report?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	-------------------------------------	------------------------------------

If YES, what was the problem? What did you do to report it?	
--	--

What records did you keep or update during the job and after you had finished?	
---	--

Additional notes on this job

I confirm that this is a true report of work that I undertook at the above location on the date stated.

Candidate's signature _____ **Date** _____

If you are this candidate's line manager or supervisor and witnessed them carrying out the activities described, please comment and confirm below.

I confirm that I witnessed this candidate carrying out the activities described in this report on the date stated, and I am satisfied that the work was completed according to the instructions provided and in line with industry requirements and standards.

**Line Manager/
Supervisor's signature** _____ **Date** _____

Workplace job report — Assessor confirmation

Candidate's name		Candidate's number	
Assessor's name		Date	

Confirmation of job report(s) dated:	
I have assessed the above report(s) and confirm that the evidence applies to the following Units/elements in the SVQ2 Leakage Detection SCQF level 5.	
Has the candidate provided any other workplace evidence to support the detail of this report? (eg, documents, records, correspondence, photographic/recorded evidence). If so, please make a brief note of this evidence or a cross-reference to the relevant information its location.	

Additional assessor notes/comments

Please indicate your confirmation as appropriate and sign below:

I have assessed this report and am satisfied that it is a valid and reliable account of the work activities undertaken.

The candidate's line manager/supervisor observed the candidate undertaking the work activities described in this report and has endorsed the report as an accurate record of the activities undertaken. I am satisfied that this endorsement is valid.

Assessor's signature _____

Date _____

Appendix 3: Sample witness testimony pro forma (generic)

Witness testimony

Name of the person for whom witness testimony is given:
What is your working relationship with this person?
Describe briefly what leakage detection activities you have seen them undertaking, and how they undertook the work, giving examples of specific activities that you have witnessed where possible. (NB These activities may include operational water industry activities, or associated activities, such as minimising risks to health, safety and hygiene in the workplace, developing productive working relationships, etc.)

I can confirm the candidate's performance was satisfactory.

Witness's name _____
Witness's job title _____
Witness's signature _____ **Date** _____

(this sheet can be printed on letter-headed paper)

Note to the assessment team

This is only an example of a witness testimony form. It can be tailored to particular competence requirements. For example, a question on this form could be, '*Give an example of how the candidate has...*', and you could put in a competence, for example, 'identified resource requirements'. Alternatively, the appropriate Unit or qualification requirements could be photocopied and attached to this form (the competence or knowledge you would like the witness to comment on would need to be highlighted).

Appendix 4: Types of SVQ evidence and associated risks

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
1 Direct assessor observation in the workplace	<ul style="list-style-type: none"> ◆ The most direct form of assessment. ◆ Assessor can observe the candidate carrying out daily work activities. ◆ Observation likely to result in evidence for several Units at once. 	<ul style="list-style-type: none"> ◆ Logistical difficulties — labour and time intensive for assessors. ◆ Candidates may not work at a single site and may be called away to other sites at short notice (difficult to plan and carry out). 	<ul style="list-style-type: none"> ◆ Use of simulated activities in a realistic working environment (see below). ◆ Use of robust witness testimony from candidate's line manager. ◆ Limit mandatory observation and require diverse supporting evidence from workplace.
2 Direct assessor observation (simulated activities/ realistic working environment)	<ul style="list-style-type: none"> ◆ Allows direct assessor observation. ◆ The centre has more control over the location and tasks covered — can ensure coverage of qualification requirements. ◆ Can be used to assess activities encountered rarely, or where there are practical or safety considerations (eg health and safety issues; emergency procedures). 	<ul style="list-style-type: none"> ◆ Potential for simulated situation not to reflect the candidate's working practice accurately. ◆ Does not provide evidence from real work activities. 	<ul style="list-style-type: none"> ◆ Robust controls required for the realistic working environment and tasks to be assessed. ◆ Requires robust supporting performance evidence from the workplace. ◆ May need further questioning to establish underpinning knowledge, particularly if candidate has difficulty meeting specific Performance Criteria with other workplace evidence (eg responding to emergencies).
3 Witness testimony	<ul style="list-style-type: none"> ◆ Useful record of candidate's work activity, provided by someone who has watched them working. ◆ Variety of potential sources can be identified, depending on the skills the candidate needs to cover (eg manager; colleague; associates from other departments; customers — internal or external to employer organisation) — allows for diversity of evidence. 	<ul style="list-style-type: none"> ◆ Is the witness credible? Do they understand what is required, and do they have the skills and knowledge to provide an accurate witness testimony? ◆ Risks to objectivity of witness: what is their relationship to the candidate? ◆ Need for witnesses to ensure they provide a statement of fact, not an opinion on competence against the qualification requirements. 	<ul style="list-style-type: none"> ◆ Need to record details of witnesses, and how their relationship to candidates. ◆ Centres need to brief witnesses clearly on what they should provide in a witness testimony. ◆ Centres may use pro forma, to prompt witnesses to provide an appropriate level of detail about the specific candidate or work activity.

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
3 Witness testimony (cont)	<ul style="list-style-type: none"> ◆ Allows candidate to focus on the work activity, in a familiar environment, without the presence of an assessor observing them. ◆ Can support direct assessor observation evidence by showing consistency over time. 	<ul style="list-style-type: none"> ◆ Insufficient detail provided in reports— risk of statements being too generic. 	<ul style="list-style-type: none"> ◆ The use of witness testimonies from more than one source is recommended, as above. ◆ All witness testimonies must be subject to assessment by an A1 assessor.
4 Documentary evidence or product from the workplace	<ul style="list-style-type: none"> ◆ Useful to confirm detail of jobs undertaken for consistent competence, or varied work activities and to meet qualification requirements in full. ◆ Workplace documentation may provide confirmation of jobs completed, and also of coverage of qualification requirements on completion of appropriate records. ◆ Can be used to corroborate information provided in other sources of evidence (eg witness testimonies or reports, candidate's own accounts during discussions with assessors). ◆ Use of products to confirm technical skills (eg beads from completed PE fusion joints). 	<ul style="list-style-type: none"> ◆ Authenticity — is this a genuine record that can be verified against other types of evidence or workplace records? ◆ Storage — impracticality of storing large quantities of documentation or workplace products with evidence records. ◆ Availability of records — some job records are held electronically in employer's IT system, and need to be available to assessors. 	<ul style="list-style-type: none"> ◆ Assessors check the authenticity and validity of evidence, by questioning the candidate or corroborating against other records relating to the same job (eg observation reports, witness testimonies). ◆ Centres need to have robust evidence recording system where it is not appropriate to store items of evidence with assessment records, etc (must state location of evidence). ◆ Evidence (including IT records) must be capable of being produced for IV and EV review, until candidate certification is confirmed (otherwise it could be declared invalid)
5 Assessment meetings with candidates (general informal discussions)	<ul style="list-style-type: none"> ◆ Direct evidence from assessor. ◆ Can be used to confirm or discuss candidate's evidence and identify gaps remaining for future action. 	<ul style="list-style-type: none"> ◆ Sufficient detail must be recorded to confirm qualification/Unit coverage — particularly if a variety of different Units and requirements are being covered in one meeting. 	<ul style="list-style-type: none"> ◆ Assessors can use a pro forma for assessment discussions as required.

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
5 Assessment meetings with candidates (general informal discussions (cont))	<ul style="list-style-type: none"> ◆ Oral questions can be asked of candidates, to confirm performance or knowledge evidence. 	<ul style="list-style-type: none"> ◆ May confirm candidate's knowledge more readily than performance: how does the assessor ensure that the candidate can apply their knowledge in a workplace situation. 	<ul style="list-style-type: none"> ◆ Use of audio and video records for assessors to confirm the detail of qualification/Unit coverage — and they can be made available for IV/EV sampling (centre will need to have arrangements for storing audio or video evidence once assessed). ◆ Assessors can use a variety of different types of questions depending on the circumstances, to confirm candidate's performance as well as knowledge (eg questions revolving around a 'What if...?' scenario, or asking the candidate to describe particular mainlaying or servicelaying work they have previously undertaken).
6 Professional discussion interview	<ul style="list-style-type: none"> ◆ More formal, structured interview — allows the assessor to guide the discussion and to tailor the subjects covered to gaps in the candidate's evidence. ◆ Candidates have the opportunity to discuss their work in depth. ◆ Can generate a significant amount of evidence against various Units. ◆ Useful mechanism for generating evidence to meet the qualification requirements and fill in gaps towards the end of the assessment process, or complete a candidate's assessment. 	<ul style="list-style-type: none"> ◆ Requires assessor to conduct extensive preparation with close reference to the Unit and qualification requirements and record detail of what is covered. ◆ Not suitable for all candidates, particularly if they become nervous in a more formal assessment environment, or do not respond well to pressure. 	<ul style="list-style-type: none"> ◆ Robust and detailed recording mechanism is needed — audio or video records, combined with a written pro forma or report could be useful here. ◆ This is not a mandatory form of evidence, but can be very useful: assessors should make sure they use this method with candidates who will benefit from it

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
6 Professional discussion interview (cont)		<ul style="list-style-type: none"> ◆ Not suitable for all situations, eg at the start of the qualification/assessment process. Candidate may not be comfortable with a more formal, in depth discussions if they are not familiar with assessment processes. 	<ul style="list-style-type: none"> ◆ The PDI, if used, should take place at a suitable stage in the assessment process: it is recommended that, if used with candidates who are new to the process, this is not their first experience of assessment. It can, though, be very effective in the later stages.
7 Recognition of prior learning (RPL)	<ul style="list-style-type: none"> ◆ Useful to confirm skills and knowledge that the candidate has already demonstrated (eg through gaining other qualifications). ◆ Useful to confirm experience of previous work undertaken. ◆ Has potential to reduce the assessment burden for both candidate and assessor. ◆ Can be used to request equivalence or exemptions for the qualification being undertaken 	<ul style="list-style-type: none"> ◆ Requires assessor authentication. ◆ Evidence must be validated against the current qualification requirements. ◆ Age of the previous accreditation is important — it may not confirm the candidate's current competence. 	<ul style="list-style-type: none"> ◆ Centres wishing to use RPL must have a process for authenticating proposed RPL evidence and validating it against the current qualification requirements (including requesting the recognition of equivalence or exemption by the awarding organisation if appropriate). ◆ It is recommended that centres do not use RPL evidence that is too old to confirm current competence. ◆ Supporting evidence (eg witness testimony to confirm current competence) could be used in conjunction with RPL evidence to confirm current competence (depending on the age of the RPL). ◆ Any queries about validity of RPL should be raised with the IV and, if necessary, EV, before undertaking an extensive validation exercise, to agree a suitable solution.

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
8 Written answers to knowledge questions	<ul style="list-style-type: none"> ◆ Allows centre to assess the knowledge of larger numbers of candidates simultaneously and then concentrate on gaps in knowledge during future observations and assessments. ◆ Robust record of candidate's responses to knowledge questions, capable of being readily stored. 	<ul style="list-style-type: none"> ◆ Not an integrated form of knowledge assessment — a 'test' situation could inhibit candidates unused to academic assessment, and it may not enable candidates to apply knowledge requirements readily to workplace performance. ◆ Rigid format — does not allow assessors to probe a candidate's knowledge further. ◆ Risks to security — candidates must not have sight of question papers prior to assessment. ◆ Where large numbers of candidates may be involved, multiple versions of question papers could be required. 	<ul style="list-style-type: none"> ◆ It is not recommended as the only form of knowledge assessment used by centres. ◆ Candidates' evidence must cover all of knowledge and understanding requirements for each Unit taken. Marking schemes, etc are not suitable for this situation, because the knowledge associated with any 'incorrect' answers will need to be confirmed through other means. ◆ If using written questioning, the centre will need to ensure that it has verifiable arrangements for the security of papers, for controlling assessment conditions, for providing for candidates unable to complete written question papers, and for provision of multiple question papers over time.
9 Records of oral questioning and answers given	<ul style="list-style-type: none"> ◆ Allows assessors to explore a candidate's knowledge freely depending upon responses to initial questions. ◆ The assessor is responsible for recording the responses and cross-referencing against Unit and qualification requirements. ◆ Can be used during any assessment discussions or observation to support candidate's performance evidence. 	<ul style="list-style-type: none"> ◆ Logistical difficulties for assessors in recording questions and answers in written report form. ◆ Need to ensure consistency of approach to individual candidates in questioning (less obvious than using question papers). ◆ Need to ensure responses are cross-referenced to Unit/qualification requirements. 	<ul style="list-style-type: none"> ◆ Assessors can use a combination of recording methods if required — audio, video and/or written reports. ◆ For written reports, a pro forma covering questions asked and candidates' responses may be advisable. This can also cover cross-referencing to Unit/qualification requirements as necessary.

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
10 Audio or video evidence, and photographs	<ul style="list-style-type: none"> ◆ Useful to confirm some aspects of authenticity (eg as a record of assessor discussions or interviews). ◆ Avoids need for quantities of physical evidence to be stored — digital storage mechanisms can be used on-site, and stored using IT systems, memory sticks, etc. ◆ Visual evidence in particular can be useful as a starting point for discussions with candidates, etc. ◆ Evidence can readily be made available for IV and EV sampling. ◆ Allows assessor to revisit the evidence after recording to confirm the detail of the Unit/qualification coverage if necessary. 	<ul style="list-style-type: none"> ◆ Some authenticity issues may be compromised by excessive use of visual (video and particularly photographic evidence) in particular — issues of being able to relate evidence directly to the candidate’s work activity. ◆ Secure storage arrangements may be needed to preserve integrity of audio or visual evidence. ◆ It is not sufficient for candidates to provide visual material without any elaboration. ◆ Evidence provided in audio form only (eg recorded discussion with the assessor) may be insufficient to confirm the detail of the physical activities undertaken by the candidate. ◆ Need to be able to relate evidence to the qualification requirements. 	<ul style="list-style-type: none"> ◆ Assessors to ensure evidence (particularly photographic evidence) can be authenticated. ◆ Discuss individual photographic or video evidence with the candidate to confirm how it relates to their work activities and the Unit or qualification requirements. ◆ If the candidate intends to make use of video evidence or photographs, it is recommended that they take account of the need to establish a clear link with their own work activities (eg ensuring that the candidate is recorded undertaking their activities, so their involvement in the work situation is clear). ◆ If assessors use audio or visual evidence, a robust audit trail is needed to show where the Unit/qualification requirements are met, and confirm the assessment decision. (This could require some form of report or audit trail document in addition to the audio/visual record.)

Type of evidence	Advantages	Risks/disadvantages	Suggested solutions
10 Audio or video evidence, and photographs (cont)			<ul style="list-style-type: none"> ◆ For qualifications at levels 1 and 2, where candidates may have access to limited amounts of documentary evidence and records, and work in an environment that requires them to undertake ‘hands-on’ operational work, some visual record of performance — rather than audio only — is likely to be needed to meet the specific qualifications requirements (eg, direct assessor observation and report, witness testimony, video recording, etc).
11 Use of electronic storage media for candidates’ evidence	<ul style="list-style-type: none"> ◆ Avoids need for quantities of physical evidence to be stored — digital storage mechanisms can be used on-site and stored using IT systems, CDs, memory sticks etc. ◆ Potentially allows quick communication of evidence between assessor and candidate (via e-mail). ◆ Allows the candidate to retain scanned or saved soft copies of job-related information easily where the originals may be required to be stored in a central function or elsewhere according to company or regulatory requirements. 	<ul style="list-style-type: none"> ◆ Authenticity issues — if this is a scanned document, can it be authenticated? Where is the original held? Is it evidence of the candidate’s own work? ◆ Storage questions — need for candidates, assessors, IVs and EVs to be able to navigate through the stored evidence at different stages of qualifications delivery. 	<ul style="list-style-type: none"> ◆ Assessors to ensure that they validate and authenticate evidence during assessment activity. This could include requesting the original documents or records provided, and questioning the candidate in detail about the particular activities associated with the evidence, so that a decision is made regarding its relevance to the qualification requirements. ◆ Assessors must make the final decision about candidates’ competence against the Unit and qualifications requirements: storage mechanisms such as e-portfolios could be very useful, but it is for the assessor to determine when the candidate is competent, and they must also have an audit trail to prove this.

Type of evidence	Advantages	Risks/Disadvantages	Suggested solutions
11 Use of electronic storage media for candidates' evidence (cont)			<ul style="list-style-type: none"> ◆ IVs and EVs to ensure that where electronic storage mechanisms are used for assessment, they incorporate authentication of the evidence records into sampling activities (eg by asking for copies of original documents produced by particular candidates to be made available for verification; by discussing some of these aspects in some detail with assessors and with candidates during verification).

Appendix 5: Sample assessor report form (generic)

Detail the outcome of the assessment

Candidate feedback/comments

Action points

Date, time and location of next assessment

What will be assessed

Has a copy of this form been given to the candidate for their evidence? Yes/No

Internal Verifier informed of assessment decision? Yes/No

Assessor's signature _____ **Date** _____

Candidate's signature _____ **Date** _____

If the internal verifier has sampled this report, please complete the details below:

Internal verifier's name _____ **Date** _____

Internal verifier's signature _____

SQA Unit ref	NOS ref	
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response

SQA Unit ref	NOS ref	
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response
		Question
		Candidate's response

5 Recording Documents

Assessment Summary and Confirmation

**SVQ2 Leakage Detection SCQF level 5 (GA1L 22)
Cover Sheet**

Candidate's name		Candidate's SQA Number	
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Date registered for qualification		Assessment Centre	
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Job Role/Location, or other information relevant to this qualification	
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Unit Completion

Unit Title	SQA Ref	Assessor	Date of final assessment	Internal Verifier
Ensure your Own Actions Reduce Risks to Health and Safety	FA8G 04			
Assess the Configuration of the Metered Area	FA7X 04			
Trace the Route of Water Pipes and Locate Surface Fittings	FC04 04			
Determine the Location of Water Loss	FA8C 04			

NB For a full qualification, candidates must complete all four Units.

Candidate's declaration

I confirm that the evidence for this **SVQ2 Leakage Detection SCQF level 5** is my own work, and I have collected my evidence in line with the qualification requirements.

Candidate's signature _____ **Date** _____

Assessor's confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence for the Units from the **SVQ2 Leakage Detection SCQF level 5** as listed above

Assessor's signature _____ **Date** _____

Internal verifier's confirmation (If sampled)

I confirm that I am satisfied that the evidence has been produced in line with the qualification requirements for **SVQ2 Leakage Detection SCQF level 5**, and that the certificates may be claimed from SQA.

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

External Verifier's confirmation (If sampled)

External Verifier's signature _____ **Date** _____

Assessment Summary and Confirmation

Unit FA8G 04 Ensure your Actions Reduce Risks to Health and Safety

SCQF level	5	Credit Value	8	GLH	52
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

Evidence Requirements for Unit FA8G 04 (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

The evidence is:

Valid — meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	Authentic — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
Reliable — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient — total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
Current — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

Unit FA8G 04 Ensure your Actions Reduce Risks to Health and Safety

Candidate's declaration

I confirm that the evidence listed for **Unit FA8G 04** is my own work, and I have collected my evidence in line with the qualification requirements.

Candidate's signature _____ **Date** _____

Assessor's confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **Unit FA8G 04**.

Assessor's signature _____ **Date** _____

Assessor's counter-signature (if appropriate) _____ **Date** _____

If sampled

Internal verifier's name _____

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

External Verifier's name _____

External Verifier's signature _____ **Date** _____

Unit FA8G 04 Ensure your Actions Reduce Risks to Health and Safety

Candidate name _____

1.1 Identify the hazards and risks in the workplace	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1 Correctly name and locate the persons responsible for Health and Safety in the workplace .	
2 Identify which organisational policies are relevant to working practices.	
3 Identify those working practices in your work activities which could harm yourself or other persons.	
4 Identify those potential hazards and risk in the workplace and respond to them in accordance with approved procedures and practices .	
5 Identify the appropriate procedures for reporting to the persons responsible for health and safety in the workplace potential hazards and risks .	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Agreed working policies relating to controlling hazards and risks to health and safety.	
2 Responsibilities for Health and Safety in your work activities.	
3 The responsible persons to report Health and Safety matters to.	
4 Legal duties for Health and Safety in the workplace as required by relevant legislation.	
5 What hazards and risks may exist in the workplace.	
6 The particular Health and Safety hazards and risks which may be present in your own work activities, and the precautions you must take.	
7 The importance of being aware of changing circumstances in the working environment which may introduce potential hazards and risks.	
8 The importance of dealing with or promptly reporting hazards and risks.	
9 The requirements and guidance on the precautions.	

Unit FA8G 04 Ensure your Actions Reduce Risks to Health and Safety

1.2 Reduce the risks to health and safety in the workplace	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1 Follow the most recent organisational policies for your work activities.	
2 Carry out work activities in accordance with approved procedures and practices .	
3 Respond appropriately to hazards and risks .	
4 Ensure your conduct and personal presentation in the workplace does not endanger their Health and Safety or that of others in line with approved procedures and practices .	
5 Follow the organisational policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products.	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The specific organisational policies covering your work activities.	
2 The suppliers' and manufacturers' instructions for the safe use of equipment, materials and products.	
3 Safe working practices for your own work activities.	
4 The importance of personal presentation in maintaining Health and Safety in the workplace.	
5 The importance of personal conduct in maintaining the Health and Safety of yourself and others.	
6 Your responsibility for responding to hazards and risks in accordance with approved procedures and practices.	
7 How to make suggestions for reducing risks to Health and Safety within your work activities to the responsible persons.	
8 How to report any differences between organisational policies and suppliers' or manufacturers' instructions as appropriate.	

Unit FA8G 04 Ensure your Actions Reduce Risks to Health and Safety

Scope of evidence	Evidence or File X-Ref/Coverage
1 Workplace	
The workplace is the single or multiple areas in which the candidate carries out their work and where their work may impact upon others.	
2 Hazard	
A hazard is something with potential to cause harm.	
3 Risk	
A risk is the likelihood of a hazard's potential being realized.	
4 Hazards and risks include:	
(a) The use and maintenance of tools and equipment.	
(b) The use of materials or substances.	
(c) Working practices which may not conform to laid down policies.	
(d) Unsafe behavior.	
(e) Accidental breakages and spillages.	
(f) Environmental factors.	
(g) Working on the highway.	
5 Personal presentation includes:	
(a) Personal hygiene.	
(b) Use of personal protection equipment.	
(c) Clothing and accessories suitable to the particular workplace.	

Unit FA8G 04 Ensure your Actions Reduce Risks to Health and Safety

Scope of evidence	Evidence or File X-Ref/Coverage
6 Organisational policies cover	
(a) The use of safe working methods and equipment.	
(b) The safe use of hazardous substances.	
(c) Smoking, eating, drinking and drugs.	
(d) What to do in the event of an emergency.	
(e) Personal presentation.	
(f) Generic risk assessments for the location of the work.	
7 Approved procedures and practices are:	
(a) Statutory	
(b) Regulatory	
(c) Health, safety and environment compliance, including hygiene.	
(d) Relevant company procedures (including third party health and safety policies).	
(e) Emergency	

Unit FA7X 04 Assess the Configuration of the Metered Area

SCQF level	5	Credit Value	4	GLH	15
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

Evidence Requirements for Unit FA7X 04 (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

The evidence is:

Valid — meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	Authentic — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
Reliable — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient — total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
Current — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

Unit FA7X 04 Assess the Configuration of the Metered Area

Candidate's declaration

I confirm that the evidence listed for **Unit FA7X 04** is my own work, and I have collected my evidence in line with the qualification requirements.

Candidate's signature _____ Date _____

Assessor's confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **Unit FA7X 04**.

Assessor's signature _____ Date _____
Assessor's counter-
signature (if
appropriate) _____ Date _____

If sampled

Internal verifier's
name _____
Internal verifier's
signature _____ Date _____

External Verifier's
name _____
External Verifier's
signature _____ Date _____

Unit FA7X 04 Assess the Configuration of the Metered Area

Candidate's name _____

2.1 Assess the configuration of the metered area	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1 Obtain relevant information regarding the metered area being monitored.	
2 Confirm the location of specified fittings against information provided.	
3 Confirm the boundary valves are as specified and accessible.	
4 Identify network fittings and equipment requiring repair and maintenance and report the details to the relevant person in accordance with organisation requirements.	
5 Confirm the boundary valves are not passing water in accordance with organisational procedures.	
6 Where you find valves which are not in the expected state, identify the possible reasons and determine an appropriate course of action.	
7 Accurately record all relevant information in respect of the metered area and fittings in accordance with approved procedures and practices .	
8 Follow safe working and hygiene processes in accordance with approved procedures and practices .	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The information available regarding the metered area and where to obtain it from.	
2 How to interpret network plans.	
3 The importance of checking accessibility and working conditions of boundary valves.	
4 Who to report repair and maintenance details to.	
5 Procedures for water tightness of boundary valves.	
6 Reasons why valves may not be in the expected status, and the implications of changing them.	

Unit FA7X 04 Assess the Configuration of the Metered Area

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
7 The consequences of making any changes or variations to water quality and supply, with regard to organisational limits.	
8 The importance of not affecting system pressures.	
9 Organisational recording requirements.	
10 The importance of checking site and network plans.	
11 Safety and hygiene processes and related regulatory and statutory requirements.	
Scope of evidence	Evidence or File X-Ref/Coverage
1 The metered area includes:	
(a) Existing	
(b) New	
(c) Temporary	
2 Fittings include:	
(a) Valves	
(b) Meters	
(c) Hydrants	
3 Approved procedures and practices include:	
(a) Regulatory	
(b) Health, safety and environment	
(c) Relevant company procedures	
(d) Emergency	

Unit FC04 04

Trace the Route of Water Pipes and Locate Surface Fittings

SCQF level	5	Credit Value	4	GLH	24
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

Evidence Requirements for Unit FC04 04 (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

The evidence is:

Valid — meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	Authentic — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
Reliable — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient — total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
Current — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

Unit FC04 04 Trace the Route of Water Pipes and Locate Surface Fittings

Candidate's declaration

I confirm that the evidence listed for **Unit FC04 04** is my own work, and I have collected my evidence in line with the qualification requirements.

Candidate's signature _____ **Date** _____

Assessor's confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **Unit FC04 04**.

Assessor's signature _____ **Date** _____

Assessor's counter-signature (if appropriate) _____ **Date** _____

If sampled

Internal verifier's name _____

Internal verifier's signature _____

Date _____

External Verifier's name _____

External Verifier's signature _____

Date _____

Unit FC04 04 Trace the Route of Water Pipes and Locate Surface Fittings

Candidate name _____

3.1 Trace the route of water pipes and locate surface fittings	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1 Select the appropriate tracing technique and equipment according to the type of water pipe being traced.	
2 Confirm the condition of tracing equipment in accordance with organisational requirements.	
3 Accurately identify the location of cables to prevent safety problems during pipe tracing activities.	
4 Accurately identify the position of the water pipe and surface fittings from records, surface evidence and tracing techniques .	
5 Trace water pipes over the required distance to within specified limits in accordance with organisational requirements.	
6 Mark the position of the water pipe and surface fittings on the work site in accordance with organisational requirements.	
7 Record and report deviations in the position of water pipe and surface fittings in accordance with organisational requirements.	
8 Follow safe working and hygiene processes in accordance with approved procedures and practices .	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 Tracing equipment used for different materials and their limitations.	
2 How to check and use tracing equipment.	
3 The importance of locating cables.	
4 How to interpret records, plans and surface evidence of route of mains.	
5 Procedures for tracing pipes and locating surface fittings .	

Unit FC04 04 Trace the Route of Water Pipes and Locate Surface Fittings

Knowledge and Understanding (cont)		Evidence or File X-Ref/Coverage
6	Procedures for marking the route of water mains.	
7	Specified limits for tracing water pipes .	
8	Organisational reporting requirements.	
9	Safety and hygiene specifications and procedures.	
10	Implications of tracing activities on water quality.	
Scope of evidence		Evidence or File X-Ref/Coverage
1 Approved procedures and practices include:		
(a)	Regulatory (including New Roads and Street Works Act).	
(b)	Health, safety and environment.	
(c)	Relevant company procedures.	
(d)	Emergency	
2 Surface fittings include:		
(a)	Valve covers.	
(b)	Meter chamber covers.	
(c)	Hydrant covers.	
3 Tracing techniques include:		
(a)	Visual techniques.	
(b)	Electronic techniques (induction, connection and radio).	
(c)	Measurement techniques.	
4 Water pipes include:		
(a)	Metallic	
(b)	Non-metallic	

Unit FA8C 04 Determine the Location of Water Loss

SCQF level	5	Credit Value	6	GLH	32
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Candidate's name		Assessor's name	
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Types of evidence provided for this Unit (please tick as appropriate)			
Assessor observation report	<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>
Workplace records/products (includes job reports and documentation)	<input type="checkbox"/>	Record of assessor-candidate discussions	<input type="checkbox"/>
Professional discussion interview	<input type="checkbox"/>	Written knowledge questions	<input type="checkbox"/>
Records of oral questions and candidate's answers	<input type="checkbox"/>	RPL	<input type="checkbox"/>
Evidence from NRSWA assessment	<input type="checkbox"/>		

Evidence Requirements for Unit FA8C 04 (please tick as appropriate)

	Yes	No		Yes	No
Has any evidence been produced from assessor observation of the candidate in a realistic working environment?	<input type="checkbox"/>	<input type="checkbox"/>	If a realistic working environment was used for observation, did it meet the qualification requirements?	<input type="checkbox"/>	<input type="checkbox"/>

The evidence is:

Valid — meets the qualification requirements and demonstrates competence	<input type="checkbox"/>	<input type="checkbox"/>	Authentic — is the candidate's own work and can be verified as genuine	<input type="checkbox"/>	<input type="checkbox"/>
Reliable — shows genuine sustained competence over a period of time	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient — total evidence covers all Performance Criteria, Knowledge and Understanding and Range requirements	<input type="checkbox"/>	<input type="checkbox"/>
Current — recent enough to show current competence	<input type="checkbox"/>	<input type="checkbox"/>			

Unit FA8C 04 Determine the Location of Water Loss

Candidate's declaration

I confirm that the evidence listed for **Unit FA8C 04** is my own work, and I have collected my evidence in line with the qualification requirements.

Candidate's signature _____ Date _____

Assessor's confirmation

I confirm that I have assessed the evidence produced and am satisfied that the candidate has demonstrated competence against the qualification requirements for **Unit FA8C 04**.

Assessor's signature _____ Date _____
Assessor's counter-
signature (if
appropriate) _____ Date _____

If sampled

Internal verifier's
name _____
Internal verifier's
signature _____ Date _____

External Verifier's
name _____
External Verifier's
signature _____ Date _____

Unit FA8C 04 Determine the Location of Water Loss

Candidate's name _____

9.1 Determine the exact location of water loss (leak-noise correlation techniques)	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1 Select appropriate equipment for the detection activity, and you confirm it is in working order and safe to use.	
2 Connect the equipment correctly, and set up and configure the equipment according to the data available on the suspect main.	
3 Accurately interpret the test results and identify and verify the location of the leak .	
4 Mark the position of the leak in accordance with organisational requirements.	
5 Dismantle, clean and return the equipment to storage in accordance with organisational requirements.	
6 Record and report the position of the leak including location, environmental and traffic conditions, where appropriate, in accordance with organisational requirements.	
7 Report relevant details to the required person for further investigation purposes where the location of the leak is unable to be identified.	
8 Follow safe working and hygiene processes in accordance with approved procedures and practices .	
Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The importance of checking the equipment and its calibration.	
2 The limitations of leak-noise correlation equipment .	
3 How to set up and configure leak-noise correlation equipment .	
4 How to interpret test results and the implications of pipework configuration on them.	
5 The importance of verifying the location of the leak .	

Unit FA8C 04 Determine the Location of Water Loss

Knowledge and Understanding (cont)	Evidence or File X-Ref/Coverage
6 Procedures for marking the location of leaks	
7 Procedures for dismantling, cleaning and storing equipment	
8 Recording and reporting procedures.	
9 Why you may not be able to locate the leak, and who to inform.	
10 Safety and hygiene specifications and procedures.	
11 Implications of use of equipment on water quality.	

9.2 Determine the exact location of water loss (acoustic listening techniques)	
Performance Criteria — the candidate can:	Evidence or File X-Ref/Coverage
1 Select appropriate equipment for the detection activity and confirm it is in working order and is safe to use.	
2 Set up the equipment to provide the hearing sensitivity needed to locate the leak.	
3 Correctly identify and verify the location of the leak .	
4 Mark the position of the leak in accordance with organisational requirements.	
5 Dismantle, clean and return the equipment to storage in accordance with organisational requirements.	
6 Record and report the position of the leak in accordance with organisational requirements.	
7 Report relevant details to the required person for further investigation purposes where the location of the leak is unable to be identified.	
8 Follow safe working and hygiene processes in accordance with approved procedures and practices .	

Unit FA8C 04 Determine the Location of Water Loss

Knowledge and Understanding	Evidence or File X-Ref/Coverage
1 The importance of checking the equipment .	
2 The limitations of acoustic listening equipment .	
3 How to use hand-held listening tools.	
4 The importance of verifying the location of the leak .	
5 Procedures for marking the location of leaks.	
6 Procedures for dismantling, cleaning and storing equipment .	
7 Recording and reporting procedures.	
8 Why you may not be able to locate the leak, and who to inform.	
9 Safety and hygiene specifications and procedures.	
10 Implications of use of equipment on water quality.	
Scope of evidence	Evidence or File X-Ref/Coverage
1 Approved procedures and practices include:	
(a) Regulatory (including New Roads and Street Works Act).	
(b) Health, safety and environment.	
(c) Relevant company procedures.	
(d) Emergency	
2 Connect using:	
(a) Hydrophones	
(b) Cables	
(c) Accelerometers	
3 Equipment includes:	
(a) Electronic	
(b) Non-electronic	

Unit FA8C 04 Determine the Location of Water Loss

4 Location of the leak includes:	
(a) Metallic pipework	
(b) Mains pipes	
(c) Non-metallic pipework	
(d) Service pipes	
(e) Complex pipework (covering linear and nonlinear configurations).	