



**National Qualification Units**

**Qualification Verification Summary Report 2017**

**Construction (Street Works) (183)**

## Introduction

The street works units are legislative requirements for the public utilities industry and are delivered in Scotland, England, Ireland and Wales. The verified units for this year include the re-assessment testing units that have only been delivered in England since 2010.

Units listed below have been successfully verified in almost all centres in the countries mentioned above.

Qualification Code	Unit Title	Ref No	Unit Code
<b>Operative Awards</b>			
G9T6 45	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Signing, Lighting and Guarding	(002)	F8M5 04
	Excavation in the Road/Highway	(003)	F933 04
	Reinstatement and Compaction of Backfill Materials	(004)	F934 04
	Reinstatement of Sub-base and Roadbase in Non-Bituminous Materials	(005)	F935 04
	Reinstatement in Cold-lay Bituminous Materials	(006)	F936 04
G9T8 45	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Signing, Lighting and Guarding	(002)	F8M5 04
	Excavation in the Road/Highway	(003)	F933 04
G9TE 45	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Signing, Lighting and Guarding	(002)	F8M5 04
	Reinstatement of Concrete Slabs	(008)	F938 04
G9TF 45	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Signing, Lighting and Guarding	(002)	F8M5 04
	Reinstatement of Cold-lay Bituminous Materials	(006)	F936 04
	Reinstatement of Hot-lay Bituminous Materials	(007)	F937 04
G9TG 45	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Signing, Lighting and Guarding	(002)	F8M5 04
	Reinstatement of Modular Surfaces and Concrete Footways	(009)	F939 04
G9ND 45	Signing, Lighting and Guarding	(002)	F8M5 04
<b>Supervisor Awards</b>			
G9T7 46	Location and Avoidance of Underground Apparatus	(001)	F932 04

	Monitoring Signing, Lighting and Guarding	(010)	F8M4 04
	Monitoring Excavation in the Road/Highway	(011)	F93F 04
	Monitoring Reinstatement and Compaction of Backfill Materials	(012)	F93C 04
	Monitoring Reinstatement of Sub-base and Roadbase in Non-Bituminous Materials	(013)	F93D 04
	Monitoring Reinstatement in Bituminous Materials	(014)	F93E 04
G9T9 46	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Monitoring Signing, Lighting and Guarding	(010)	F8M4 04
	Monitoring Excavation in the Road/Highway	(011)	F93F 04
G9TA 46	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Monitoring Signing, Lighting and Guarding	(010)	F8M4 04
	Monitoring Reinstatement of Concrete Slabs	(015)	F93F 04
G9TC 46	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Monitoring Signing, Lighting and Guarding	(010)	F8M4 04
	Monitoring Reinstatement in Bituminous Materials	(014)	F93E 04
G9TD 46	Location and Avoidance of Underground Apparatus	(001)	F932 04
	Monitoring Signing, Lighting and Guarding	(010)	F8M4 04
	Monitoring Reinstatement of Modular Surfaces and Concrete Footways	(016)	F93G 04
G9NC 46	Monitoring Signing, Lighting and Guarding	(010)	F8M4 04
<b>Re-assessed Operative Awards</b>			
G9TH 45	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Signing, Lighting and Guarding	(102)	F92G 04
	Re-assessed Excavation in the Road/Highway	(103)	F92H 04
	Re-assessed Reinstatement and Compaction of Backfill Materials	(104)	F92J 04
	Re-assessed Reinstatement of Sub-base and Roadbase in Non-Bituminous Materials	(105)	F92K 04
	Re-assessed Reinstatement in Cold-lay Bituminous Materials	(106)	F92L 04
G9TK 45	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Signing, Lighting and Guarding	(102)	F92G 04
	Re-assessed Excavation in the Road/Highway	(103)	F92H 04
G9TV 45	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Signing, Lighting and Guarding	(102)	F92G 04
	Re-assessed Reinstatement in Cold-lay Bituminous Materials	(106)	F92L 04

	Re-assessed Reinstatement in Hot-lay Bituminous Materials	(107)	F92M 04
G9TW 45	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Signing, Lighting and Guarding	(102)	F92G 04
	Re-assessed Reinstatement of Modular Surfaces and Concrete Footways	(109)	F92P 04
G9TX 45	Re-assessed Signing, Lighting and Guarding	(102)	F92G 04
G9TT 45	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Signing, Lighting & Guarding	(102)	F92G 04
	Re-assessed Reinstatement of Concrete Slabs	(108)	F92N 04

**Re-assessed Supervisor Awards**

G9TJ 46	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Monitoring Signing, Lighting and Guarding	(110)	F92R 04
	Re-assessed Monitoring Excavation in the Road/Highway	(111)	F92T 04
	Re-assessed Monitoring Reinstatement and Compaction of backfill Materials	(112)	F92V 04
	Re-assessed Monitoring Reinstatement of Sub-base and Roadbase in Non-Bituminous Materials	(113)	F92W 04
	Re-assessed Monitoring Reinstatement in Bituminous Materials	(114)	F92X 04
G9TL 46	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Monitoring Signing, Lighting and Guarding	(110)	F92R 04
	Re-assessed Monitoring Excavation in the Road/Highway	(111)	F92T 04
G9TM 46	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Monitoring Signing, Lighting and Guarding	(110)	F92R 04
	Re-assessed Monitoring Reinstatement in Bituminous Materials	(114)	F92X 04
G9TP 46	Re-assessed Location and Avoidance of Underground Apparatus	(101)	F92F 04
	Re-assessed Monitoring Signing, Lighting and Guarding	(110)	F92R 04
	Re-assessed Monitoring Reinstatement of Modular Surfaces and Concrete Footways	(116)	F930 04

G9TR 46	Re-assessed Monitoring Signing, Lighting and Guarding	(110)	F92R 04
G9TN 46	Re-assessed location and avoidance of underground apparatus	(101)	F92F 04
	Re-assessed Monitoring Signing, Lighting and Guarding	(110)	F92R 04
	Re-assessed Monitoring Reinstatement of Concrete Slabs	(115)	F92Y 04

## **Category 2: Resources**

### **Criterion 2.1: Assessors and internal verifiers must be competent to assess and internally verify, in line with the requirements of the qualification.**

Almost all centres' staff hold the required qualifications as assessors/internal verifiers as this is a requirement of the street works scheme document. The awards are verified by awarding bodies for compliance with the scheme document. The scheme document also requires that the centre staff undertake continuing professional development (CPD) and almost all centre staff had good background experience of the delivery of street works awards and had completed their CPD for compliance with the scheme documents.

Centres who failed to provide CPD for their staff were clearly reminded that this is a requirement of the scheme document and assessment strategy.

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

National paperwork is used for the assessments of street works units and this is provided to all centres through SQA's secure website. Visual inspections are carried out on the practical assessment environments, and re-assessments testing is done under exam conditions as per the scheme documents. The existing unit environment is inspected before and after assessments. Equipment required is detailed in the assessment paperwork and assessors check it is fit for purpose and meets the assessment criteria. Learning materials and codes of practice are provided by the centres and checked to make sure they are current and up to date, and for re-assessment testing, current clean copies must be provided to all candidates as per the scheme documents. Reviews are carried out prior to and after all assessments and materials replaced as and when required.

Almost all centres complied with the assessment criteria and scheme documents for the awards.

## **Category 3: Candidate support**

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

Centres check candidates' street works cards confirming that they hold the units they wish to be re-assessed in. If they successfully achieve the units they are then issued with a new certificate allowing them to renew their street works card. This is then recorded on the street works register and means the candidate can legally work in the public utility industry carrying out excavation and reinstatement works. This is a requirement from the re-assessment scheme document. There is no credit transfer to the existing street works units from other awards, and all candidates must be assessed by a competent approved assessor against the standards. Centres all refer to the scheme documents for compliance.

Almost all centres complied with the scheme documents and SQA's requirements. Assessors carried out the proper checks and held the relevant discussions/inductions with all candidates.

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

Candidates are normally at the centres for a short period and are in constant contact with the assessor (this could be anything from 1-5 days). Constructive feedback is given on completion of each unit and if any section is failed, an action is put in place and recorded in the assessment paperwork. Re-assessment testing candidates who fail any unit can be allowed a retest on the day, but this is a centre decision.

All centres complied with this criterion and they meet SQA's and the scheme document requirements.

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

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

In the case of new awards or assessors, the policy of almost all centres is to carry out 100% internal verification and support until the centre has completed a few reviews of assessment paperwork. If no areas of concern are identified, they would consider reducing to an acceptable level for internal verification and assessor support. Internal verification was found to be acceptable in almost all centres, but will not just be end-loaded; this information was taken from most of the centres' policies for internal verification and assessment procedures.

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

Centres are using re-assessment test papers provided by SQA and for the delivery of these awards. The test papers are held in SQA's secure website and are downloaded when required and this helps to confirm this criterion is being met. The same applies to the existing units and questions. Centres use checklists during internal verification and look at the areas listed above and almost all centres clearly meet this criterion.

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

All centres cover their malpractice/plagiarism policies with all candidates during the induction and registration to the awards. All candidates sign a declaration after completion of any assessment for the existing units. Once feedback has been provided, they sign a declaration confirming that the evidence provided for the unit is their own work. This requirement is included in all unit paperwork that centres must use when assessing these awards, and to comply with the scheme document for street works awards.

Almost all centres carried out checks during their internal verification confirming that these declarations have been signed.

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

All centres use nationally prepared unit paperwork, and underpinning knowledge questions with answers are provided. Assessors use the provided answers to accurately mark all candidates' knowledge questions. Internal verification confirms that accurate and consistent judgements have been made across the assessments. Some centres use SQA's SOLAR system and this is self-marked, but assessors still provide candidates with their results. Feedback on internal verification is given to assessors and if they cannot attend the meeting, they are e-mailed and a read receipt requested. Internal verification checks that accurate and consistent judgements have been made by all assessors. This criterion is also part of the agenda for standardisation meetings and SQA's requirements for the awards were met by almost all centres.

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

Centres are aware of SQA's retention of evidence requirements and this is documented in their policies. Almost all centres kept the evidence longer than required by SQA, usually from one external verification visit to the next, which is normally an annual visit. All evidence is securely stored at the centres.

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

Once the report from the external verification visit is received, it is discussed at the next meeting with the staff involved in the delivery. Staff unable to attend will be notified by e-mail and a read receipt request to confirm they have opened the e-mail. Actions or sanctions are dealt with immediately by the centres, and SQA is informed when actions have been completed. This forms part of most of the centres' policies.

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

No particular areas of good practice were mentioned in street works reports.

**Specific areas for development**

The following area for development was reported during session 2017–18:

- ◆ CPD requirement to confirm compliance with the assessment strategy and scheme documents.