



**National Qualifications Units
Qualification Verification Summary Report 2018
Construction (Street Works)**

Introduction

The Street Works units are legislative requirements for the public utilities industry and are delivered in Scotland, England, Northern Ireland and Wales. The verified units for this year include the re-assessment testing units that have been delivered in England since 2010 and Scotland since 4 September 2017.

The units listed below were successfully verified in almost all centres in the countries mentioned above.

Qualifications breakdown — England and Scotland

Units of competence for trained operatives:

- LA Location and avoidance of underground apparatus
- O1 Signing, lighting and guarding
- O2 Excavation in the road/highway
- O3 Reinstatement and compaction of backfill materials
- O4 Reinstatement of sub-base and road-base in non-bituminous materials
- O5 Reinstatement of cold-lay bituminous materials
- O6 Reinstatement of hot-lay bituminous materials
- O7 Reinstatement of concrete slabs
- O8 Reinstatement of modular surfaces and concrete footways

Candidates can hold either LA or O1 as a standalone qualification. However, in order to have additional units added (O2/O3/O4/O5/O6/O7/O8) it is mandatory that the candidate holds both LA and O1 and that these units are still valid.

Units of competence for trained supervisors:

- LA Location and avoidance of underground apparatus
- S1 Monitoring signing, lighting and guarding
- S2 Monitoring excavation in the road/highway
- S3 Monitoring reinstatement and compaction of backfill materials
- S4 Monitoring reinstatement of sub-base and road-base in non-bituminous materials
- S5 Monitoring reinstatement of bituminous materials
- S6 Monitoring reinstatement of concrete slabs
- S7 Monitoring reinstatement of modular surfaces and concrete footways

Candidates can hold either LA or S1 as a standalone qualification. However, in order to have additional units added (S2/S3/S4/S5/S6/S7) it is mandatory that the candidate holds both LA and S1 and that these units are still valid.

Qualifications breakdown — Wales and Northern Ireland

Operative awards

Excavation in the road/highway 001,002 and 003
Excavation, backfilling and reinstatement — cold lay 001,002,003,004,005 and 006
Reinstatement — hot and cold lay bituminous materials 001,002,006 and 007
Reinstatement of concrete slabs 001, 002 and 008
Reinstatement of modular surfaces and concrete footways 001,002 and 009

Supervisor awards

Monitor excavation in the road/highway 001,010 and 011
Monitor excavation, backfilling and reinstatement-construction layers 001,010,011,012,013 and 014
Monitor reinstatement — hot and cold lay bituminous materials 001,010 and 014
Monitor reinstatement of concrete slabs 001,010 and 015
Monitor reinstatement of modular surfaces and concrete footways 001,010 and 016

Units of competence for trained operatives:

Unit 001 Location and avoidance of underground apparatus
Unit 002 Signing, lighting and guarding
Unit 003 Excavation in the road/highway
Unit 004 Reinstatement and compaction of backfill materials
Unit 005 Reinstatement of sub-base and road-base in non-bituminous materials
Unit 006 Reinstatement of cold-lay bituminous materials
Unit 007 Reinstatement of hot-lay bituminous materials
Unit 008 Reinstatement of concrete slabs
Unit 009 Reinstatement of modular surfaces and concrete footways

Units of competence for trained supervisors:

Unit 001 Location and avoidance of underground apparatus
Unit 010 Monitoring signing, lighting and guarding
Unit 011 Monitoring excavation in the road/highway
Unit 012 Monitoring reinstatement and compaction of backfill materials
Unit 013 Monitoring reinstatement of sub-base and road-base in non-bituminous materials
Unit 014 Monitoring reinstatement of bituminous materials
Unit 015 Monitoring reinstatement of concrete slabs
Unit 016 Monitoring reinstatement of modular surfaces and concrete footways

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 centre staff hold the required qualifications as assessors/internal verifiers as this is a requirement of the Street Works scheme document.

The scheme document also requires that the centre staff undertake continuing professional development CPD. Again, almost all centre staff had good experience of the delivery of Street Works awards and have completed their continuing professional development in compliance with the scheme documents.

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

The focus of the external verification team for the next session will be to look closely at the occupational experience and CPD records of assessors and internal verifiers.

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

Nationally prepared paperwork is used for the assessment of Street Works awards and is provided to centres through SQA's secure website.

In line with the scheme documents, practical assessment environments are visually inspected and re-assessment testing is done under open-book exam conditions.

The existing unit environment is inspected before and after assessments. Equipment and materials required are detailed in the assessment and scheme document. Assessors check equipment and the area to confirm it meets the assessment criteria.

The learning materials are the codes of practice. They are provided by the centres and checked to make sure they are current and up to date. Re-assessment testing materials required by candidates must be current clean copies in line with the requirements of SQA and the scheme documents.

Reviews are continually carried out prior to, during and after assessments. Materials are replaced as and when required.

Almost all centres complied with the requirements of SQA and the scheme documents for this criterion.

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 to confirm 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 one to five 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. For re-assessment testing, candidates who fail any unit can be allowed a re-test on the day, but this is a centre decision.

All centres complied with this criterion and met the requirements of SQA and the scheme document.

Category 4: Internal assessment and verification

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

Almost all centre policies and procedures require 100% internal verification for new awards or assessors. They support new assessors until they have completed a few reviews of assessment paperwork and if no areas of concern are identified they consider reducing the level of internal verification and assessor support.

Almost all centres now use a risk management system that quickly highlights any issues with assessment and verification. Control measures can be put in place promptly and help ensure standardisation.

Internal verification was found to be acceptable in almost all centres but should not just be end-loaded. This information was found in most of the centre policies on 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 all use the assessment instruments provided by SQA.

Centres that are carrying out re-assessments must use the test papers provided by SQA. These are held on SQA's secure website and are only downloaded as and when required.

This helps to confirm that this criterion is being met.

The same applies to the existing units' paperwork and questions. Almost all centres use checklists during their internal verification.

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.

During centre induction almost all centres cover their malpractice/plagiarism policies with candidates who are registering for the awards. All candidates then sign a declaration on completion of any assessment for the existing units, after feedback has been given. The declaration states: 'I confirm the evidence provided for the unit is my own work.'

This requirement is for all units assessed for the existing unit awards, and for compliance with the Street Works scheme document.

Re-assessment is carried out under exam conditions. Test papers are given out by the assessor/invigilator and once the test time has been reached the test papers are gathered back in by them. This helps to confirm that the centre is complying with SQA and scheme document requirements for carrying out the testing.

Almost all centres carried out checks during their internal verification to confirm the declaration had 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 provided. Assessors use the provided answers to accurately mark all knowledge questions.

Internal verification confirms that accurate and consistent judgements have been made over the assessments. Some centres use SQA's SOLAR system which 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 arranged meetings, they are e-mailed and a read-receipt is requested. Internal verification checks that accurate and consistent judgements have been made by all assessors. This criterion is also part of the standardisation meeting agenda. 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.

Almost all centres were aware of SQA's retention of evidence requirements and documented these in their centre policies. Almost all centres keep 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 and only disposed of when informed by the external verifier.

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

Once the report from an external verification visit is received, it is discussed with the staff involved in the delivery at the next meeting. Staff unable to attend will be notified by e-mail and a read-receipt requested to confirm they have opened the e-mail.

Almost all centre policies indicate that centres would attend to actions or sanctions immediately, inform SQA within the agreed timescales, and advise SQA when an action was completed.

Areas of good practice report by qualification verifiers

No areas of good practice were mentioned in the Street Works reports.

Specific areas for development

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

- ◆ Team members will focus on occupation experience and CPD to confirm compliance with the assessment strategy and scheme documents.

This was highlighted in a good number of reports.