



National Units

Qualification Verification Summary Report 2019
Construction (Street Works)

Verification group: 183

Introduction

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

The units listed below have been successfully verified in most 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.

At almost all centres staff held the required qualifications as assessors/internal verifiers. This is a requirement of SQA and the Street Works scheme document.

Centre staff who are involved in award delivery are required to complete continuous professional development. This must be relevant to the Street Works awards and record what they did and gained from the CPD. Centres must make staff CPD records available during verification visits.

Almost all centre staff are experienced in the delivery of Street Works awards and have completed their continuing professional development in compliance with the scheme documents.

Centres that did not provide current up to date CPD for their staff were reminded clearly that this is a requirement of SQA and the scheme document.

The verification team will continue to focus during the next session on the compliance of centres in relation to occupational competence and CPD records.

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

Unit assessment paperwork for the assessment of Street Works awards is provided to centres through SQA's secure website so it can be downloaded as and when required for award delivery.

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 assessment environment is inspected before and after assessments. Equipment and materials required are detailed in the assessment and scheme document. Assessors check to confirm environment and equipment are suitable for the assessment.

The learning and reference materials used for the existing and re-assessment awards are current up-to-date codes of practice. These are provided by the centres for all candidates to complete the practical or underpinning knowledge sections.

Re-assessment testing reference materials must be current, clean copies in line with the requirements of SQA and the scheme documents.

Reviews are continually carried out prior, during and after assessments for the existing or re-assessment testing. Materials are replaced as and when required.

Almost all centres complied well 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.

All candidates undertaking the existing awards receive a centre induction and during this they are asked about previous experience and if they hold any certificates that may be relevant to the units they are registering for.

During induction candidates are asked if they have any special needs that the centre may have to take into consideration prior to any assessment taking place. This is also covered before candidates are assessed.

Street Works cards must be produced by candidates wishing to take the re-assessment testing to confirm they hold the units they wish to be re-assessed in. Candidates who successfully achieve the units 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 candidates can continue to legally work in the public utility industry.

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.

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

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 have constant contact with the assessor. This could be anything from one to five days. Constructive feedback is given on completion of each unit assessment and if any section is failed an action plan is put in place and recorded in the assessment paperwork.

Re-assessment test candidates who fail a unit can be allowed a re-test on the day if time allows, but this is a centre decision.

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

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. New assessors are supported until they have completed a few reviews of assessment paperwork and if no areas of concern are identified centres consider reducing the level of internal verification and assessor support.

Most centres are using a risk management system for both the assessment and verification of the awards. This can help to address any issues quickly and ensures standardisation.

Internal verification in most centres meets SQA requirements for the awards but should not always be end-loaded. This comment was found in most centre reports.

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

Assessment instruments are provided by SQA and centres store them on their secure websites. They are then accessed when required and this helps to ensure this criterion is met.

Centres that use SQA's SOLAR system for the re-assessment testing are meeting all the requirements of this criterion.

Almost all centres use checklists during internal verification and the above points are normally recorded in most internal verification reports.

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.

Centres all cover their malpractice/plagiarism policies with candidates during the induction to the awards. On completion of each existing unit candidates sign a declaration, after feedback. 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 SQA and 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 concluded the test papers are gathered back in by them.

If SQA's SOLAR system is being used for the re-assessment testing, centres log candidates on to the system. The system times the testing and, once completed, the candidates receive their results. This helps to ensure the evidence provided for the assessment testing is the candidates' own work.

Almost all centres are complying with SQA and scheme document requirements for carrying out the testing — helping to ensure that evidence is the candidates' own work.

Almost all centres carried out checks during their internal verification to confirm that 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. Having question and answer papers provided to the assessors helps to ensure they are accurately marked.

Internal verification confirms that accurate and consistent judgements have been made over all sections of the assessments. Some centres are now using SQA's SOLAR system which is self-marked, but assessors provide results to candidates.

On completion of internal verification, assessors are given feedback and they normally sign the verification report. The report is discussed at the next available meeting and if they cannot attend they are emailed 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 and scheme document requirements for this criterion 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.

All evidence is securely stored at centres. Centres have been informed that all evidence must be retained for at least one year from the date of completion.

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 at the next available meeting with the staff who are involved in the award delivery.

Staff who are unable to attend the meeting are notified by email and a read-receipt requested to confirm they have opened the email.

Almost all centre policies indicate that centres would attend to actions or sanctions immediately, informing SQA of actions taken within the agreed timescales, advising SQA when they are completed, and sending the relevant evidence required to clear them.

Areas of good practice report by qualification verifiers

This year, no specific areas of good practice were highlighted in the Street Works qualification verification reports.

Specific areas for development

Next session the external verifier team will focus on occupational competence of assessor/internal verifiers. CPD will be looked at closely to confirm activities undertaken by the assessor/internal verifiers are relevant to the awards and meet SQA and Street Works scheme document requirements.

This issue was highlighted in a good number of reports this session.