



# **THE STREET WORKS AWARDING ORGANISATION ASSESSMENT STRATEGY**

**Version 1.1 (December 2024)**

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## 1. Introduction

The *New Roads and Street Works Act 1991* (NRSWA) requires that each set of street works has at least one operative with a prescribed Street Works qualification on site while works are taking place. It also requires that in most cases, the works are supervised by a person with a prescribed Street Works supervisor qualification (sites that only involve opening the street, for example lifting access covers, do not have to be supervised). The supervisor does not need to be on site at all times and can supervise more than one set of works.

Details of certificates, registration and re-registration are given in:

The Street Works (Qualifications of Operatives and Supervisors) (England) Regulations 2016.

The Road Works (Qualifications of Operatives and Supervisors) (Scotland) Regulations 2017.

The Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 (Wales).

Street Works (Qualifications of Supervisors and Operatives) Regulations (Northern Ireland) 1998.

Additional information can be obtained from SWQR and Government websites. Particular attention is drawn to *Street Works Qualifications in England* at; [Street works qualifications in England](#) and *Road works qualifications in Scotland* at [Road works qualifications in Scotland road-works operatives and supervisors](#).

### 1.1 The Street Works Qualification Register

The Street Works Qualification Register (SWQR) based in Glasgow, is the registration body for the UK. It maintains the Street Works Qualifications Register (SWQR) and issues the Street Works cards to all operatives and supervisors who are qualified under the *New Roads and Street Works Act 1991*. These cards are used to provide evidence to Street Works inspectors that their holders are qualified.

When a new centre is approved, the Awarding Organisation (AO) provides its name and contact details to SWQR. SWQR contacts the centre and provides further information regarding the registration process.

AOs provide SWQR with details of certificates they issue on a weekly basis or as agreed with SWQR, but it is the responsibility of assessment centres to apply for registration cards on behalf of successful candidates. Applications and all enquiries relating to the Street Works Qualifications Register, its administration and the issuing of Street Works cards should be made to:

Street Works Qualifications Register

The Optima Building

58 Robertson Street

Glasgow

G2 8DQ

Tel: 0345 270 2720

E-mail: [swqr@sqa.org.uk](mailto:swqr@sqa.org.uk)

Website: [www.swqr.org.uk](http://www.swqr.org.uk)

Street Works certificates last for five years, after which they must be renewed. A person cannot continue to work as a qualified operative / supervisor where certificates have expired. There is no grace period, and individuals must ensure that their certificates remain current. The renewal process and requirements vary depending on the country concerned. SWQR can provide further details of the processes.

## **2. OVERVIEW OF STREET WORKS ASSESSMENT DELIVERY**

The street works certificates are delivered through assessment centres approved by the AO, using the assessment strategy and associated resources provided by HAUC (UK). Candidates are required to demonstrate by both practical and knowledge-based assessment that they have the necessary knowledge, understanding and skills to meet the learning outcomes specified in the standards for each certificate they wish to achieve.

For safety reasons (that is, clear communication on site) qualifications can only be undertaken in the English language. There is no facility for other languages to be used as all codes of practice, assessment materials and supporting documents are only printed in English. In Wales, this should be in accordance with the Welsh Language Act, where applicable. *Training centres in Wales must consider the requirements of the Welsh Language Act in the delivery of their course material.*

HAUC (UK), as the standard setting body, own and are responsible for maintaining all of the assessment documents listed below. These documents are provided to the AOs for use by their approved centres to deliver the assessments, and it is incumbent upon the AOs to ensure appropriate use of all documentation.

- Assessment standards (these set out the learning outcomes for each certificate).
- Examination questions for certificates (questions to be used to assess the knowledge of the standards).
- Assessment recording documentation for certificates that are used to assess the practical requirements of the standards.
- Supporting assessment materials used with the assessment recording documentation.

Candidates undertaking the initial certificates must be assessed by qualified and occupationally competent assessors. The work of the assessors is, in turn, co-ordinated by an internal quality assurer (IQA), who is responsible for ensuring assessment decisions made by the assessor, meet the Assessment Standards and the requirements of this Assessment Strategy.

Each certificate has detailed assessor and candidate requirements, covering resources and facilities requirements for the assessment, along with any reference documents which must be available. Each centre must ensure that it has sufficient resources and facilities available for each certificate assessment.

Awarding Organisation's must be able to provide Assessors / Trainers with details of specific areas that candidates have achieved and / or not achieved during the knowledge examination after each and every assessment. Where a candidate has failed this must be suitable and sufficient to enable training needs to be identified and a suitable training plan to be developed prior to a resit taking place.

Workplace Practical Assessments (on a live site) can only be carried out for the purposes of assessing certificates O1, S1, O7, S6 O6 and S5 or the equivalent Welsh and Northern Irish units. The assessments must be able to cover all the learning outcomes and meet the requirements for equipment and resources set out in each certificate. Where this is not possible, further assessment will be necessary to cover any learning outcomes not assessed. Centres must give prior notification to the AO using that AOs own processes if it intends to carry out assessments in the workplace and keep details of sites used.

The AO is responsible for allocating an external quality assurer (EQA) to each centre and through their quality assurance processes, monitor the delivery of the qualification. The EQA will be required by the AO to physically visit each centre or assessment location to verify the quality assurance, policies, procedures and technical delivery at least once each year.

### **3. Centre Approval**

All Street Works assessments must be carried out by an assessment centre that has been approved by an AO to issue certificate(s).

Initial training and assessment and reassessment examinations must be undertaken by an approved centre under examination conditions and invigilated in accordance with the Centre Compliance Document.

In order to grant assessment centres approval, the AO must ensure centres are compliant with the Centre Compliance Document which includes where appropriate having the following:

- Access to physical facilities and resources to offer assessment of Street Works certificates (these are listed in more detail in the specific Assessment Summary document and Centre Compliance Document).
- Centre co-ordination or administration of the assessments. The centre co-ordinator or administrator will be the main point of contact with the AO.
- Qualified assessors who are confirmed as competent by the AO to assess candidates within each occupational area.
- Qualified internal quality assurers who are confirmed as competent by the AO.
- Secure storage of assessment, verification documents and records associated with the qualifications.

The AO will inform the centre of the outcome of their application.

#### 4. AO External Quality Assurance

##### **EQA required qualifications.**

AOs must ensure that EQAs:

- hold, or are working towards gaining the Certificate at or above the level of the unit being externally quality assured and the appropriate SWQR card
- undertake activities for their continued professional development activities
- hold, or are working towards gaining a relevant recognised External Quality Assurance qualification such as:
  - RQF / QCF Level 4 Award in the External Quality Assurance of the Assessment Process and Practice
  - RQF / QCF Level 4 Certificate in Leading the External Quality Assurance of Assessment
  - an appropriate External Verifier qualification in the SCQF as identified by SQA Accreditation
  - or hold one of the following
  - V2 Conduct external quality assurance of the assessment process
  - D35 Externally verify the assessment process

Holders of V2 / D35 must quality assure to the current National Occupational Standards (NOS) for Learning and Development.

Hold one of the following qualifications at Level 3 and Level 4.

Level 3:

- RQF / QCF Level 3 Award in Assessing Competence in the Work Environment
- RQF / QCF Level 3 Certificate in Assessing Vocational Achievement
- an appropriate Assessor qualification in the SCQF as identified by SQA Accreditation
- or one of the following:
  - A1 Assess candidates using a range of methods
  - D32 / 33 Assess candidate performance, using differing sources of evidence

Level 4:

- RQF / QCF Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice
- RQF / QCF Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice
- an appropriate Internal Verifier qualification in the SCQF as identified by SQA Accreditation
- V1 Conduct internal quality assurance of the assessment process
- D34 Internal verify the assessment process

EQA's must gain the appropriate SWQR Card at or above the level being externally quality assured within 6 months of registration.

New EQA's must gain the appropriate Assessor award within 12 months of registration, EQAs, working towards achievement of an EQA qualification, must be countersigned by a qualified EQA, meeting the minimum requirements of the above. The countersigning EQA must ensure that all aspects of assessment have been achieved by supporting practical performance.

### **EQA duties.**

The AOs External Quality Assurer will visit the centre to carry out announced and, if appropriate, unannounced external quality assurance visits, with at least one physical visit to the centre or assessment location per year.

If a centre is carrying out assessments in live work-based site situations rather than at a centre in a simulated environment, the EQA may require more frequent visits to ensure that the candidates have access to all of the appropriate equipment and facilities to complete the assessments, and that assessments are conducted in a consistent manner.

The EQA's role involves the following activities:

- Ensuring that assessments are conducted in line with the requirements of the Centre Compliance Document and the AOs own systems and practices.
- Observing assessments taking place.
- Sampling candidate evidence, assessment records and other documentation relating to the certificates to ensure that assessment decisions are valid and have met the relevant standards.
- Identifying areas where remedial action is required and agreeing an action plan with the centre.
- Providing advice and support to centres in connection with the certificates and resolving any issues or queries at their centres.
- Maintaining a record of visits and providing written reports to the AO.
- Reviewing Internal quality assurance documentation to ensure that the centre's quality assurance processes are robust. This includes records of meetings / standardisation, continuing professional development and consistency of assessment between assessors.
- Ensuring no malpractice takes place.

In order for EQAs to carry out their role, centres must provide them with the records and information required as requested. These include details of assessment plans and locations and notes of assessment team meetings.

## Glossary of Terms

<b>HAUC (UK)</b>	Highway Authority and Utilities Committee (United Kingdom).  The body responsible to the Department for Transport and The Secretary of State for the administration of Regulations and codes of practice issued under the provisions of the New Roads and Street Works Act 1991. This includes Regulations covering the qualifications for operatives and supervisors.
<b>AO</b>	An Awarding Organisation approved to offer nationally recognised qualifications.
<b>SWQR</b>	Street Works Qualifications Register — the appointed body to manage the national register of qualified operatives and supervisors and register / re-register certificates for a period defined in Regulations.
<b>Candidate</b>	A person undertaking assessment to gain a qualification at an approved centre. For the purpose of this document has the same meaning as 'learner' used by Awarding Organisations.
<b>Reassessment</b>	Undertaking Street Works renewal by successfully passing a multiple-choice examination to re-register existing certificates.
<b>Certificate</b>	Under English and Scottish Regulations is an achievement from passing assessment and is issued by the Awarding Organisation. Certificates are registered for a period of 5 years with SWQR.
<b>Unit</b>	Under Welsh and Northern Ireland Regulations is a unit of competence which can be gained from passing an assessment. Several units make up a certificate which are registered for a period of 5 years with SWQR.
<b>External Quality Assurer (EQA)</b>	A person appointed by the Awarding Organisation who is responsible for verifying that the assessment and internal quality assurance undertaken at approved assessment centres is in accordance with the Awarding Organisations policies.
<b>Internal Quality Assurer (IQA)</b>	A person approved by the Awarding Organisation within an assessment centre whose role is to maintain and monitor the quality and assurance of qualifications delivery and certification. The IQA must be occupationally competent.
<b>Assessor</b>	A person approved by the Awarding Organisation to carry out assessment of candidates to nationally recognised occupational standards and who is occupationally competent.