



**National Units**

**Qualification Verification Summary Report 2021**

# **Construction: Street Works**

**Verification group number: 183**

## **Introduction**

The Street Works units are legislative requirements for the public utilities industry and any contractors working on utilities contracts. The awards are delivered in Scotland, England, Northern Ireland, and Wales. Units verified this year include the re-assessment units that are mainly delivered in Scotland and England, but some centres also deliver them in Wales and Northern Ireland to allow candidates who mainly work in Scotland and England to comply with the legislation in these countries.

The units listed below have been successfully verified in most centres in the countries mentioned above.

### **Qualifications breakdown applicable to Scotland and England**

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 applicable to 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, the centre staff held the required qualifications for assessors/internal verifiers and copies of their certificates were produced confirming they were fully qualified. Centres must fully comply with the SQA and assessment strategy requirements.

Almost all centres provided curriculum vitae for the delivery staff confirming occupational/industry experience.

All Street Works delivery staff are required to provide evidence of current, up-to-date continuous professional development. It must be relevant to the Street Works awards and record what activity they carried out and what they gained from the CPD event. Centres must provide staff CPD records during verification visits.

Almost all centre staff have good experience in the delivery of Street Works awards and provided continuing professional development records in compliance with the assessment strategy.

Centres that did not provide evidence of current, up-to-date CPD for their staff had to complete actions and then provide the required evidence to SQA to confirm that they had met the SQA and assessment strategy requirements.

Next session, the verification team will focus on centre compliance with the SQA and assessment strategy requirements to confirm occupational competence, assessor/internal verifier qualifications 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.**

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

The latest assessment strategy covers practical assessment environments. Practical assessment environments are visually inspected by approved assessors. Since 1 June 2021, all underpinning knowledge questions and re-assessment testing must be carried out using SQA's SOLAR system and must be open-book.

Assessment environments are inspected before and after assessments. Equipment and materials required are detailed in the unit assessment sections and the assessment strategy. Assessors inspect and confirm that the environment and equipment are suitable for the assessment.

The learning and reference materials used for the existing or re-assessment awards are checked confirming they are clean and unmarked, and the codes of practice are current and up to date. Documents listed in the assessment strategy are provided by the centres for all candidates to complete (both the practical and underpinning knowledge sections) in line with the requirements of SQA and the assessment strategy.

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 assessment strategy.

### **Category 3: Candidate support**

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

Candidates who are sitting the existing awards receive a centre induction and during it there is a discussion about previous experience and whether they hold any certificates that may be relevant to the units that they are registering for.

During the induction, candidates are asked if they have any special needs that the centre may have to take into consideration prior to any of the unit assessments.

Re-assessment candidates must produce their Street Works cards confirming 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. The Street Works card is then recorded on the national register allowing the candidate to legally work on public utilities works as a qualified operative or supervisor depending on the qualification taken.

There is no credit transfer from other awards to the Street Works units, 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 assessment strategy.

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

Candidates could be at a centre for a short period of time. This could be anything from one to five days depending on the units being undertaken. Candidates would normally receive some training and their progress would then be discussed to confirm whether they were ready for the assessment. Constructive feedback is given on completion of each unit assessment, and if any candidate has failed any section, an action plan is put in place and recorded in the assessment paperwork.

Re-assessment testing candidates who fail a unit are allowed a new test on the day if time allows, but this decision is made by the centre.

All centres are complying 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 to be carried out for new awards or new assessors. New assessors are supported until the centre has carried out a few reviews of their assessment unit paperwork and if no areas of concern are identified the centre might consider reducing the level of internal verification or assessor support.

Almost all centres are now using some form of risk management system for both the assessment and verification to ensure standardisation of assessments. By providing this type of support centres are able to address any issues quickly and ensure standardisation.

Internal verification in almost all centres meets SQA's requirements for the awards but unfortunately its nearly always end-loaded. These comments were found in almost all 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 access them through SQA's secure website. They are accessed as and when required and this helps to ensure this criterion is met.

Since 1 June 2021, centres must use SQA's SOLAR system for all underpinning knowledge questions and re-assessment testing to meet all the requirements of this criterion. This has been a requirement of the two iterations of the assessment strategy since April 2020.

Some centres have been successfully using SQA's SOLAR system for re-assessment testing so the changes in the assessment strategies did not have any real impact on them. Almost all centres use checklists during their internal verification and confirm that assessment instruments and methods are valid, reliable, practicable, equitable and fair in almost all 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.**

During induction to the awards, centres cover their malpractice/plagiarism policies with candidates explaining how they apply them. When candidates have completed each unit of the existing awards they 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 requirements and the Street Works assessment strategy.

Existing underpinning knowledge questioning or re-assessment is carried out under exam conditions. Before 1 June 2021 test papers could be given out by the assessor/invigilator and once the test time had concluded the test papers were gathered back in and marked and the candidates given their results.

For SQA's SOLAR system 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 the SQA and assessment strategy requirements for carrying out the underpinning knowledge questioning or re-assessment testing — helping to ensure that evidence provided is the candidates' own work.

Almost all centres carry out checks during their internal verification to confirm that the declaration has been signed.

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

Centres use nationally prepared unit paperwork, supplementary sheets and underpinning knowledge questions with answers provided. Having question and answer papers provided like this helps the assessors 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 automatically marks the test papers, but assessors/invisitors provide the results to candidates. From 1 June 2021, all centres must use SQA's SOLAR system for the underpinning knowledge question section in the existing units and for all re-assessment testing to comply with SQA requirements and the assessment strategy.

On completion of internal verification, assessors are given feedback and they would normally sign the verification report.

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 assessment strategy 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 the SQA and assessment strategy retention of evidence requirements, and these are documented in the centre policies. Almost all centres will normally keep the evidence longer than required by SQA.

All evidence is securely stored at centres. Centres were reminded during verification visits that all evidence must be retained for at least three years from the date of completion in line with the assessment strategy.

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

In almost all centres, once the verification report has been received and checked, if no actions are required, they are discussed at the next available meeting with the award delivery staff.

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 raised during verification visits and that they would be addressed immediately. SQA is informed once the actions have been completed within the agreed timescales, and the required evidence is then sent to SQA so the actions can be cleared.



## **Areas of good practice reported by qualification verifiers**

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

## **Specific areas for development**

The following areas for development were reported during session 2020–21:

- ◆ Confirming assessor/internal verifiers hold the required qualifications and have occupational experience.
- ◆ Checking CPD is current and up to date for all delivery staff.
- ◆ Ensuring supervisor awards evidence meet the award requirements.
- ◆ Verifying that supplementary evidence sheets are accurately completed for the various units.

External verifiers will focus on the above areas next session and support centres to fully comply with the new assessment strategy that was implemented on 1 June 2021.