QUALIFICATION HANDBOOK

SVQ in Construction Site Management (Construction) at SCQF Level 10

Qualification reference number: GT0M 50

Contents   Page

Appendices

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1. Introduction

1.1 This qualification has been developed to seek to ensure that manage construction sites meet minimum requirements of technical competence and health and safety.

1.2 These requirements have been specified in the National Occupational Standards (NOS) developed by the Sector Skills Council (SSC) Construction Skills in liaison with employers and industry/ sector representatives. This qualification is based upon those NOS and incorporates the Qualification Structure approved by SQA Accreditation.

1.3 Successful completion of this qualification will allow candidates to show they have sufficient knowledge, understanding and skills to demonstrate competence in managing sites within a construction setting.

1.4 This Handbook provides the information required to assist approved centres in delivering the qualification and preparing candidates for assessment. This includes some template forms that may be used / adapted by centres. Note that you are able to create your own, or use existing forms for this purpose. Alternatively, QFI makes its E-Portfolio system available to its approved centres.

This document should be read in conjunction with QFI's policies and the Centre Handbook.

2. Qualification objective(s)

2.1 The qualification is suitable for apprentices / those already in employment that wish to develop their knowledge and skills supervising in construction site management.

2.2 In order to do this, the qualification covers technical and health and safety standards, and supports roles relating to managing construction sites.

3. Progression

3.1 This qualification is primarily designed to allow candidates to progress to employment in roles relating to construction site management. These roles may be in addition to other construction related roles. Successful completion of this qualification may therefore lead to additional employment opportunities relating to site management.

3.2 Candidates achieving this qualification may also wish to progress to higher level qualifications aimed at supervisory/ management roles.

3.3 Candidates may also choose to undertake qualifications in more generic subjects such as a health and safety in the workplace.

4. Entry requirements

4.1 Candidates must be at least 18 years of age to be able to undertake this qualification.

4.2 Those that will be driving construction vehicles as part of their chosen pathway/ additional units must hold a full driving license.

4.3 There are no other specific entry requirements, though the National Careers Service does recommend physical fitness.

4.4 Candidates taking this qualification must be made fully aware of what this entails. Centres must be satisfied that candidates have the experience and skills and will have sufficient assessment opportunities within their job role to provide evidence of competence for this qualification. Where this may not be the immediate case, candidates should check with their employer whether they are able to go out with departmental or immediate job role boundaries to gain the necessary assessment opportunities.

4.5 A sample induction checklist is included at Appendix 1.

5. Qualification structure

14 mandatory units plus units as specified from the following optional routes:

- Building and Civil Engineering Optional Route (Route Total = 20 Units)

- Highways Maintenance and Repair Optional Route (Route Total = 20 Units)

- Residential Development Optional Route (Route Total = 20 Units)

- Traditional and Heritage Building Optional Route (Total = 20 Units)

- Demolition Optional Route (Route Total = 20 Units)

- Tunnelling Optional Route (Route Total = 20 Units)

MANDATORY ACROSS ALL ROUTES (Total = 14 Mandatory Units)				
SSB code		**Unit title**	**SCQF level**	**SCQF credit**
COSVR210 v3	Mandatory	Develop and maintain good working relationships	6	8
COSVR713 v2	Mandatory	Allocate work and monitor people's performance	10	9
COSVR715 v2	Mandatory	Contribute to the identification of a work team	8	8
COSVR726 v3	Mandatory	Establish, implement and maintain organisational systems for managing health, safety, welfare and wellbeing	11	17
COSVR727 v2	Mandatory	Establish, control and monitor environmental factors and sustainability	10	17
COSVR728 v4	Mandatory	Evaluate and confirm work methods	11	10
COSVR729 v2	Mandatory	Plan the preparation of the site for the project	11	16

COSVR730 v2	Mandatory	Monitor project activities	9	8
COSVR731 v2	Mandatory	Ensure that work activities and resources meet project work requirements	11	16
COSVR733 v2	Mandatory	Organise, control and monitor supplies of materials	8	8
COSVR734 v3	Mandatory	Identify and maintain communication systems and organisational procedures	10	11
COSVR735 v2	Mandatory	Control project progress against agreed quality standards	10	11
COSVR737 v2	Mandatory	Control project progress against agreed programmes	9	11
COSVR740 v2	Mandatory	Manage your personal development	10	9

PLUS ONE OF THE FOLLOWING OPTIONAL ROUTES
Building and Civil Engineering Optional Route (Route Total = 20 Units)
Mandatory units for Building and Civil Engineering Optional Route   **(5 Mandatory units required)**

SSB code		Unit title	SCQF level	SCQF credit
COSVR732 v3	Mandatory	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR736 v2	Mandatory	Establish dimensional control criteria	9	10
COSVR738 v2	Mandatory	Control project quantities and costs	10	12
COSVR739 v2	Mandatory	Evaluate feedback and make recommendations	10	8
COSVR758 v1	Mandatory	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

Optional units for Building and Civil Engineering Optional Route   (1 optional unit required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR720	Optional	Plan activities to traditional and heritage	9	16

SSB code		Unit title	SCQF level	SCQF credit
v2		buildings and structures		
COSVR722 v2	Optional	Plan demolition activities	11	12
COSVR741 v2	Optional	Plan and schedule the maintenance activities of property, services or systems	10	15
COSVR742 v2	Optional	Manage project handover	10	12
COSVR743 v2	Optional	Plan Tunnelling activities	10	15

Additional units for Building and Civil Engineering Optional Route (not compulsory)

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Additional	Plan highways maintenance and repair activities	8	12
COSVR719 v2	Additional	Provide customer service in construction	9	9
COSVR721 v2	Additional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR724 v2	Additional	Supervise tunnelling activities	9	15
COSVR756 v1	Additional	Plan the installation of retrofit works	10	16
COSVR757 v1	Additional	Manage installation, commissioning and handover of retrofit works	10	16

Highways Maintenance and Repair Optional Route (Route Total = 20 Units)
Mandatory units for Highways Maintenance and Repair Optional Route (4 Mandatory units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Mandatory	Plan highways maintenance and repair activities	8	12
COSVR732 v3	Mandatory	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR738 v2	Mandatory	Control project quantities and costs	10	12
COSVR739 v2	Mandatory	Evaluate feedback and make recommendations	10	8

**Optional units for Highways Maintenance and Repair Optional Route
(2 optional units required)**

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR719 v2	Optional	Provide customer service in construction	9	9
COSVR720 v2	Optional	Plan activities to traditional and heritage buildings and structures	9	16
COSVR722 v2	Optional	Plan demolition activities	11	12
COSVR736 v2	Optional	Establish dimensional control criteria	9	10
COSVR741 v2	Optional	Plan and schedule the maintenance activities of property, services or systems	10	15
COSVR742 v2	Optional	Manage project handover	10	12
COSVR758 v1	Optional	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

**Additional units for Highways Maintenance and Repair Optional Route
(not compulsory)**

SSB code		Unit title	SCQF level	SCQF credit
COSVR721 v2	Additional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR724 v2	Additional	Supervise tunnelling activities	9	15
COSVR743 v2	Additional	Plan Tunnelling activities	10	15
COSVR756 v1	Additional	Plan the installation of retrofit works	10	16
COSVR757 v1	Additional	Manage installation, commissioning and handover of retrofit works	10	16

Residential Development Optional Route (Route Total = 20 Units)

Mandatory units for Residential Development Optional Route

(4 Mandatory units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR719 v2	Mandatory	Provide customer service in construction	9	9
COSVR736 v2	Mandatory	Establish dimensional control criteria	9	10
COSVR741 v2	Mandatory	Plan and schedule the maintenance activities of property, services or systems	10	15
COSVR742 v2	Mandatory	Manage project handover	10	12

Optional units for Residential Development Optional Route
(2 optional units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR720 v2	Optional	Plan activities to traditional and heritage buildings and structures	9	16
COSVR722 v2	Optional	Plan demolition activities	11	12
COSVR732 v3	Optional	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR738 v2	Optional	Control project quantities and costs	10	12
COSVR739 v2	Optional	Evaluate feedback and make recommendations	10	8
COSVR756 v1	Optional	Plan the installation of retrofit works	10	16
COSVR757 v1	Optional	Manage installation, commissioning and handover of retrofit works	10	16
COSVR758 v1	Optional	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

Additional units for Residential Development Optional Route
(not compulsory)

SSB code		Unit title	SCQF level	SCQF credit

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Additional	Plan highways maintenance and repair activities	8	12
COSVR721 v2	Additional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR724 v2	Additional	Supervise tunnelling activities	9	15
COSVR743 v2	Additional	Plan Tunnelling activities	10	15

Traditional and Heritage Building Optional Route (Total = 20 Units)

Mandatory units for Traditional and Heritage Optional Route (3 Mandatory units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR720 v2	Mandatory	Plan activities to traditional and heritage buildings and structures	9	16
COSVR738 v2	Mandatory	Control project quantities and costs	10	12
COSVR741 v2	Mandatory	Plan and schedule the maintenance activities of property, services or systems	10	15

Traditional and Heritage Building Optional Route
(3 optional units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR719 v2	Optional	Provide customer service in construction	9	9
COSVR721 v2	Optional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR722 v2	Optional	Plan demolition activities	11	12
COSVR732 v3	Optional	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR736 v2	Optional	Establish dimensional control criteria	9	10
COSVR739 v2	Optional	Evaluate feedback and make recommendations	10	8
COSVR742 v2	Optional	Manage project handover	10	12
COSVR756	Optional	Plan the installation of retrofit works	10	16

SSB code		Unit title	SCQF level	SCQF credit
v1				
COSVR757 v1	Optional	Manage installation, commissioning and handover of retrofit works	10	16
COSVR758 v1	Optional	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

Additional units for Traditional and Heritage Building Optional Route (not compulsory)

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Additional	Plan highways maintenance and repair activities	8	12
COSVR724 v2	Additional	Supervise tunnelling activities	9	15
COSVR743 v2	Additional	Plan Tunnelling activities	10	15

Demolition Optional Route (Route Total = 20 Units)

Mandatory units for Demolition Optional Route

(5 Mandatory units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR722 v2	Mandatory	Plan demolition activities	11	12
COSVR732 v3	Mandatory	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR738 v2	Mandatory	Control project quantities and costs	10	12
COSVR742 v2	Mandatory	Manage project handover	10	12
COSVR758 v1	Mandatory	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

Optional units for Demolition Optional Route (1 optional unit required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR719 v2	Optional	Provide customer service in	9	9

		construction		
COSVR720 v2	Optional	Plan activities to traditional and heritage buildings and structures	9	16
COSVR736 v2	Optional	Establish dimensional control criteria	9	10
COSVR739 v2	Optional	Evaluate feedback and make recommendations	10	8
COSVR741 v2	Optional	Plan and schedule the maintenance activities of property, services or systems	10	15
COSVR756 v1	Optional	Plan the installation of retrofit works	10	16
COSVR757 v1	Optional	Manage installation, commissioning and handover of retrofit works	10	16

**Additional units for Demolition Optional Route
(not compulsory)**

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Additional	Plan highways maintenance and repair activities	8	12
COSVR721 v2	Additional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR724 v2	Additional	Supervise tunnelling activities	9	15
COSVR743 v2	Additional	Plan Tunnelling activities	10	15

Tunnelling Optional Route (Route Total = 20 Units)

Mandatory units for tunnelling Optional Route (5 Mandatory units required)

SSB code		Unit title	SCQF level	SCQF credit
COSVR736 v2	Mandatory	Establish dimensional control criteria	9	10
COSVR738 v2	Mandatory	Control project quantities and costs	10	12
COSVR742 v2	Mandatory	Manage project handover	10	12
COSVR743 v2	Mandatory	Plan Tunnelling activities	10	15
COSVR758 v1	Mandatory	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

Optional units for tunnelling Optional Route
(1 optional unit from the following)

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR719 v2	Optional	Provide customer service in construction	9	9
COSVR724 v2	Optional	Supervise tunnelling activities	9	15
COSVR732 v3	Optional	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR739 v2	Optional	Evaluate feedback and make recommendations	10	8

Additional units for tunnelling Optional Route
(not compulsory)

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Additional	Plan highways maintenance and repair activities	8	12
COSVR720 v2	Additional	Plan activities to traditional and heritage buildings and structures	9	16
COSVR721 v2	Additional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR722 v2	Additional	Plan demolition activities	11	12
COSVR741 v2	Additional	Plan and schedule the maintenance activities of property, services or systems	10	15
COSVR756 v1	Additional	Plan the installation of retrofit works	10	16
COSVR757 v1	Additional	Manage installation, commissioning and handover of retrofit works	10	16

Retrofit Optional Route (Route Total = 20 Units)

Mandatory units for Retrofit Optional Route (4 Mandatory units required)

SSB code		Unit title	SCQF level	SCQF credit

SSB code		Unit title	SCQF level	SCQF credit
COSVR736 v2	Mandatory	Establish dimensional control criteria	9	10
COSVR738 v2	Mandatory	Control project quantities and costs	10	12
COSVR756 v1	Mandatory	Plan the installation of retrofit works	10	16
COSVR757 v1	Mandatory	Manage installation, commissioning and handover of retrofit works	10	16

Optional units for Retrofit Optional Route
(2 optional units from the following)

SSB code		Unit title	SCQF level	SCQF credit
COSVR714 v2	Optional	Enable learning opportunities	8	11
COSVR719 v2	Optional	Provide customer service in construction	9	9
COSVR720 v2	Optional	Plan activities to traditional and heritage buildings and structures	9	16
COSVR721 v2	Optional	Supervise activities to traditional and heritage buildings and structures	8	16
COSVR722 v2	Optional	Plan demolition activities	11	12
COSVR739 v2	Optional	Evaluate feedback and make recommendations	10	8
COSVR741 v2	Optional	Plan and schedule the maintenance activities of property, services or systems	10	15
COSVR758 v1	Optional	Manage the installation, maintenance, monitoring and removal of temporary works	10	12

Additional units for Retrofit Optional Route
(not compulsory)

SSB code		Unit title	SCQF level	SCQF credit
COSVR716 v2	Additional	Plan highways maintenance and repair activities	8	12
COSVR724 v2	Additional	Supervise tunnelling activities	9	15
COSVR732 v3	Additional	Identify, allocate and plan the deployment and use of plant, equipment or machinery	9	9
COSVR742	Additional	Manage project handover	10	12

v2				
COSVR743 v2	Additional	Plan Tunnelling activities	10	15

6. Assessment

6.1 Roles and responsibilities

There are a number of people involved in the assessment process and the role of each needs to be clearly understood by each.

-       Candidates – must familiarise themselves with the content of the units that they are taking and how these are to be assessed. They should co-operate with the assessment process, looking for opportunities to evidence the elements and gathering evidence where this arises. Candidates must take on board feedback from their assessor and work with their assessor to develop realistic plans for assessment. An Assessment Plan and Review template is included at Appendix 3.

-       Assessors - must familiarise themselves with the content of the units that they are assessing and how these are to be assessed. They must assist candidates in identifying assessment opportunities, gathering, and presenting evidence. Assessors must assess all elements and record these assessments. Templates for recording elements, and for unit achievement, are at Appendix 4. Assessors must feedback and work with candidates to identify any gaps and develop realistic plans for assessment. They must also work with the Internal Verifier and External Verifier to ensure a common standard of assessment.

-       Internal Verifiers – sometimes known as Internal Quality Assurers (IQAs), their role is to ensure that the assessment process is appropriate, consistent, fair and transparent; that assessors receive on-going support and that they are assessing to a common standard; and that awards are valid, reliable and consistent. IVs must develop a strategy that includes standardisation activities such as reviewing samples of evidence from each assessor, and countersigning the decisions of unqualified assessors.

-       External Verifiers - sometimes known as External Quality Assurers (EQAs), are appointed by QFI and are independent of the centre. Their role is to check that internal processes are in place to ensure robust, consistent assessment. This includes sampling assessment evidence.

6.2 SCQF level 10 descriptors

This qualification is pitched at SCQF level 10. The following are descriptions of what a candidate should be able to do or demonstrate at SCQF level 10. These are for guidance only – it is not expected that every point will be covered.

Knowledge and understanding

Demonstrate and/or work with knowledge that covers and integrates most of the principal areas, features, boundaries, terminology and conventions of a subject/ discipline/sector; a critical understanding of the principal theories, concepts and principles; detailed knowledge and understanding in one or more specialisms, some of which is informed by, or at the forefront of, a subject/ discipline/sector; knowledge and understanding of the ways in which the subject/discipline/sector is developed, including

a range of established techniques of enquiry or research methodologies.

Practice: Applied knowledge, skills and understanding
Apply knowledge, skills and understanding: In using a wide range of the principal professional skills, techniques, practices and/or materials associated with the subject/discipline/sector; In using a few skills, techniques, practices and/or materials that are specialised, advanced and/or at the forefront of a subject/discipline/sector; In executing a defined project of research, development or investigation and in identifying and implementing relevant outcomes; To practise in a range of professional level contexts that include a degree of unpredictability and/or specialism.

Generic cognitive skills
Critically identify, define, conceptualise and analyse complex/professional problems and issues; Offer professional insights, interpretations and solutions to problems and issues; Demonstrate some originality and creativity in dealing with professional issues; Critically review and consolidate knowledge, skills, practices and thinking in a subject/discipline/sector; Make judgements where data/information is limited or comes from a range of sources.

Communication, IT and numeracy skills

Use a wide range of routine skills and some advanced and specialised skills in support of established practices in a subject/discipline/ sector, for example: Present or convey, formally and informally, information about specialised topics to informed audiences. Communicate with peers, senior colleagues and specialists on a professional level. Use a range of ICT applications to support and enhance work at this level and adjust features to suit purpose. Interpret, use and evaluate a wide range of numerical and graphical data to set and achieve goals/targets.

Autonomy, accountability and working with others

Exercise autonomy and initiative in professional/equivalent activities. Exercise significant managerial responsibility for the work of others and for a range of resources; Practise in ways that show awareness of own and others' roles and responsibilities; Work, under guidance, in a peer relationship with specialist practitioners; Work with others to bring about change, development and/or new thinking; Manage complex ethical and professional issues in accordance with current professional and/or ethical codes or practices; Recognise the limits of these codes and seek guidance where appropriate.

6.3 The assessment process

Assessment for this qualification, and for individual units that comprise the qualification, must take place in accordance with '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (approved by 1st July 2020).

This document translates the requirements of the assessment strategy and gives guidance to ensure that centres meet these.

Centres delivering the qualification must ensure that assessors and Internal Verifiers are aware of the assessment strategy and how to access this. External Verifiers may check this requirement during monitoring visits to centres.

Assessment involves the following key stages: planning; producing evidence; assessing

evidence; recording. Each of these is considered in more detail below.

6.3.1. Planning

The assessor must create an Assessment Plan with each candidate that he/ she will be assessing. The Assessment Plan will need to be reviewed as the candidate progresses through the units. A template for assessment planning and review is at Appendix 3 of this document.

A wide range of assessment methods exist that can be used to assess knowledge and skills. Methods of assessment that are commonly used for assessing competence based qualifications such as N/SVQs include the following:

- Product evidence – this relates to the outcome of the candidate's work, and the actual product that is generated as a result of their work.
- Direct observation – where an assessor (or credible witness) will directly observe the candidate undertaking certain tasks/ creating products that occur as part of their role. Observations must be referenced to the elements covered
- Question/ answer – these will often supplement the methods above, for example the assessor may ask the candidate a number of questions whilst they are undertaking a task. Questioning is a useful way to establish knowledge and to generate evidence of this
- Witness testimony – credible witnesses may be identified who can for example testify that the candidate can successfully undertake certain tasks
- Personal statement – declaration made by the candidate that should be referenced to elements

Centres should ensure that their Assessors use the methods above to assess candidates for this qualification.

Template assessment documents including an Assessor Report can be found at Appendix 3.

6.3.2 Producing evidence

The methods of assessment must generate evidence to demonstrate the candidates' competence. Evidence produced in the workplace is central to Construction Skills Consolidated Assessment Strategy. Workplace evidence is vital to ensuring that the candidate is competent to industry standards and a suitable way of recording this must be used.

The following indicates the type of evidence generated by the methods on the section above:

- Product evidence –Photographic or video evidence is often used to record this, or it may also be recorded via the method below. Labelled photographs and/or videos that clearly show the candidate are sources of evidence for this purpose.

- Direct observation –observations must be recorded via an Assessor or other report (e.g. witness statement)

- Question/ answer –both the questions and the candidate's responses to these must be recorded either in writing or via some audio or visual device (e.g. part of a video recording).

- Witness testimony – this may be written, audio or visual recordings

- Personal statement – the declaration made by the candidate must be recorded

All of the above must be referenced to the evidence that they cover. Templates that may be used for recording evidence are at Appendix 3.

Feedback should be given to the candidate on an on-going basis and where there are any gaps or shortfalls in evidence then these should be incorporated into the Assessment Plan.

Assessment must meet the requirements of the performance criteria, knowledge and understanding documented for each unit of assessment. Methods of assessment must ensure coverage of all elements, scope and range, and generate sufficient evidence to demonstrate competence. A holistic approach towards the collection of evidence is encouraged. The focus should be on assessing activities generated by the whole work experience rather than focusing on specific tasks. This would show how evidence requirements could be met across the qualification to make the most efficient use of evidence.

Direct evidence produced through normal performance in the workplace is the primary source for meeting these requirements. This includes naturally occurring evidence, direct observation of activities and witness testimony as relevant, all of which must be recorded.

Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:

- questioning the candidate

- recognized industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements

- performance evidence/ completed work

All of which must be recorded and made available for verification purposes. Workplace evidence of skills cannot be simulated for this qualification.

6.3.3 Assessing evidence

Evidence must be assessed against the units/ elements to establish whether the candidate is competent with regards to their performance and knowledge. In order to achieve the qualification candidates must achieve a 'pass'. The evidence must show that the candidate consistently (i.e. on more than one occasion) meets all of the elements across the scope/range of each unit.

If there is insufficient evidence to make this judgement then plans must be made as to how the candidate can produce further evidence in order to demonstrate competence. Assessors must check that the evidence produced is sufficient in volume, relevant and current. They must also be confident that the evidence has been generated by the candidate. Assessors and candidates normally sign documentation to declare that the evidence produced is that of the candidate and no other.

6.3.4 Recording evidence

Evidence (or reference to where certain evidence is located) is normally kept in a portfolio. This may be paper-based or electronic. All evidence contained within the portfolio must be clearly referenced to the units and elements. Candidates' progress can therefore be tracked. Note that certain pieces of evidence can be recorded across more than a single element. Tracking is important to show where this is that case.

It is helpful to give each piece of evidence a number so that this can be mapped across elements. See the template forms at Appendix 4. Assessment decisions made against the evidence must also be recorded so that an IV or an EV can see these. All evidence must be kept for internal and external verification.

7. Assessors

7.1 The occupational competence of assessors is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (approved by ACG 1st July 2020).

7.2 The roles and responsibilities of assessors is outlined in the section above. Assessors must competent to perform their role and either hold the qualifications needed to carry out assessment – or achieve within 18 months of commencing their role:

- D32 or D33

- A1

- Level 3 Award in Assessing Competence in the Work Environment

- Level 3 Award in Assessing Vocationally Related Achievement

- Level 3 Certificate in Assessing Vocational Achievement

an appropriate Assessor qualification as identified by SQA Accreditation

Assessors must also:

- have a sound, in-depth knowledge of, and uphold the integrity of, the relevant NOS and Assessment Strategy to enable them to carry out assessment to the standards specified

- have the occupational expertise (craft/ trade specific) before commencing their role so they have up to date experience, knowledge and understanding of the particular aspects of work they are assessing

- only assess in their acknowledged area of occupational competence

- maintain the currency of this for the duration of their role

- know QFI's requirements for recording assessment decisions and maintaining assessment records

7.3 Holders of A1 and D32/33 must assess to the current National Occupational Standards (NOS) for Learning and Development.

7.4 Assessors must be registered with QFI. The **Centre Handbook** provides details.

The assessment decisions of unqualified assessors must be countersigned by the IV.

8. Internal verification

8.1 Centres' internal assessment processes and practices must be effective and support the integrity and consistency of the qualification. This is achieved through the internal quality assurance that is undertaken by the approved centre, and the external quality assurance that is undertaken by QFI. Centres must operate explicit, written internal quality

assurance procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre

- that assessors are consistent in their interpretation and application of the qualifications or unit(s) learning outcomes

8.2 Centres must appoint IVs who will be responsible for:

- regular sampling evidence of assessment decisions made by all assessors across all aspects of assessment for the qualification. Sampling must include direct observation of assessment practice

- maintaining up-to-date records of IV and sampling activity (what was evidence was sampled or assessors / IV observed where there is more than one) and ensuring that these are available for external quality assurance establishing procedures to ensure that all assessors interpret the learning outcomes in the same way

- monitoring and supporting the work of assessors

- facilitating appropriate staff development and training for assessors

- providing feedback to the EV on the effectiveness of assessment

- ensuring that any corrective action required by QFI is carried out within agreed timescales.

8.3 Centres must ensure that the decisions of unqualified IVs are checked, authenticated and countersigned by an IV who is appropriately qualified and occupationally expert. QFI will monitor a centre's compliance with these requirements through monitoring visits and certification claims.

The IV is also responsible and accountable for arranging the checking and countersigning process. IVs may verify only evidence that they did not assess themselves. Further guidance on internal quality assurance/verification is provided in the **Centre Handbook**. Appendix 5 of this document indicates suggested content for an IV strategy, and a template for sampling assessment evidence.

9. Internal verifiers

9.1 The occupational competence of IVs is defined in '*Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)*' (approved by ACG 1st July 2020).

9.2 The roles and responsibilities of IVs is outlined above. IVs must competent to perform their role and either hold the qualifications needed to carry out internal verification – or achieve within 18 months of commencing their role:

- D34

- V1

- Level 4 Award in the Internal Quality Assurance of the Assessment Process and Practice

- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice

- an appropriate Internal Verifier qualification as identified by SQA Accreditation

9.3 It is strongly recommended that IVs also hold assessor qualifications (see section above).

9.4 Holders of V1/D34 must quality assure to the current National Occupational Standards (NOS) for Learning and Development.

IVs must be registered with QFI. The **Centre Handbook** provides details.

10. External verification

10.1 External verification of this qualification ensures that the requirements are met for the *'Construction Skills Consolidated Assessment Strategy for Construction and the Built Environment: Craft, Supervisory, Technical, Managerial and Professional National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs)'* (approved by ACG 1st July 2020).

10.2 Centre visits will normally take place on an annual basis, though these could be more frequent if deemed necessary as a result of QFI's risk assessments. The **Centre Handbook** provides further details on external verification including preparation for centre visits.

QFI's appointed External Verifiers meet the requirements of the assessment strategy.

11. Certification

11.1 Note that there is a lapsing period of four years for this qualification. This means that when the qualification expires, is withdrawn or replaced by a revised version, candidates registered have four years from the lapsing date in which to complete the qualification. This will allow sufficient time for candidates to complete and allow for currency of evidence.

12. Equality and diversity

12.1 This qualification must be assessed in English.

12.2 Assessment must be inclusive and where appropriate reasonable adjustments made to ensure equality of access in line with QFI's Equality and Diversity Policy. Full details are included in the QFI Centre Handbook**.**

12.3 Special consideration is not normally given for competence-based qualifications as it is necessary for candidates to demonstrate that they have the necessary skills and knowledge to achieve the qualification and operate safely in the workplace.

Equality data will be collected at the point of registration.

13. Fees

13.1 The current fees for this qualification, and for individual units, are included in the QFI Fees and Invoicing document. This document also details what is/ is not included in fees.

Fees may be broken down to a reasonable level upon request to QFI.

APPENDIX 1 - CANDIDATE TEMPLATE DOCUMENTS

Sample Form – Induction Checklist	
This document indicates what may be covered as part of a candidate's induction. This list is not exhaustive.	
	Tick
Qualification information: • Units • Structure • Summary of assessment • Awarding body	
Roles and responsibilities: • Candidate • Assessor • Internal Verifier • External Verifier	
Training and assessment process: • Planning • Collection of evidence (including methods) • Review of evidence • Feedback on evidence • Verification of evidence • Certification	
Policies: • Complaints • Appeals • Malpractice • Data protection • Health and safety	

• Equality (including reasonable adjustments/ additional support)	

Forms:
 	
  • Enrolment
 	
  • Other	

I confirm that I have received this induction and the associated documents:

Candidate name: …………………………………………………………………………………………..

Candidate signature: ……………………………………………………………………………………….…

Date: ……………………………………………………………………….……………………………………

APPENDIX 2 - ASSESSMENT TEMPLATE DOCUMENTS

2A: Sample Form: Assessment plan and review	
Candidate name:	
Employer/location:	Date:
Qualification: Unit(s): Elements:	
Assessor:	
Period of Review: (should not normally exceed 12 weeks)	Proposed Date for next review:
Part 1 – **Activities / Tasks / Learning / Training** undertaken since last review:	
Part 2a – '**Progress to date**' specifying units/elements/modules achieved to date (the progress recorded **must** tie in with the associated '**Summary of Achievement Record**'):	

Part 2b – Identified **barriers** to progress (please detail here any issues relating to the programme delivery, which have impacted negatively on progress e.g. attendance times, learning difficulties, suitability of training/learning materials, physical barriers to participation, health issues, attitude etc):

Part 2c – Solutions proposed to address the above barriers:

Part 3 – Agreed '**assessment planning**' & action required for the next review (proposed methods of evidence collection must be recorded & proposed assessment methods must be selected): **N.B.** Methods of evidence collection may include: either hard copy records or electronic records such as audio recordings, scanned documents, photographs etc.	Element: Proposed Assessment Methods/Sources of Evidence:							
	CrossRef	RPL	OBS	Questioning	PS	WR	D	WT

Key: Assessment Methods/Sources of Evidence

CrossRef = Cross Referencing **RPL**= Recognition of Prior Learning
OBS = Observation   **PS** = Personal Statement
WR = Work Record   **D** = Discussion
WT= Witness Testimony

Part 4 – Additional comments / issues (e.g. health & safety issues):

Part 5 – Candidate comments/feedback/evaluation:

Part 6 – Employer comments on progression and achievement noted in **Part 2a**:

Part 7 – Assessor Feedback/Assessment Judgements/Decisions/Outcome

Candidate Signature: .... Date: ....

Assessor Signature: .... Date: ....

Employer Signature (where present): .... Date: ....

Employer Name and position: ....

2B: Sample Form: Assessor report

Qualification:	
Candidate:	
Assessor:	
Date:	
Unit/ element:	
Location/ circumstance:	

Details of observation/ question/ answers/ discussion	Ref

Details of observation/ question/ answers/ discussion	Ref

Details of observation/ question/ answers/ discussion	Ref
Assessors comments (state whether candidate is competent)	
Assessor signature:	
Candidate signature:	

2C: Sample Form: Witness testimony

Qualification: …………………………………………………………………………………………………….

Unit: …………………………………………………………………………………………..…………………….

Element(s): ……………………………………………..……………………..…………………

Candidate Name: …………………………………………………………………………………...

Witness Name: ……………..……………………………………………………………………

Witness Contact Details: ………………………………………………………………………

……………………………………………………………………………………………………..…………..

Describe your construction and any assessment qualifications/ experience:

……

……

……

Describe your relationship with the candidate:

………

……

Date of evidence: ………………………………………………………………………………………

Testimony and comment on candidate's performance

……

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……

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……

……

……

Witness Signature & Date: ………………………………………………………………………

Candidate Signature & Date: ……………..……………………………………………………

Assessor Signature & Date: …………………………………………………………………..…

2D: Sample Form: Candidate personal statement

Qualification:		
Candidate name:		
Element(s)	**Date**	**Statement / evidence**

Candidate's signature:

Assessor's signature:

Date:

APPENDIX 3 - ASSESSOR TEMPLATE DOCUMENTS

3A: Sample Form: Element achievement record

Candidate name:													
Qualification:													
Unit title:													
Element(s):													
Assessor:													
Evidence ref:	Evidence description *	Location **	Performance criteria					Knowledge and understanding					

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* Key: Assessment Methods/Sources of Evidence

CrossRef = Cross Referencing   **RPL**= Recognition of Prior Learning   **OBS**= Observation   **Q&A**= Questioning **PS**= Personal Statement   **WR** = Work Record   **D**= Discussion   **WT**= Witness Testimony

**_Should refer to whether the evidence can be found in the portfolio ('PF') or elsewhere, if so state location of evidence_

3B: Sample Form: Unit progress record

Qualification:

Unit title:

I confirm that the candidate has been assessed as competent for this unit		
Assessor name	Assessor signature	Date

I confirm that I have been assessed as competent and that the evidence produced is from work that is all mine		
Candidate name	Candidate signature	Date

I confirm that I have internally verified this unit and confirm that the candidate is competent (this section must be completed where the assessor is unqualified)		
IV name	IV signature	Date

APPENDIX 4 - INTERNAL VERIFIER TEMPLATE DOCUMENTS

4A: Sample internal verification strategy

This document indicates what may be covered as part of an internal verifier's strategy. An effective internal verification strategy ensures:

- A forum for discussion of borderline cases

- Assessor networking and sharing of good practice

- Valid, reliable and consistent training and/or assessment

- Recorded assessment decisions which are appropriate, consistent, fair, transparent and equitable

- Clarity for candidates about assessment requirements

- Effective preparation and presentation for external verification

- Reduction in level of direct external verification scrutiny

To underpin the IV/ verification process a plan of internal activity should be developed indicating

- what will happen

- when it will happen

- who will be involved

New instructors/assessors must:

a) be supplied with assessment and materials

b) clearly understand assessment requirements and procedures

All assessors must:

a) know the name of the person who will manage the IV process and the name of the IV

b) know how IV/ verification will happen, when it will happen and who will be involved

c) be informed about issues raised through previous internal and external quality assurance

On Course Monitoring

The IV should:

    a) Sample assessments to ensure that:

    - feedback to candidates is clear and constructive

    - teaching and assessment activities are standard and appropriate

    - assessment decisions are fair and consistent

    - teaching and assessment records are clear

b) Undertake standardisation activities

c) Ensure candidates understand assessment requirements

d) Provide advice and support for Assessors and share good practice

e) Identify good assessment practice

f) Record internal verification activities and findings, list action points and report to instructors/assessors and the EV

g) Liaise with the EV as necessary

End of Course Checking

The IV should:

a) monitor progress against previous action points

b) ensure assessment records are complete and accurate

c) ensure evidence of achievement is appropriate and standardised

d) record internal verification activities and findings, list action points, and report these to assessors and the EV

Guidance on Sampling and Record Keeping

What do IVs/IVs sample and why?

IVs are responsible for monitoring the quality of assessment, hence the need for them to sample assessment practices and decisions. It is not usually possible or necessary to verify every aspect of assessment at each internal verification. A properly selected representative sample should identify any issues with assessment practices and decisions.

Selecting a sample

To select a representative sample, IVs must take account of factors which may impact on the quality of assessment. These factors are used to define a sampling strategy that determines the size of the sample and enables judgements to be made.

Key factors to consider are:

- Sites of delivery

- Number and experience of Assessors

- Number of courses/assessments

- Previous IV actions/recommendations

- Assessment methods

- Special arrangements

- EV recommendations

- Borderline cases

- Anything else that you think might impact on assessment decisions

The sample should include an element of random selection by the IV. It is not necessary to sample across every aspect of the programme at each event but the plan should seek to cover everything over a period of time, e.g. 3 years.

Which records should be kept?

Records of internal quality assurance/ verification must be kept and made available to the EV during monitoring visits. These should demonstrate that the internal verification procedures have been carried out. IVs should record two sets of information:

1. The sample taken by the IV

2. The comments and feedback to the Assessor following the sampling exercise, showing any recommendations or action required and how this was resolved.

There is a sample form shown below that you may use or adapt to suit your own requirement.

4B: Sample Form
Internal verification - sampling assessment decisions

Unit/qualification:

Location:

Assessor name:

Candidate Name	Sampling element[1]	Was the assessment method appropriate?	Is there sufficient evidence that outcomes have been met?	Is the evidence appropriate for the level?	Comments

Comments

Signed: **(IV)**   **Date:**

Signed: **(Assessor)**   **Date:**

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[1] *Was this a learning outcome across candidates, or a whole unit or one method of assessment?*

4C: Sample Form: Internal verification – observation of assessors

Internal Verifier's Name: …………………………….………………………….….……..

Assessor's Name: …………………………………………………………………….…...

Candidate's Name: ………………………............…………………………………………...

Qualification Title: ………………………...….………...........……………………………………

Unit Assessed: ………………………………...........………...………………………………

Element Assessed: …………………………………………………….………………………

Date of Observation: …………………………………………………………………….....

Location of Assessment: …………………………………...........…….……………………………….

Prior to the assessment had the Assessor:	Yes	No	Comments:
Developed a written Assessment Plan for the candidate			
Checked that the facilities, resources and information required for the assessment were available and ready for use			
Briefed the candidate on how the assessment would take place and what would be assessed			
During the assessment did the Assessor:	**Yes**	**No**	**Comments:**
Conduct the assessment unobtrusively without interfering with the candidate's performance			

Encourage the candidate to satisfy the specified Assessment Criteria			
Ask questions clearly in an encouraging tone and manner without leading the candidate			
Ensure that sufficient questions were asked and that they were justifiable and relevant to the Unit assessed			

During the assessment did the Assessor (continued):	Yes	No	Comments:
Ensure that the atmosphere created during the assessment was pleasant and conducive			
Clarify and resolve any concerns that the candidate had during the assessment			
Clearly inform the candidate of the assessment decision i.e. 'achieved' or 'requires further practice'			
After the assessment did the Assessor:	**Yes**	**No**	**Comments:**
Provide feedback that was			

clear, constructive, met the candidate's needs and was appropriate to his/her level of confidence			
Encourage the candidate to comment on the assessment decision and how he/she was assessed			
Complete the Unit assessment documentation and ensure it was fully signed and dated			

Overall feedback to Assessor:

Assessor's comments on the IV's feedback:

Assessor's Signature: ……………………….......………...…………………......Date:……………….………

Internal Verifier's Signature: …………....…………….…...………....... Date:………….…..…………

End of document