

## **Consolidated Assessment Strategy for Construction and the Built Environment – Craft, Supervisory, Technical, Managerial and Professional NVQ/SVQs**

### **Introduction**

This assessment strategy provides principles and guidance to awarding bodies so the assessment of NVQ/SVQs is valid, effective and consistent and has credibility across the Construction and Built Environment sector. This is a consolidated ConstructionSkills Assessment Strategy covering construction and the built environment – craft, supervisory, technical, managerial and professional NVQ/SVQs. This assessment strategy is one of the strands of the ConstructionSkills Qualification Strategy.

These principles are in addition to the criteria that awarding bodies must meet for the delivery of NVQ/SVQs as required by the regulatory authorities' documentation.

This consolidated assessment strategy provides the overarching principles as systems may vary from one awarding body to another. Awarding bodies must consistently put these principles into practice.

Annex A provides guidance to help awarding bodies incorporate relevant parts of these principle requirements in their documentation.

Annex B provides additional information for awarding bodies where some National Working Groups have identified the need for more specific clarification for particular occupational requirements.

### **Principles**

#### **1. External quality control of assessment**

- 1.1 Awarding bodies must use risk management for external quality control of assessment. They must evaluate all external verification reports and other data relating to assessment centres. Awarding bodies must address any risks relating to quality control, considering the sector assessment strategy requirements for:
  - workplace evidence
  - the use of simulation
  - the occupational competence of assessors and verifiers.
- 1.2 The monitoring and standardisation of assessment decisions must be achieved by robust and strong internal and external verification systems meeting the criteria required by regulatory authorities' documentation.
- 1.3 Awarding bodies must be members of the sector's Built Environment Awarding Body Forum, which includes the regulatory authorities. They will be expected to provide feedback on National Occupational Standards (NOS) and NVQ/SVQs, including aspects informing incremental change.

- 1.4 The Forum will in respect of this strategy:
- build on the good relationships with awarding bodies
  - provide opportunities to identify and address particular issues of external quality control
  - contribute to improving quality and consistency
  - support awarding bodies to monitor assessment centres' performance to identify areas and levels of risk
  - provide information and statistics about take up and completion, as well as trends and developments that can be used by ConstructionSkills and awarding bodies to identify any problem areas and agree remedial action
  - discuss matters concerning quality assurance, as well as providing the opportunity to identify issues arising from implementation of NOS and related vocational qualifications
  - inform the continuous improvement of NOS and awards derived from them
  - identify and share best practices to build a whole industry approach to pursue excellence in education and work-based learning and assessment process to achieve competence.
- 1.5 Awarding bodies and their partners, assessment centres, verifiers and assessors must maintain robust and transparent operational arrangements. They must preserve independence in assessment, certification and quality assurance processes. Awarding bodies must ensure clear separation of their NVQ/SVQ assessment responsibilities from their industry, training, membership, certification, accreditation and commercial interests and resolve any conflicts of interest.
- 1.6 Where e-assessment is used, it must meet the criteria required by regulatory authorities' documentation.

## **2 Aspects of NOS to be assessed through performance in the workplace**

- 2.1 Direct evidence produced through normal performance in the workplace is the primary source for meeting the requirements of each NOS. This includes naturally occurring documentary evidence (hard copy and electronic), direct observation of activities and witness testimony as relevant. ConstructionSkills' National Working Groups will specify any exceptions to this position in the NOS (see section 3).
- 2.2 Workplace evidence must be supported by the required evidence of knowledge and understanding. This evidence may be identified by:
- questioning the candidate
  - recognised industry education and training programme assessment or professional interview assessment that has been matched to NOS requirements
  - performance evidence.
- 2.3 An holistic approach towards the collection of evidence should be 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. Annex A suggests standard evidence notes for awarding bodies.

### **3 How simulated working conditions may be used to assess competence**

- 3.1 Simulations (designed situations for producing artificially generated evidence) may only be used where candidates are prevented from gathering direct evidence normally from the workplace because:
- there are hazards
  - it is difficult to distinguish individual performance in team situations
  - circumstances occur infrequently or long term results are involved
  - confidentiality is important
  - there are organisational constraints.
- 3.2 Any instances where simulation is considered to be acceptable as an alternative (to direct workplace evidence) as a means of generating evidence, will be determined by the relevant ConstructionSkills National Working Group and stated in the NOS. Annex A suggests standard evidence notes for awarding bodies.
- 3.3 The ConstructionSkills National Working Group will determine and specify in the NOS the required realistic working environment and context to be adopted. This could include appropriate:
- tools, equipment and instruments
  - materials
  - types of contingencies
  - standards and quality specifications
  - real timescales
  - quantities of work
  - physical conditions
  - relationships with people
  - types of interaction
  - communication methods and media
  - information and data.
- 3.4 Where simulated evidence is stated as acceptable in the NOS, the circumstances and requirements for the simulation needs to be confirmed by discussions between the candidate and the assessor, which are then agreed by the internal and external verifiers.
- 3.5 Where other Standard Setting Bodies' NOS are imported into a ConstructionSkills suite, the evidence requirements of the originating body will be adopted and specified.

## **4 Occupational expertise requirements for assessors and verifiers**

### **4.1 Awarding bodies must ensure that assessors:**

4.1.1 have verifiable relevant current industry experience and knowledge of the occupational working area at or above the level being assessed. This experience and knowledge must be of sufficient depth to be effective and reliable when judging candidates' competence. Assessors' experience and knowledge could be verified by:

- curriculum vitae and references
- possession of a relevant NVQ/SVQ
- corporate membership of a relevant professional institution

4.1.2 have sufficient occupational expertise so they have up to date knowledge and experience of the particular aspects of work they are assessing. This could be verified by records of continuing professional development achievements

4.1.3 only assess in their acknowledged area of occupational competence

4.1.4 have a sound, in-depth knowledge of, and uphold the integrity of the sector's NOS and this Assessment Strategy (this document)

4.1.5 are prepared to participate in training activities for their continued professional development

4.1.6 hold, or are working towards, Learning and Development unit A1; or hold units D32 and D33 and assess to A1 standard. In Scotland approval for exemptions must be obtained from Scottish Qualifications Authority (SQA) for the Teaching Qualification for Further Education or the Teaching Qualification for Secondary Education. All assessors must meet the criteria required by regulatory authorities' documentation.

### **4.2 Awarding bodies must ensure that internal verifiers:**

4.2.1 have verifiable relevant experience and current knowledge of the occupational working area at or above the level being verified. This experience and knowledge must be of sufficient depth to be effective and reliable when verifying judgements about assessors' assessment processes and decisions. Internal verifiers' experience and knowledge could be verified by:

- curriculum vitae and references
- possession of a relevant NVQ/SVQ
- corporate membership of a relevant professional institution

4.2.2 have expertise so they have up to date knowledge and experience of the particular aspects of work they are verifying. This could be verified by records of continuing professional development achievements

4.2.3 have a sound, in-depth knowledge of, and uphold the integrity of the NOS and this Assessment Strategy (this document)

4.2.4 are prepared to participate in training activities for their continued professional development

4.2.5 hold, or are working towards, Learning and Development unit V1; or hold unit D34 and verify to V1 standards. In Scotland approval for exemptions must be obtained from Scottish Qualifications Authority for the Teaching Qualification for Further Education, or the Teaching Qualification for Secondary Education. All internal verifiers must meet the criteria required by regulatory authorities' documentation. It is strongly recommended that internal verifiers also have Learning and Development unit A1; or hold units D32 and D33 and are familiar with A1 standards.

- 4.3 Awarding bodies must ensure that **external verifiers:**
- 4.3.1 have verifiable relevant experience and current knowledge of the occupational working area at or above the level being verified. This experience and knowledge must be of sufficient depth to be effective and reliable when verifying judgements about internal verification and assessment processes and decisions. External verifiers' experience and knowledge could be verified by:
- curriculum vitae and references
  - possession of a relevant NVQ/SVQ
  - corporate membership of a relevant professional institution
- 4.3.2 have sufficient expertise so they have an up to date knowledge and experience of the particular aspects of work they are verifying. This could be verified by records of continuing professional development achievements
- 4.3.3 have a sound, in-depth knowledge of, and uphold the integrity of the NOS and this Assessment Strategy (this document)
- 4.3.4 are prepared to participate in training activities for their continued professional development
- 4.3.5 hold, or are working towards, Learning and Development unit V2; or hold unit D35 and verify to V2 standards. All external verifiers must meet the criteria required by regulatory authorities' documentation. It is strongly recommended that external verifiers also have units V1 and A1, or hold units D32, D33 and D34 and are familiar with V1 and A1 standards.

CITB-ConstructionSkills, CIC and CITB(NI) are working in partnership as the Sector Skills Council for Construction



## Annex A

### ConstructionSkills' standard evidence notes for awarding bodies

These guidance notes have been produced to ensure consistency interpreting the principles set out in sections 2 and 3 of the ConstructionSkills Assessment Strategy. The notes should help awarding bodies incorporate relevant parts of the assessment strategy principles' requirements in their documentation for construction and built environment – craft, supervisory, technical, managerial and professional NVQ/SVQs. The following general standard notes are strongly recommended for adoption by awarding bodies in their assessment specification:

Standard note 1:

*"Taken as a whole, the evidence must show that the candidate consistently meets all the following performance criteria across the scope/range."*

Standard note 2:

*"There must be workplace evidence against each performance criterion. Where the workplace evidence does not cover the whole scope/range, knowledge evidence must be provided to cover the remaining items of scope/range for each relevant performance criterion."*

Standard note 3:

*"Knowledge evidence may be established from questioning the candidate, or from industry recognised industry education and training programme assessment, or professional interview assessment, that has been matched to the requirements of the National Occupational Standards. Such assessments should also have their own independent external assessment, moderation or verification. A candidate's knowledge and understanding can also be demonstrated through presented performance evidence."*

Standard note 4:

Either:

*"Simulations are not considered to be acceptable for producing this evidence."*

OR

*"Simulations are considered to be an acceptable alternative for producing evidence for the following item(s) which is/are considered to be rare/infrequent, but key/critical to demonstrating competence. The following realistic working environment and context must be adopted for the simulation: appropriate: tools, equipment and instruments; materials; types of contingencies; standards and quality specifications; real timescales; quantities of work; physical conditions; relationship with people; type of interaction; communication methods and media; information and data\*."*

*[\*include as appropriate]*

## Annex B1

### **Additional Information to the Consolidated Assessment Strategy from the National Working Group for Controlling Lifting Operations**

#### **Part A: Clarification and guidance notes**

This additional information has been produced to ensure consistency in interpreting the occupational expertise requirements for assessors as described in paragraph 4.1 of the ConstructionSkills' Consolidated Assessment Strategy. This should help awarding bodies incorporate relevant parts of the assessment strategy principles' requirements in their documentation for the Controlling Lifting Operations (Planning and/or Supervising) NVQ/SVQs.

#### **Additional requirements for assessors of planning and supervising lifting operations**

Assessors must be competent and have an up-to-date working knowledge of the occupation and sector. Assessors must have had active involvement in lifting operations and on each endorsement for which they wish to assess. The awarding body must ensure that all assessors are competent on each endorsement for which they intend to assess.

#### **Supplementary guidance**

In order to meet contractual and regulative requirements, many sectors of industry require lift planners and supervisors to possess certification from recognised industry approved bodies. The awarding body should ideally encourage all assessors to hold appropriate registration cards or certificates to support industry initiatives for a qualified workforce.

Where lifting experience was gained within the armed forces, applicants for assessor status should ideally gain external work experience within industry, or be able to demonstrate knowledge of relevant industry working practices outside the armed forces.

#### **Part B: Clarification on standards (NOS) content terminology**

Various sectors of industry, supported by the Health and Safety Executive, requested national occupational standards for the safety critical occupations of lift planner and lift supervisor. Standards from the suite of National Occupational Standards for Construction Site Supervision and Construction Site Management were identified by the National Working Group (NWG) as conveniently defining the job roles of planner and supervisor.

Certain standards (NOS), however, use terminology particular to, or make reference to, the construction sector, limiting the scope of the standards. Clarification of NOS terminology has been produced (Annex B1, page ii), by the NWG, for awarding bodies, which provides interpretation and meaning of selected words that are used in lifting operations within other industrial sectors. Provision of this clarification further avoids a proliferation of new standards.

Awarding bodies need to ensure that candidates, employers, assessment centres, assessors and those involved in the verification process for this qualification are informed of the clarification of NOS terminology for planning and supervising lifting operations.

## **Clarification of NOS terminology for controlling lifting operations (planning and/or supervising)**

<b>‘construction operations’</b>	Includes lifting operations within other sectors of industry.
<b>‘decision-makers’</b>	This refers to the client, customer or their representative, senior/contracts manager, project team, consultants or in VR 705 the lift planner.
<b>‘ensure notice has been given to all the people who will be affected...’</b>	This means as dictated by the lift plan.
<b>‘lines’, ‘levels’, ‘angles’</b>	This includes load levels, ground levels, lines for placing loads and lifting accessory angles
<b>‘near neighbours’</b>	This can include other structures and a workforce in a different part of the project.
<b>‘organise and control the site’</b>	The lifting activity and the immediate surrounding area
<b>‘position, align and/or level the work’</b>	This refers to items being moved and placed and the equipment used to attach and move the loads.
<b>‘produce clear requests for plant, equipment or machinery’</b>	This means those specified by the lift plan.
<b>‘place and maintain notices’</b>	This means ensuring that the correct notices (for the lifting activity) are in place prior to the commencement of the lifting activity, and checked throughout the duration of the activity.
<b>‘plan how the work will be undertaken’</b>	This means as dictated by the lift plan.
<b>‘programmes and schedules’</b>	This refers to either components part of, or the complete lift plan.
<b>‘project’</b>	A lifting operation that is taking place within an overall contract, project or work activity.
<b>‘project plan’</b>	This refers to either components part of, or the complete lift plan.
<b>‘site’</b>	A lifting operation that is taking place within an overall contract, project or work activity.
<b>‘site plan’</b>	This refers to either components part of, or the complete lift plan.
<b>‘vehicular access’</b>	This can comprise of all forms of transport, including waterborne and airborne craft.

## Annex B2

### **Additional Information to the Consolidated Assessment Strategy from the Awarding Body Forum for Plant Operations**

#### **Clarification and guidance notes**

This additional information has been produced to ensure consistency in interpreting the occupational expertise requirements for assessors as described in paragraph 4.1 of the ConstructionSkills' Consolidated Assessment Strategy. This should help awarding bodies incorporate relevant parts of the assessment strategy principles' requirements in their documentation for Plant Operations NVQ/SVQs.

#### **Additional requirements for assessors of plant operations**

Assessors must be competent and have an up-to-date working knowledge of the occupation and sector. Assessors must have had active involvement in plant operations and on each endorsement for which they wish to assess. The awarding body must ensure that all assessors are competent on each endorsement for which they intend to assess in accordance with regulatory body NVQ/SVQ guidance for England, Northern Ireland, Scotland and Wales.

#### **Supplementary guidance**

In order to meet contractual and regulative requirements, many sectors of industry require operators of plant and equipment to possess certification from recognised industry approved bodies. The awarding body should ideally encourage all assessors to hold appropriate registration cards or certificates to support industry initiatives for a qualified workforce.

Where plant operating experience was gained within the armed forces, applicants for assessor status should ideally gain external work experience within industry, or be able to demonstrate knowledge of relevant industry working practices outside the armed forces.