

Statement on the requirements for Occupational Work Supervision National and Scottish Vocational Qualifications/Gold Supervisor Cards

Purpose of National and Scottish Vocational Qualification (N/SVQ) in Occupational Work Supervision

The NVQ/SVQ in Occupational Working Supervision (OWS) was created in response to demand from industry for a progression route for team leaders and supervisors where there was no suitable vocational occupational or supervisory qualification available at level 3 (SCQF L6). It was also considered that the Construction Site Supervision N/SVQ was too broad in its scope and demand and unachievable by specialist supervisors.

Following consultation with industry it was clear that whilst the role carried out by a supervisor was common across a number of occupational areas, to operate effectively an Occupational Supervisor needed to be competent in the occupational area being supervised. This was to ensure they would bring knowledge and understanding of the specific working practices, quality standards and health and safety requirements to exercise their duties effectively. It was therefore agreed where overarching supervisory qualifications such as OWS were used it was on the proviso that awarding organisations verify:

- the individual's experience and competence in their occupational area prior to being registered for the Occupational Work Supervision qualification.
- the context (occupational area) in which the individual had completed their OWS qualification.
- the individual had the necessary occupational competence to supervise that occupational area.

This position has been outlined for a number of years within the Recommended Qualifications Structure (RQS) for OWS, agreed by industry and published by CITB as the Standards Setting Body for construction, where it states:

'Occupational representatives of the construction industry demand that qualifications derived from this RQS must be endorsed with the Occupational area in which the candidate is being assessed....

Awarding Organisations must ensure that candidates provide evidence to demonstrate relevant verifiable experience and competence in their occupational area (for example: qualification to N/SVQ Level 2 or SCQF Level 5 or professional discussion or portfolio evidence of previous experience) prior to being registered for the Occupational Work Supervision qualification.'

This requirement is also the basis for the design of the CSCS Gold Supervisory card, which provides confirmation of the individual's supervisory AND occupational competence.

Agreed endorsements

There has been some confusion in recent months over the list of endorsed occupations for which CSCS will issue a Gold Supervisory card. The up-to-date list is at <https://www.citb.co.uk/standards-and-delivering-training/training-standards/nvq-svq-standards/occupational-work-supervision/> and

should be used in all cases. Over the years several of the N/SVQ titles have changed in line with updates to the National Occupational Standards. If an individual, employer, awarding body or card scheme is in any doubt as to whether a particular qualification is acceptable under one of the endorsed routes please contact standards.qualifications@citb.co.uk and the team will be happy to help.

Expectations of awarding organisations when certifying OWS qualification

Occupational representatives of the construction industry demand that qualifications derived from this RQS must be endorsed with the Occupational area in which the candidate is being assessed (this has been an industry request since 2011). Candidates must provide evidence to demonstrate relevant verifiable experience and competence in their occupational area (for example: qualification to N/SVQ Level 2/SCQF Level 5, professional discussion, portfolio evidence of previous experience) prior to being registered for the Occupational Work Supervision qualification.

Awarding Organisations are expected to carry out the endorsement and check with their approved centres that candidates meet the requirement of verifiable experience and competence before being registered onto Occupational Work Supervision

What support do awarding organisations need to provide to enable individuals to obtain a CSCS card?

To conform with the NOS requirements agreed by employers and published by CITB, CSCS requires evidence that:

- the individual is occupationally competent to at least level 2 or SCQF level 5
- the individual has obtained their supervisor's qualification in the same occupational area that they are competent in.

CSCS has recently provided guidance on the forms of evidence they will accept (see table below).

Awarding organisations are asked to ensure that individuals undertaking OWS and/or their employers fully understand the intended purpose of the qualification, the associated CSCS evidence requirements for obtaining the Gold Supervisory card and how the individual/employer intends to meet the evidence requirements of the qualification.

Requirement	Acceptable evidence	Support provided by the awarding body
<p>the individual is occupationally competent to at least level 2</p>	<ul style="list-style-type: none"> • A CSCS Skilled card in an accepted trade • Achievement of the appropriate qualification to NVQ Level 2 or SVQ at SCQF Level 5 • Professional discussion and/or portfolio of evidence of previous experience 	<p>Awarding organisations are expected to verify an individual's occupational competence (against the requirements of the relevant NOS/RQS for that individual's occupational area) before registering them for the OWS qualification.</p> <p>The preferred route for this is through achievement of the appropriate N/SVQ at level 2 or SCQF level 5 or above.</p> <p>Where an awarding organisation verifies an individual's competence without the NVQ/SVQ they should provide a letter documenting the evidence presented and the steps taken to verify this. It should also summarise their assessment of the evidence against the requirements of the NOS/RQS for that occupational area.</p>
<p>the individual has obtained their supervisor's qualification in the same occupational area that they are competent in.</p>	<ul style="list-style-type: none"> • A valid qualification certificate for OWS which clearly identifies the trade the Occupational Work Supervision NVQ/SVQ was assessed against, endorsed with the occupational area • A letter from an Awarding Body clearly outlining which trade the Occupational Work Supervision NVQ/SVQ was assessed against • A letter from a Training Provider) clearly outlining which trade the Occupational Work Supervision NVQ/SVQ was assessed against 	<p>Provide one of the following to confirm:</p> <ul style="list-style-type: none"> • A qualification certificate for OWS which identifies the occupational area the individual has completed their OWS in, clearly endorsed with the occupational area • A letter which identifies the occupational area the individual has completed their OWS in

Timescale within which CITB/CSCS will apply the approach outlined in the statement

As this statement provides a clarification and not a change to the existing approach we expect Awarding Organisations to ensure immediate compliance.

Process for making additional endorsement requests

Employers, individuals, centres or awarding organisations can approach CITB to enquire whether a new construction-related occupation can be added to the list of endorsed occupations. In order to recognise an additional occupation we would review the following:

- whether there is a relevant level 2 occupational qualification which would provide the occupational competence
- whether the key stakeholders and employers within the relevant occupational area have agreed that OWS is the appropriate route to competence for Supervisors in that occupational area.

CITB will consult with relevant employers and stakeholders before making a recommendation to CSCS on any additional construction occupations being added to the list.

The list of recognised endorsed occupations for OWS will be maintained and published on the CITB website to show any new additions.