



# Level 2 Award in Digital Skills for Construction

7574-20



Craidd Lefel 2 (os oes angen)



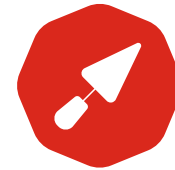
Cymhwyster Lefel 3



Sgiliau Hanfodol Cymru



Sgiliau Digidol Adeiladu Lefel 2-7574-20



Level 2 Core (If required)



Level 3 Qualification



Essential Skills Wales (ESW)



Level 2 Digital Skills for Construction- 7574-20

# Digital Qualification- Overview

- Designed specifically for use in the Specification of Apprenticeship Standards for Wales (SASW) Construction frameworks
- Approved as meeting requirements of CITB Wales and Welsh Government.
- Single mandatory unit covering the knowledge and skills required to work confidently and effectively with digital technology.
  - 7574-200 – Improving productivity using Digital Technology



# Digital Qualification- Overview

## 7574-20 City & Guilds Level 2 Award in Digital Skills for Construction (7574-20)

QAN

C00/4688/1

### Description

One unit of 30GLH, 40 TQT, 4 Credits

This unit enables the learner to demonstrate the skills and knowledge required to plan, evaluate and improve procedures involving the use of digital technology systems to increase productivity and efficiency in a variety of roles/settings.

### Assessment

Have a completed portfolio of evidence covering all of the assessment criteria for the mandatory unit 7574-200 Improving productivity using Digital Technology

### Outcome

On completion of this unit the learner will be able to plan and review their use of predefined or commonly used digital technology tools for activities technology and complete both straightforward or routine tasks and occasionally tasks that are non-routine or unfamiliar.

### Learning Outcomes:

LO1- Plan, select and use appropriate digital technology and software for different purposes  
LO2- Review and adapt the ongoing use of digital technology tools and systems to make sure that activities are.  
LO3- Develop and test solutions to improve the ongoing use of digital technology tools and systems

### Funding:

This qualification is funded via the Welsh Apprenticeship Framework

You can access the qualification page [here](#)

# Assessment Strategy

- Internally assessed by the centre/training provider, externally quality assured by City & Guilds.
- Assessed via a Portfolio of Evidence.
- Evidence must be generated either:
  - in the workplace/VLE
  - projects set by the centre/training provider or employer replicating realistic work environment tasks.
- Measured against learning outcomes and assessment criteria – ALL learning outcomes must be met to award qualification – Pass/Fail

The screenshot displays a document management interface. At the top, there are two red navigation bars: the first contains '7574-12' with a downward arrow, and the second contains '7574-20' with an upward arrow. Below these, a list of documents is shown. Each document entry includes a document icon, the filename, the size (2 MB), and the date (07 Dec 2022). A red download icon is present to the right of each entry. The list contains two entries: '7574-20 Unit Recording Forms V1 0 doc' and '7574-20 Unit Recording Forms V1 0 WELSH docx'. At the bottom of the interface is a red bar with the text 'Centre documents' and a downward arrow.

Document Name	Size	Date	Action
7574-20 Unit Recording Forms V1 0 doc	2 MB	07 Dec 2022	Download
7574-20 Unit Recording Forms V1 0 WELSH docx	2 MB	07 Dec 2022	Download

## Portfolio of Evidence

The portfolio should:

- Ensure sufficient evidence to determine competence.
- Ensure evidence is specifically referenced against the criteria.
- Ensure the portfolio is authentic, current and reliable.
- Ensure evidence/recording/files are clearly and appropriately labelled.
- Include an index of evidence.

## Types of Evidence

A well-rounded portfolio will utilise an appropriate mix of assessment methods from the following:

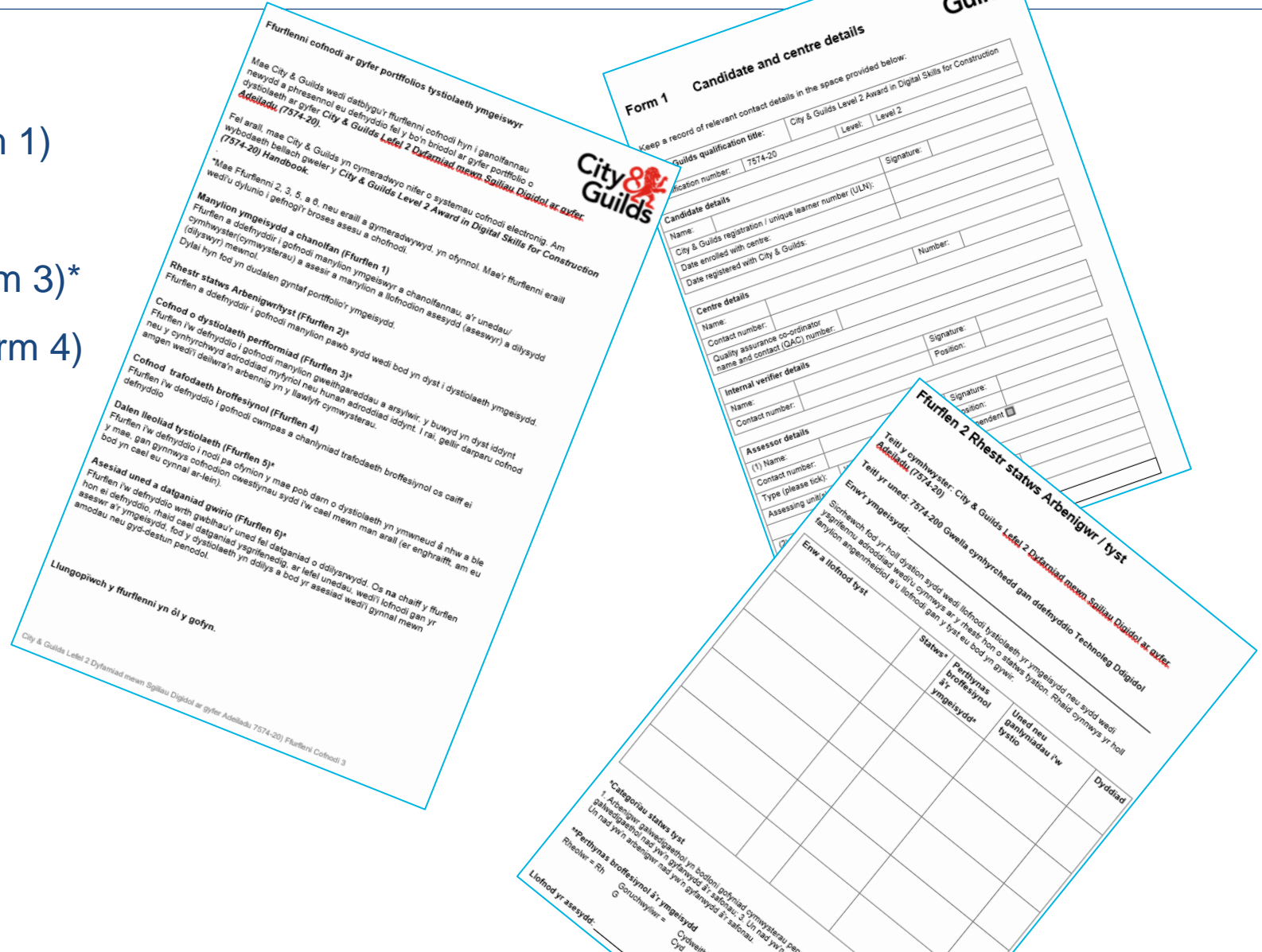
- Observation by Expert Witness
- Work products/Written reports/ Presentations
- Professional discussion
- Candidate/Reflective accounts
- Questions asked by assessors
- Projects/Assignments
- Case studies

Evidence must not include any methods of self assessment / employer contributions that focus on opinions rather than direct observations.

# Portfolio Recording Forms

- Candidate and centre details (Form 1)
- Expert/witness status list (Form 2)\*
- Performance evidence record (Form 3)\*
- Professional discussion record (Form 4)
- Evidence location sheet (Form 5)\*
- Unit assessment and verification declaration (Form 6)\*

\*Forms 2, 3, 5, and 6, or approved alternatives, are a requirement.



## Expert/witness status list (Form 2)\*

Form used to record the details of all those who have witnessed candidate evidence.

Please ensure that all witnesses who have signed the candidate's evidence or written a report are included on this witness status list. All necessary details must be included and signed by the witness as being correct.

Witness name and signature	Status*	Professional relationship to candidate**	Unit or outcomes witnessed	Date

**\*Witness status categories**  
 1. Occupational expert meeting specific qualification requirement for role of Expert Witness; 2. Occupational expert not familiar with the standards; 3. Non-expert familiar with the standards; 4. Non-expert not familiar with the standards.

**\*\*Professional relationship to candidate**  
 Manager = M    Supervisor = S    Colleague = Coll    Customer = Cus    Other (please specify) \_\_\_\_\_

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Performance evidence record (Form 3)\*

Form used to record details of activities observed, witnessed or for which a reflective or self account has been produced.

**Use this form to record details of activities (tick as appropriate)**

observed by your assessor  
 seen by expert witness  
 seen by witness  
 candidate/reflective account

Evidence ref(s):  
 \_\_\_\_\_

Unit number(s):  
 \_\_\_\_\_

NB Your assessor may wish to ask you some questions relating to this activity. There is a separate sheet for recording these. The person who observed/witnessed your activity must sign and date overleaf.

Learning Outcome	Assessment criteria	Performance evidence	Date(s) Achieved	Assessor signature
7574-200 LO1  Plan, select and use appropriate digital technology systems and software for different purposes	<b>7574-200.1.1</b> Describe the purpose for using digital technology			
	<b>7574-200.1.2</b> Describe the methods, skills and resources required to complete the task successfully			
	<b>7574-200.1.3</b> Plan how to carry out tasks using digital technology to achieve the required purpose and outcome			
	<b>7574-200.1.4</b> Describe any factors that may affect the task			
	<b>7574-200.1.5</b> Select and use digital			



## Evidence location sheet (Form 5)\*

Form used to identify what requirements each piece of evidence covers and where it is located, including questioning records which are held elsewhere (for example, because they were conducted online).

### Form 5 Evidence location sheet



Candidate name: \_\_\_\_\_

Unit number/title: 7574-200 Improving productivity using Digital Technology

Item of evidence	Location*	Ref	Link to assessment criteria (✓)															
			1.1	1.2	1.3	1.4	1.5	1.6	1.7	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4

## Unit assessment and verification declaration (Form 6)\*

Form used on completion of the unit as a statement on authenticity. If this form is not used, there must be a written declaration, at unit level, signed by the assessor and the candidate, that the evidence is authentic and that the assessment was conducted under the specified conditions or context.

**Candidate declaration**  
I confirm that the evidence listed for this unit is my own work.

Candidate name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
City & Guilds registration / unique learner number (ULN): \_\_\_\_\_

**Assessor declaration**  
I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. (Where there is more than one assessor, the co-ordinating assessor for the unit should sign this declaration.)

Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name: \_\_\_\_\_  
Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Countersignature: (if relevant) \_\_\_\_\_ Date: \_\_\_\_\_  
(For staff working towards the assessor qualification)

**Internal verifier declaration**  
I have internally verified the assessment work on this unit by carrying out the following (please tick):

sampling candidate and assessment evidence Date: \_\_\_\_\_  
 discussion with candidate Date: \_\_\_\_\_  
 observation of assessment practice Date: \_\_\_\_\_  
 other – please state: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that the candidate's sampled work meets the standards specified for this unit and may be presented for external verification and/or certification.

Not sampled

Internal verifier name: \_\_\_\_\_  
Internal verifier signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Countersignature: (if relevant) \_\_\_\_\_ Date: \_\_\_\_\_  
(For staff working towards the internal verifier qualification)

## LO1 Outcomes and Criteria

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LO1 plan, select and use appropriate digital technology and software for different purposes

The learner can:

AC1.1 describe the purpose for using digital technology

AC1.2 describe the methods, skills and resources required to complete the task successfully

AC1.3 plan how to carry out tasks using digital technology to achieve the required purpose and outcome

AC1.4 describe any factors that may affect the task

AC1.5 select and use digital technology systems and software applications to planned tasks and produce effective outcomes

AC1.6 describe how the purpose and outcomes have been met by the chosen digital technology systems and software applications

AC1.7 describe any legal or local guidelines or constraints that may apply to the task activity

## LO2 Outcomes and Criteria

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LO2 review and adapt the ongoing use of digital technology tools and systems to make sure that activities are successful.

The learner can:

AC2.1 review ongoing use of digital technology tools and techniques and change the approach as needed

AC2.2 describe whether the digital technology tools selected were appropriate for the task and purpose

AC2.3 assess strengths and weaknesses of final work

AC2.4 describe ways to make further improvements to work

AC2.5 review outcomes to make sure they match requirements and are fit for purpose

## LO3 Outcomes and Criteria

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LO3 develop and test solutions to improve the ongoing use of digital technology tools and systems

The learner can:

AC3.1 review the benefits and drawbacks of digital technology tools and systems used, in terms of productivity and efficiency

AC3.2 describe ways to improve productivity and efficiency

AC3.3 develop solutions to improve own productivity in using digital technology

AC3.4 test solutions to ensure that they work as intended

### Level 2 Award in Digital Skills for Construction (7574-20)

Last Registration Date: 31 Dec 2026



Supportive services: ✔ Learning Assistant

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### Level 2 Award in Digital Skills for Construction

Type: VRQ



Last Certification: 31/12/2028



Qualification fees in the UK: TBC, please speak to your Account Manager for further information



## Quotes Example

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### Quotes

- Quotes have been identified as a task that takes time away from other jobs and can take several days to get back to a customer.
- Digital technologies are explored and a range of applications that provide this service exist.
- These are explored and the choice is made when one works offline due to the location of the jobs.
- Customer now gets quotes same day.
- Reviewing the new process, efficiency has improved with quicker quotes being produced and productivity is increased by being to start/continue the next job sooner.

## Site Job List Example

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### Site Job List

- Job lists have been identified as an area that can be improved as these currently come via text or are a physical sheet.
- Digital technologies are explored and a range of applications that provide this service exist.
- These are explored and the choice is made when one allows the location of the task or issue to be identified.
- Tasks can now be checked off live for QA and further jobs can be assigned in real-time.
- Reviewing the new process, efficiency has improved as jobs can be checked on completion and productivity is increased as further tasks can be assigned without the need to find Managers.

## Focus Area

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### Ideas

Inventory Management

Measure

Quote Builder

Live Job List

Live Site Map

Quality Control

Design (e.g. StairBox)

## Applications

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### App Names

**Construct** – Close/reopen tasks, produce reports, digital plan showing locations.

**ShareMyToolBox** – Document and track tools, request a tool, transaction history.

**Latista for Construction Management** – Track equipment, inspections and overdue processes.

**Quick Service Estimates and Invoices** – Create and email estimates, invoices and receipts.

**GenieBelts** – Reports daily, collaborate in real-time, oversee project and forecast schedule.

**B2W Software** – Communicate between office and field in real-time, record labour hours and equipment used.

**JobFLEX** – Invoice and estimating, deliver quotes in real-time.

**Joist** – Estimate, invoice, record, payment, and manage projects from anywhere.

**Quilder** – Estimates, quotes and invoices – shopping list of parts to send to suppliers.

# Cwestiynau?

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# Questions?

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# Thank you