



# A Workforce Strategy for the Building Standards Verification Service

DELIVERY STATUS REPORT – NO. 3

APRIL 2022

# Partnership

This is the third Delivery Status Report for the Workforce Strategy which outlines the progress made on delivery of the five core projects.

Partnership working between Local Authority Building Standards Scotland (LABSS), Building Standards Division (BSD) and other key partners is continuing. Partnership working is ensuring the projects are delivered on-time and in the best interests of verifiers.

**Monitoring** - Monthly meetings between LABSS and BSD ensure delivery is monitored, key decisions on next steps are taken jointly and delivery momentum is maintained.

**Contact** - if you have any comments or want to know more you can contact any member of the working group, see below.

- LABSS: Grant Tierney, Danny Henderson, Scott McKenzie, or Bob Renton
- email: [labss@labss2018.onmicrosoft.com](mailto:labss@labss2018.onmicrosoft.com)
- BSD: Linda Stewart, Alan Rodden or Gordon Gilchrist
- email: [buildingstandards@gov.scot](mailto:buildingstandards@gov.scot)

# Contents

The information provided in this update includes updates on the actions for each project in year two of the strategy delivery (October 2021 to September 2022).

A summary of the progress made and actions that are now considered business as usual.

Each action has been given a status as follows:

- ▶ **Complete** – the action has been delivered and is considered closed.
- ▶ **Business as usual (BAU)** – the action is complete and moved into common practice.
- ▶ **In development** – the action is started but is at an early stage.
- ▶ **Not started** – the action is contained in a later delivery phase which is still to begin.

The **five projects** are: Implementing the CAS, Promoting the Profession, Implementing a Professional Framework, Developing Vocational Pathways and Developing a Learning and Development Hub.

**Sprint planning** - The sprint plan for the next six months is included in this report.

The Delivery Status Report will be refreshed and reissued at the end of each sprint period to provide a snapshot of progress and a look forward to the next phase.

# Project 1- Implementing the CAS

The Competency Assessment System (CAS) introduced a single and comprehensive set of competencies for all staff working in the building standards profession that are linked to relevant accredited training, qualifications and work-based learning options. The CAS was launched on 1 June 2021. Since then, verifiers have been implementing the CAS as part of a trial period.

On completion staff will have identified their skills gaps and aligned their post with a standardised job role description from the Professional Competency Framework.

From June 2022, verifiers will be asked to give feedback on the process and user experience. Findings will inform an improvement project to enhance the existing CAS and the Professional Competency Framework.

<b>100% of actions in project 1 were completed in year 1 (2020/21)</b>	<b>Status</b>
Building Standards Managers to implement the Competency Assessment System within the verification service.	Business as usual
All staff in the verification service to complete a skills self-assessment profile to identify training needs.	Business as usual
Update and issue revised versions of the verification Operating Framework and Performance Framework recognising use of the Competency Assessment System.	Complete

# Project 2 - Promoting the Profession

Promoting the profession is raising the profile and esteem of building standards as a profession in its own right. On-going activities are aimed at improving the workforce demographic by attracting more young people and career changers into job roles.

58% of actions in project 2 were completed in year 1 (2020/21) such as the Ambassadors' Network. The remaining 42% of actions will conclude in year 2 (2021/22). Actions for year 2 are progressing with the launch of the new LABSS website including the building standards knowledge hub which enables staff to access learning and training material, the CAS and professional framework.

Further work continues to develop the new entrant award which will feature at the next LABSS Conference. A focus in year 2 is working with professional bodies to promote the profession and to pursue accreditation of building standards training.

Year 2 Actions (2021/2022)	Status
Support the creation of a "New Entrant" award in partnership with LABSS.	In development
Work with LABSS and verifiers (as employers) to promote the benefits of chartered status across professional disciplines.	In development
Work with construction industry professional institutions to promote the benefits of chartered status across professional disciplines.	In development
Provide support to the development of an online network to support development of the profession in partnership with LABSS.	Complete
LABSS to lead the development of a Building Standards Network for employers in partnership with verifiers.	Complete

# Project 3 - Implementing a Professional Framework

A new Professional Competency Framework for Verifiers was implemented from 1 June 2021. The Professional Framework introduced a consistent set of job roles aligned with qualification and experience requirements to support effective recruitment into roles. The Professional Framework is a companion to the Competency Assessment System.

75% of actions in project 3 were completed in year 1 (2020/21). Year 2 will see the completion of the remaining 25% of actions.

These actions are part of the CAS and Professional Framework trial period. During the feedback exercise planned over June and July 2022, verifiers will be asked to confirm their job role mapping. Once complete and acknowledgement has been made that all staff have been mapped to a standardised job role, project 3 will be complete.

The Professional Framework document will be reviewed as part of business as usual activities.

Year 2 Actions (2021/2022)	Status
Support all verifiers to complete a mapping exercise to align job roles with the new definitions.	In development
All verifiers to complete a job role mapping exercise to align building standards teams with the single professional framework.	In development

# Project 4 - Developing Vocational Pathways

Vocational pathways will help to create a talent pipeline supported by accredited vocational and academic courses that meet the needs of existing and future building standards professionals.

12% of actions in project 4 were completed in year 1 (2020/21). 44% of actions will conclude in year 2 (2021/22) with the remaining 44% for completion in year 3 (2022/23).

Actions from project 4 mostly remain in development. However, LABSS along with Fife College and Inverness UHI College have been working together to develop a new building standards modern apprentice course. Local authority verifiers have committed 21 candidates to begin the course in August 2022. This is a major step forward in recruiting new staff into the profession and the provision of a rewarding career with clear progression opportunities.

Remaining actions will be completed by the end of year 2.

Year 2 Actions (2021/2022)	Status
Local authorities to develop a vocational pathway for modern and graduate apprentices to enter the building standards profession where possible.	In development
Develop and publish a national route map of qualification pathways and related career entry points.	In development
Support the development of a wider range of accredited training courses appropriate to the building standards profession.	In development
Scottish Government and LABSS to work with partners in the education sector to improve provision of building standards specific training courses.	In development

# Project 5 - Developing a Learning and Development Hub

The learning and development hub will provide access to online learning by leveraging the wealth of expertise and knowledge in the profession. Feasibility work is looking at the potential for a virtual learning environment for the delivery of short training courses to accelerate the development of new starts and provide tailored self-led upskilling courses for existing staff.

60% of actions in project 5 were started in year 1 (2020/21) and will conclude in year 2 (2021/22). The remaining 40% of actions are for completion in year 3 (2022/23).

The creation of an Education Hub to enable a strategic approach to competency development will be a critical strategy outcome in year 2. A Training and Development Manager is proposed that will oversee a coherent approach to upskilling and development across the profession. A virtual learning environment will enable staff to undertake relevant training at a time and in a place that suits them best.

Year 2 Actions (2021/2022)	Status
Explore options with LABSS, HR leads, and local authorities to develop a pilot learning and development hub.	In development
Support the expansion of learning and development hubs to build a network across consortia areas.	In development
Local authorities in conjunction with LABSS to develop a proposal for a regional learning and development hub model.	In development
Local authorities in conjunction with LABSS to pilot a learning and development hub with a view to expansion across Scotland. (Year 3)	In development
Verifiers to identify experienced and skilled staff to offer professional training for new and existing staff. (Year 3)	Business as usual



# April 2022 to September 2022 Sprint Plan

Project/Action	Apr	May	Jun	Jul	Aug	Sept
<b>Project 1: Implementing the CAS</b>						
Carry out feedback exercise to identify improvements which could be made to the CAS and professional Framework			→			
Prepare analysis report to identify CAS and Professional Framework improvements raised in the feedback exercise			→			
Carry out research to consider feasible options for a digital CAS					→	
<b>Project 2: Promoting the Profession</b>						
Develop Ambassadors' Network delivery plan for 2022-2024	→					
Initiate joint working with professional bodies on the accreditation of building standards training	→					
Support the creation of a 'New Entrant' award in partnership with LABSS		→				
<b>Project 3: Implementing the Professional Framework</b>						
Confirm local authorities mapping of standard job role mapping is complete			→			
Review the Professional Competency Framework in response to feedback			→			
<b>Project 4: Developing Vocational Pathways</b>						
Work with LABSS and partners to promote and launch the MA course	→					
Verifier recruitment of MA staff to join the course	→					
BSD and LABSS to work with partners in the education sector to improve the provision of building standards specific training courses		→				
<b>Project 5: Developing a Learning and Development hub</b>						
Review options for a Virtual Learning Environment	→					
Recruit a Training and Development Manager				→		
Establish an Education Hub			→			

# Publications

Publication	Description	Link	Publication date
A Workforce Strategy for the Verification Service	The Workforce Strategy document which outlines the aims and objectives of the strategy and delivery plans over the three year period.	<a href="http://www.gov.scot/workforce-strategy-verification-service">Building standards verification service: workforce strategy - gov.scot (www.gov.scot)</a>	October 2020
Workforce Strategy for Building Standards Verification Service Awareness Pack	The awareness pack offers an oversight of the workforce strategy commitments, the five projects, benefits and how to get involved.	<a href="#">Awareness Pack Building Standards - Workforce - Workforce Strategy Awareness Pack Oct 2020 - Interactive PDF.pdf - Google Drive</a>	October 2020
Building Standards Professional Competency Framework for Verifiers	The professional framework document comprising of the national methodology for assessing competence and defined entry points to show a clear career path for those considering a career in building standards.	<a href="http://www.gov.scot/professional-competency-framework-verifiers">Professional Competency Framework for Verifiers Building standards - verifiers: professional competency framework - gov.scot (www.gov.scot)</a>	May 2020
A Career in Building Standards	The building standards career flyer and leaflet for use to highlight key aspects of the profession.	<a href="#">A Career in Building Standards   LABSS</a>	November 2020
The Competency Assessment System (CAS)	The CAS offers a nationally consistent framework to improve competence across all job roles in the building standards profession.	<a href="#">Competency Assessment System – LABSS website Members-only</a> (available to LABSS Members only)	April 2021
Building Standard Blog Posts	A list of building standards blog posts containing relevant updates from Building Standards Division, including the workforce strategy.	<a href="http://blogs.gov.scot/building-standards">Building Standards Building Standards - Scottish Government Blog (blogs.gov.scot)</a>	Various
Employability Funding Information Pack	Information to raise awareness amongst verifiers about the range of non-corporate funding opportunities currently available.	Issued to building standards managers or available from Building Standards Division.	September 2021