

600/2923/7- ETCAL Level 2 NVQ Diploma Performing Manufacturing Operations (QCF)

1 Introduction to the Qualification

1.1 Who is the qualification for?

- Learners who are undertaking and/or contributing to a manufacturing process in any sector
- Learners who are responsible for the running of equipment and the quality of work
- Learners who may as part of their role monitor and control equipment and make some judgements and decisions about the process

1.2 Learner entry requirements

There are no formal entry requirements for learners undertaking this qualification. However, centres must ensure that learners have the potential and opportunity to gain the qualification successfully.

1.3 Age restrictions

This qualification is not approved for use by learners under the age of 16, and ETA cannot accept any registrations for learners in this age group.

1.4 What does the qualification cover?

- Mandatory units cover those areas which have a common approach such as organisational safety requirements and team working
- Supporting the operation units cover things like Recording and Supporting Inspection and Test Results and Concluding Manufacturing Operations
- Optional units are provided to offer a job specific element to the qualification

1.5 Progression

This qualification will allow learners to progress to a level 3 qualification in related subjects such as (the list is not extensive and full details and opportunities are detailed on the ETA website)

- Performing Engineering Operations
- Fabrication and Welding
- Business Improvement Techniques

2 Qualification Structure

Learners must achieve a minimum of 48 credits to gain the qualification. A minimum of 10 credits must be achieved by completing 2 of the 3 mandatory units, a minimum of 27 credits by completing 3 units from the Supporting Operations Units group and the remaining credits achieved by completing one unit from the Job Specific Units group (some units cannot be used in combination, these are identified in the unit detail below).

Mandatory Units – A/601/5013 must be completed and then either R/601/3008 or T/601/3101

Ofqual code	Unit Title	Level	CV	GLH
A/601/5013	Complying with statutory regulations and organisational safety requirements	2	5	35
R/601/3008	Promoting effective working relationships	2	5	30
T/601/3101	Contributing to effective team working	2	6	30

Supporting the Operation Units (Group A) – Learners must choose 3 units (learners may NOT chose both Y/601/3012 and Y/601/3012, either unit plus 2 others may be selected)

Ofqual code	Unit Title	Level	CV	GLH
Y/601/3009	Transferring materials	2	13	53
L/601/3010	Preparing for manufacturing operations	2	9	42
Y/601/3012	Concluding manufacturing operations-	2	9	42
H/601/3014	Ensuring effective handover of manufacturing operations	2	9	42
T/601/3017	Receiving and checking incoming materials	2	9	42
M/601/3095	Controlling manufacturing operations	2	19	42
A/601/3097	Contributing to improving effectiveness in the workplace	2	8	35
J/601/3099	Analysing the results of inspection and confirming quality of production	2	14	35
K/601/3113	Recording and reporting inspection and test results	2	8	39

Job Specific Units (Group B) – Learners must chose 1 unit (if a learner has chosen Y/601/3009 and/or J/601/3099 in Group A, these units cannot be selected again from Group B)

Ofqual code	Unit Title	Level	CV	GLH
Y/601/3009	Transferring materials	2	13	53
R/601/3025	Producing shaped products	2	18	60
A/601/3035	Producing products by assembly operations	2	18	60
R/601/3039	Producing joined products	2	17	60
F/601/3067	Producing products by processing	2	17	60
T/601/3079	Producing formed products	2	18	60
M/601/3081	Finishing products	2	17	60
J/601/3085	Producing moulded products	2	18	60
D/601/3089	Producing packaged products	2	15	60
R/601/3090	Making products using computer controlled equipment	2	18	67
H/601/3093	Manufacturing products using combined manufacturing operations	2	18	67
J/601/3099	Analysing the results of inspection and confirming quality of production	2	14	35
H/601/3112	Carrying out inspection and testing activities	2	16	53

2.1 Unit requirements are available as a separate document

2.2 Unit Endorsement

These units are endorsed by the Sector Skills Council for Science, Engineering and Manufacturing Technologies (SEMTA).

3 Centre & Qualification Approval

Centres wishing to offer the qualification will need to gain ETA's approval to do so. Current ETA centres can do this via Quartz Web. For non ETA Centres to gain approval to run the qualification please provide your details via <http://quartz.etawards/quartz-system.com> and the ETA team will start the process of approval.

4 Resource Requirements

4.1 Assessors

Assessment must be carried out by competent assessors who hold, or are working towards, a current assessor qualification. They will be expected to regularly review their skills, knowledge and understanding and, where applicable, undertake continuing professional development to ensure that they are carrying out workplace assessment to the most up to date national occupational standards.

Assessors must be able to demonstrate that they have relevant and sufficient technical competence to evaluate and judge performance and knowledge evidence of this qualification, the units being taken and the associated assessment criteria. This will be demonstrated either by holding a relevant technical qualification or by proven experience in the learner's industry. The assessor's competence must, at the very least, be at the same level as that required of the learner in the assessment so that they are able to demonstrate the skills needed.

4.2 Internal Quality Assurer

Internal quality assurance (IQA) must be carried out by competent quality assurers who should hold or be working towards, a current internal quality assurance qualification. They will be expected to regularly review their skills, knowledge and understanding and, where applicable, undertake continuing professional development to ensure that they are carrying out workplace assessment to the most up to date national occupational standards.

Persons carrying out the role of internal quality assurance will also be expected to be fully conversant with the ETA requirements for IQA in centres. These are detailed in the centre manual.

IQAs must be able to demonstrate that they have relevant and sufficient technical competence to understand performance and knowledge evidence of this qualification, the units being taken and the associated assessment criteria. This will be demonstrated either by holding a relevant technical qualification or by proven experience in the learner's industry. The IQA's competence must be sufficient to recognise what constitutes acceptable performance, knowledge and understanding as required by this qualification.

4.3 External Quality Assurance Advisors

ETA will appoint an appropriately qualified person to provide advice and guidance to the centre team and act as their external quality assurance advisor (EQAA).

External quality assurance (EQA) must be carried out by competent quality assurers who should hold, or be working towards, a current external quality assurance qualification. They will be expected to regularly review their skills, knowledge and understanding and where applicable undertake continuing professional development to ensure that they are carrying out workplace assessment to the most up to date national occupational standards.

EQAAs must be able to demonstrate that they have relevant and sufficient technical competence to recognise performance and knowledge evidence of this qualification as required by the units being taken and the associated assessment criteria.

4.4 Assessment environment

The evidence of a learner's competence, knowledge and understanding for this qualification can only be regarded as valid, reliable, sufficient and authentic if demonstrated in a real working environment.