

601/6964/3 - ETCAL Level 4 NVQ Certificate in Laboratory and Associated Technical Activities (QCF)

Introduction to the Qualification

1.1 What is the purpose of the qualification?

The ETA L4 Certificate in Laboratory and Associated Technical Activities provides recognition of the skills and knowledge of individuals who work in a laboratory. It covers health and safety; effective working relationships; dealing with laboratory specimens/samples and communicating information.

1.2 Who is the qualification for?

- All learners who have the capability to reach the required competence levels and are over 18 years of age

1.3 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.

1.4 Age restrictions

This qualification is not approved for use by learners under the age of 18, and ETA cannot accept any registrations for learners in this age group.

2 Qualification Structure

The Total Qualification Time (TQT) for this qualification is 540 hours. The Guided Learning Hours (GLH) for this qualification is 308. Learners must achieve a minimum of 54 credits by completing four mandatory units and four optional units. Two of these optional units must come from Group A and the other two optional units must come from Group B.

Ofqual code	Unit Title	Level	CV
M/601/9902	Develop and maintain a healthy and safe work environment for scientific or technical activities	4	8
D/601/9569	Maintain effective and efficient working relationships for scientific or technical activities	3	5
A/601/9904	Assure quality processes and procedures for scientific or technical activities	4	8

L/601/9910	Carry out risk assessments on scientific or technical activity	4	8
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Option Group A – 2 units must be achieved from this group

Ofqual code	Unit Title	Level	CV
D/601/9913	Plan and run scientific or technical projects for workplace activities	4	12
F/601/9936	Develop and provide training for scientific or technical activities in the workplace	4	8
T/601/982	Plan and conduct scientific or technical investigations	4	12
L/601/9986	Plan and monitor small scale processing activities	4	9
R/601/9990	Manage and monitor the work of scientific or technical teams	4	10

Option Group B – 2 units must be achieved form this gorup

Ofqual code	Unit Title	Level	CV
K/601/9915	Write scientific or technical reports for workplace activities	4	4
D/601/9930	Manage scientific or technical business processes for workplace activities	4	12
M/601/9933	Prepare and manage budgets for scientific or technical workplace activities	4	8
R/601/9729	Assess their own scientific or technical knowledge and skills for workplace activities	4	4

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.