

Level 2 Certificate in Preparation for Military Service 603/3456/3
Assessment Guide

Entering Work Suite - Assessment Principles

Introduction

ETA qualifications are developed in conjunction with the industries and employers they service. They are designed to add value and deliver multidimensional outputs that provide impact for both learners and employers.

It is therefore important that the assessment requirements of ETA qualifications are robust whilst not containing unnecessary and over-burdensome challenges that detract from the intended outcomes and impact. These assessment principles are prepared with that in mind and are applicable to the *Entering Work Suite* of qualifications detailed below:

Level 1 Certificate - Securing Employment

Level 1 Certification - Introduction to Construction

Level 1 Certificate – Introduction to Lean Techniques

Level 2 Certificate - Preparation for Military Service

Principles

There are four key principles to underpin assessment delivery:

1. Assessment should contribute to developing a learners' knowledge and/or skills and provide relevant and current development as the related industry requires.
2. Systems for capturing evidence of competence should be integrated and efficient. Assessment practices for both competence-based and knowledge-based aspects of qualifications should, where possible, be integrated with industry driven standards and requirements.
3. Assessment methods must be appropriate for the level and nature of the qualification units to be assessed. Methods of assessing achievement against learning outcomes and assessment principles must be accommodating and flexible, whilst remaining appropriate for both the level being assessed and industry expectations of learners at that level.

4. Evidence of knowledge and understanding must be recorded and be clearly attributable to the learner. This can be delivered using task based activity with questions and answer sessions, supported by assessor observation.

The choice and application of assessment methods must be consistent with these principles and will generally include:

- Direct Observation
- Written evidence (portfolio/workbook)
- Centre set assignment
- Centre set coursework
- Oral examination
- Professional/open discussion

Delivery Team Requirements

Tutors / Assessors

- Tutors / Assessors should have an detailed knowledge of, and be competent in, the occupational requirements of the units
- Tutors / Assessors should hold or be working towards the related professional qualifications for delivery and assessment as required
- This competence will have been acquired either in direct employment in the occupational role to which the unit relates, or in employment as a manager, supervisor or in-house trainer of employees carrying out the role
- It is unlikely that occupational competence will have been achieved in less than twelve months of employment but individuals with less experience could be considered as assessors if sufficiently occupationally competent

Internal Quality Assurers (IQAs)

- IQAs must have a thorough understanding of the structure, content and occupational requirements of the units that they are internally quality assuring. This understanding will have been acquired while either working directly within or delivering within the relevant occupational area in either an operational or a support function
- The level of understanding must be sufficient to allow the IQA to judge whether the assessor has fully assessed learners against all the principles within the unit
- It is unlikely that a person could have gained this level of understanding in less than twelve months of being employed but individuals with less experience could be considered as IQAs if they have the required level of experience, knowledge and understanding

Technical / Expert Witness

Expert witnesses can be drawn from a wide range of people who can observe, 'measure and examine performance against the industry and qualification principles. These can include; line managers and experienced individuals within a related sector-based organisation. The Technical Expert Witnesses should have proven practical experience and knowledge relating to the content of the principles being assessed.

It is unlikely that someone could become an expert in their entire job role in less than twelve months of being employed in their industry. They could, however, very quickly become an expert in the content of a single unit if this was the focus of their job role. The assessor should make a judgement as to the level of expertise held by a potential Technical Expert Witness and, where necessary, this should be confirmed with the awarding organisation.

Assessment Materials

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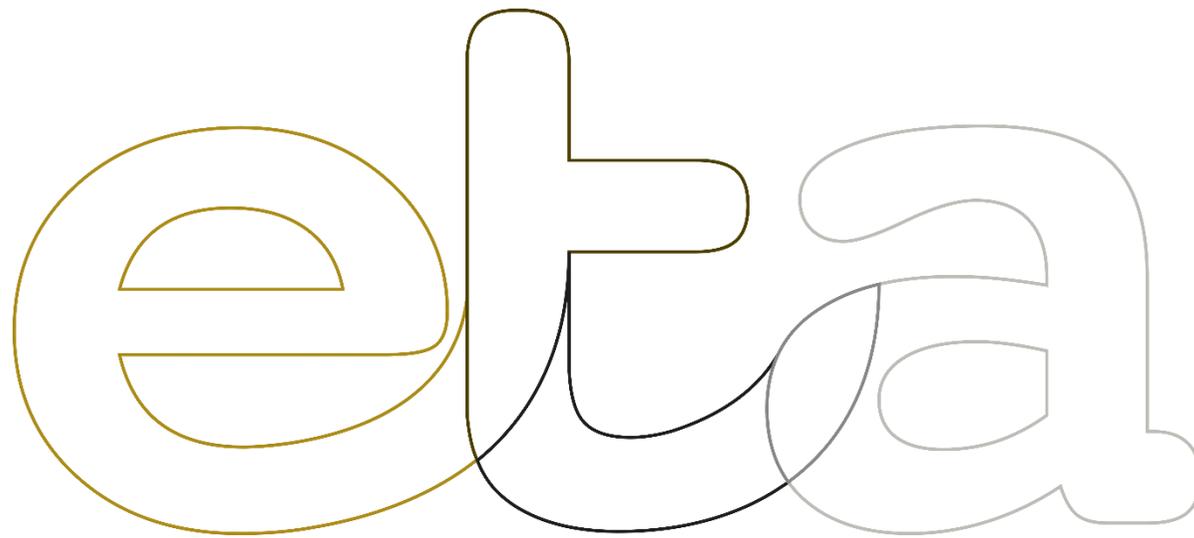
Instructions for Conducting Assessment

the Approved Centre must either:

- secure approval of in house assessment material by ETA's External Quality Assurance team prior to use
- use ETA Assessment Materials
- we recognise that reasonable adjustments may be considered at the time of assessment, please refer to the ETA Reasonable adjustments and considerations policy

All approved centres must then handle and store securely all Assessment Materials in accordance with the following:

- Assessment Material must be accessible to learners only during their programme
- The Approved Centre must not make public in any format the contents of any materials either in part or in full.
- Materials must be securely handled and under no circumstances shared with third party organisations or individuals
- The Approved Centre must seek permission from ETA through the External Quality Assurance team if they want to convert Material for alternative storage, retrieval and delivery in electronic formats.



Level 1 Unit – Health and Safety

Unit aim

This unit introduces learners to health and safety in a workplace relating to themselves and others. It aims to develop learners' awareness of potential hazards to which they may be exposed, how to identify and assess risk, along with how risks may be managed and controlled.

Unit introduction

This unit develops learners understanding of health and safety considerations in the workplace. The unit also develops learner understanding of the causes of accidents and hazards in the workplace. The will know how to identify risk and competently undertake risk assessments. Learners will also develop the skills to suggest measures to minimise the identified risk.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment

Unit Reference Number		K/617/1564
Qualification Framework		RQF
Title		Health and Safety
Unit Level		Level 1
Guided Learning Hours		40 GLH
Total Qualification Time		40 TQT
Unit Credit Value		4 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Understand the responsibilities for health and safety at work	1.1	Describe the responsibilities in a working environment	This should include, Employer, others and self
		1.2	State the importance of reporting accidents and near misses	
		1.3	Understand a typical accident reporting procedure	
		1.4	State who is responsible for making accident reports.	
		1.5	Identify safety and warning signs	
2	Understand the causes of accidents at work	2.1	Describe the causes of accidents in the workplace	This should include at least four potential accidents in the chosen work area
		2.2	Associate potential causes of accidents at work	List one possible reason for each the above causes
		2.3	Describe the safety triangle and its importance	
3	Be able to identify and select personal protective equipment	3.1	Identify the correct PPE for tasks within the workplace	This must include at least four items of PPE

	(PPE) required to complete task in the workplace			
		3.2	Examine PPE to confirm its integrity for continued use	
		3.3	Explain the reasons why the identified PPE is required	
4	Know the importance of working safely at height in the workplace	4.1	Define the term “working at height”	List at least four examples of working at height
		4.2	State the employee’s responsibility under current legislation and official guidance whilst working at height	
		4.3	List hazards/ risks in the workplace associated with working at height	
		4.4	State how hazards/ risks associated with working at height can be controlled	
		4.5	State the regulation that controls the use of suitable equipment for working at height	
5	Know the principles of risk assessment and their importance to health and safety at work	5.1	State the purpose of Risk Assessments and Method Statements	
		5.2	Be able to read, understand and follow a risk assessment	
		5.3	State the legal requirements for Risk Assessments and Method Statements	
		5.4	State common causes of work-related fatalities and injuries	
		5.5	State the implications of not preventing accidents and ill health at work	
6	Understand causes of fire and when fire extinguishers should be used	6.1	List the major causes of fires in the workplace	This must include the fire triangle

		6.2	Identify the different types of fire extinguishers	
		6.3	Describe when the different types of fire extinguisher should be used and by whom	
7	Know the potential risks to health of substances in the working environment	7.1	List the main points of the Control of Substances Hazardous to Health (COSHH) Regulations and why is it important to correctly store them	
		7.2	List possible substances hazardous to health under current legislation.	This must include at least four substances
		7.3	List common risks to health that these substances could affect	
		7.4	State the type of hazards/ risks that may occur in the workplace linked with the use of drugs and alcohol	
		7.5	State the important of hygiene at work both the environment and personal	



Level 1 Unit – Understanding the industry

Unit aim

This unit introduces learners to the various job roles and the skills required for employment in the learner's particular sector. The unit will enable learners to produce a personal career plan for their chosen sector.

Unit introduction

Learners will develop an understanding of the skills required to work within their chosen sector, including the core sector-related skills, the skills required to work sustainably, and the transferable skills valued by employers, for example having the right attitude and demonstrating appropriate behaviour in line with the legal and ethical issues. Learners will produce an outline career plan that will help them to make decisions on career choices, they will also reflect on the effect of these choices on their lifestyle.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment

Unit Reference Number		M/617/1565
Qualification Framework		RQF
Title		Understanding the Industry
Unit Level		Level 1
Guided Learning Hours		30 GLH
Total Qualification Time		30 TQT
Unit Credit Value		3 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Understand the identified industry / sector	1.1	Describe potential levels and job roles within a chosen industry / sector	This must include examples of both levels and roles
		1.2	Describe types of business that offer employment opportunities within it	This must include at least three examples
2	Understand the different types of career opportunities available in the sector	2.1	Identify the possible status of job roles within a chosen sector	This must include full time, part time, contracted and agency
		2.2	Identify the common skills required for employment within a chosen sector	A minimum of three skills must be identified
		2.3	Evaluate these requirements against personal circumstances	
		2.4	Describe different types of career progression opportunities	
3	Know about different types of organisation offering career opportunities	3.1	Describe different types of organisation that offer career opportunities in terms of their size and the nature of the work they undertake	This must include at least three examples

4	Understand how career choices can impact upon an individual's lifestyle	4.1	Explain how an individual's lifestyle may be influenced by the career choices they make	
		4.2	Describe how realistic career choices can be made that support individuals circumstances	
5	Be able to work in a sustainable manner within the chosen sector	5.1	Describe the behaviours required to work in a sustainable manner	This must include at least three positive and three negative behaviours
	Be able to seek and respond to guidance when working as part of a team	5.2	Work effectively as a team member	
6	Be able to make informed career choices	6.1	Produce an outline career objective	
		6.2	Explain the opportunities to progress their career	



Level 2 Unit – Navigation for the Armed Forces

Unit aim

This unit introduces learners to the various skills required to navigate a route using map and compass. Learners will also be able to navigate a route they devise.

Unit introduction

Learners will develop the skills and knowledge required to orientate outdoors without the use of modern technology. This will ensure that, should modern technology fail them, or not be available, learners can navigate a route and/ or return to an area of safety.

In this unit, learners will learn how to use a map and orientate it against the real geography around them. Learners will develop an understanding of the signs and symbols that are used on maps, as well as what grid lines are and how they are used using 4 figure referencing.

Learners will get to know how to use a map properly, you can use it to plan and navigate a route, as well as use it to find out their own position. Finally, learners will carry out a planned route, demonstrating the navigation knowledge and skill learnt.

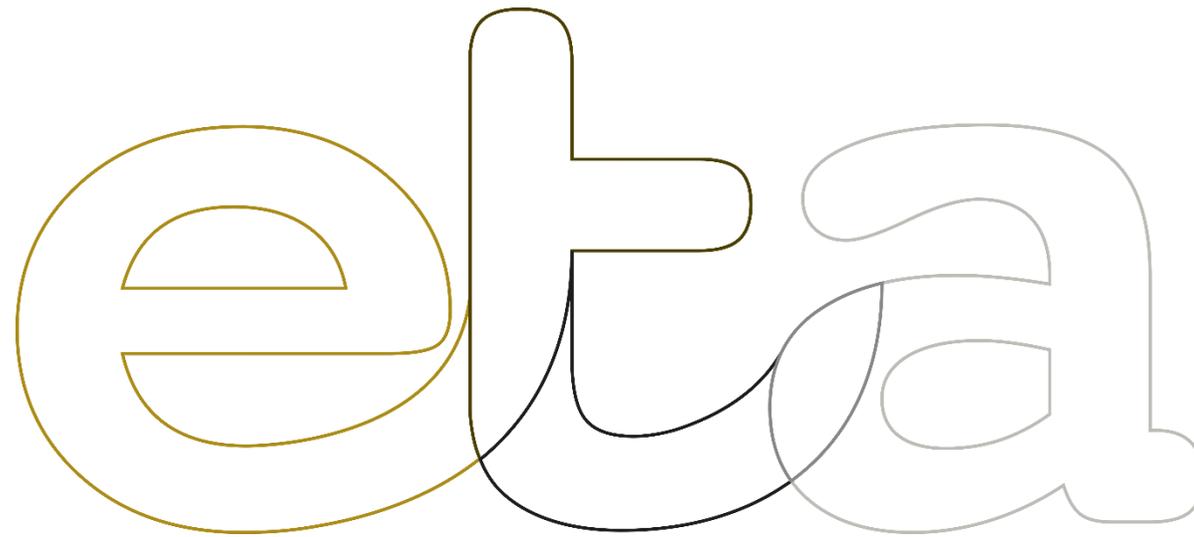
Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment

Unit Reference Number		A/617/1570
Qualification Framework		RQF
Title		Navigation for the armed forces
Unit Level		Level 2
Guided Learning Hours		55 GLH
Total Qualification Time		60 TQT
Unit Credit Value		6 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Understand maps and information included on them	1.1	Identify maps suitable for map reading and navigation.	This should include both Ordnance Survey and Sketch maps.
		1.2	Explain the grid system used on a map suitable for map reading and navigation	Understand basic terminology and identify points on a map using 4 and 6 figure grid references
		1.3	Demonstrate how to use grid reference on a map for reading and navigation	This must be observed
		1.4	Describe what is meant by scale on a map for reading and navigation	This should include the relationship of distance on map to ground and vice versa
2	Understand how the ground is shown on a map	2.1	Describe how relief is shown on a map and how it is interpreted	
		2.2	Using a suitable map explain how to estimate distance	Give 2 methods of estimating distance.
		2.3	Using a suitable map demonstrate how to measure distance	Give 2 methods of measuring distance accurately.
3	Know the basic navigation equipment and skills required by the Armed Forces	3.1	Identify various Equipment used in the Armed Forces to navigate	Identify 3 pieces of equipment used for navigation in the Armed Forces
		3.2	Describe the lightweight compass and its functions	Cardinal points and their relative bearings.

		3.3	Outline how to use a lightweight compass	Describe how to use bearings when planning navigation
		3.4	Explain bearings	Demonstrate how to take and plot a bearing
		3.5	Describe how to find directions without a compass	Identify two other methods of finding direction during day and night.
4	Know how to identify the correct location on a map	4.1	Demonstrate how to set/orientate a map using the lightweight compass	This outcome must be observed.
		4.2	Summarise how to set/orientate a map using features on the ground	
		4.3	Demonstrate how to find a given point on a map	
		4.4	Demonstrate how to find a given point on a map using a compass	
5	Identify, select and plan an appropriate route	5.1	Summarise general planning factors that should be considered	Give 3 factors
		5.2	Identify planning factors which will affect distance	Give 2 factors
		5.3	Outline planning factors which will affect time when planning a route	Give 2 factors
		5.4	Explain the use of foot pacing	This must also include one benefit and one disadvantage of using foot pacing
		5.5	Describe the use of a route card	This must also include two benefits of using a route card and one disadvantage.
6	Demonstrate being able to follow a route safely	6.1	Identify safety measures for a planned route.	This must be a minimum of three safety consideration
		6.2	Indicate considerations to following a route in restricted visibility	A minimum of 3 factors must be identified
		6.3	Explain what procedure to follow if lost	This must include a minimum of two actions you would take



Level 2 Unit – Fitness for Services

Unit aim

This unit introduces learners to the physical fitness requirements required by the services. Learners will assess fitness levels, gain the knowledge required to improve health and fitness, exercise safely and produce plan to do so.

Unit introduction

This unit allows learners to develop knowledge of the health and fitness entry requirements of the difference services. Learners will be able to review the fitness tests required in a range of service, how to take part safely and how to interpret the results, relative to the services. Learners will then develop knowledge and understanding of how to exercise safely and they will use this to create a personal health and fitness plan.

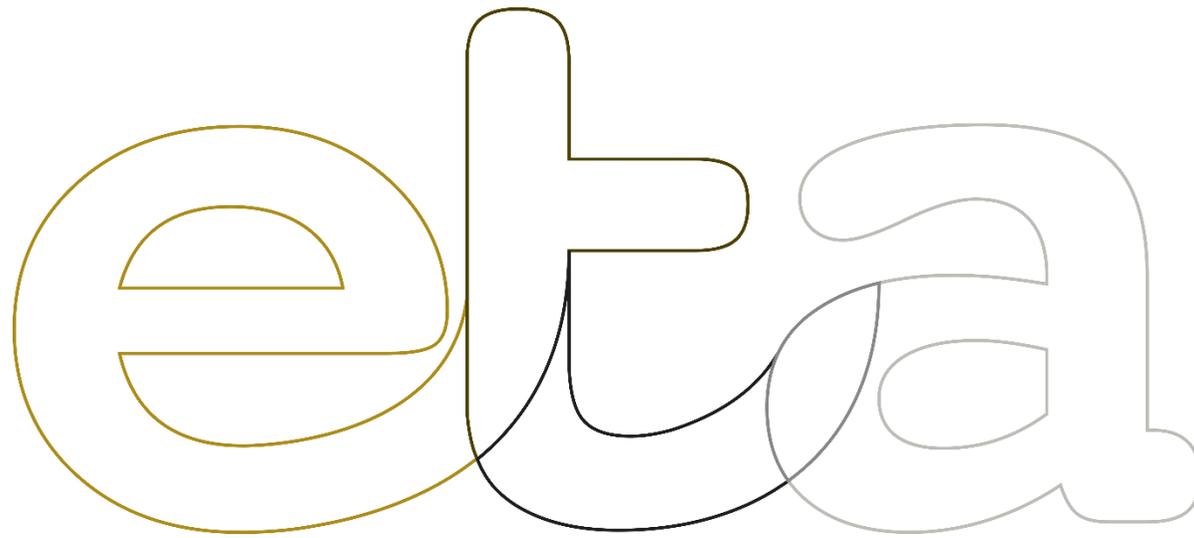
Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment

Unit Reference Number		F/617/1571
Qualification Framework		RQF
Title		Fitness for Services
Unit Level		Level 2
Guided Learning Hours		50 GLH
Total Qualification Time		60 TQT
Unit Credit Value		6 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Know how to Prepare to Exercise Safely	1.1	Describe effective warm-up and cool down activities	This should include a minimum of two warm up and one warm down exercises
		1.2	Explain the benefits of warm-up and identify cool down activities	
		1.3	Identify the purpose of a range of exercise activities	
		1.4	Summarise, using examples how to take part in exercise safely	A minimum of four exercises should be considered
2	Take Part in Exercise Activities Safely	2.1	Demonstrate a range of different warm-up and cool down activities	This must be observed
		2.2	Use exercise equipment safely during an exercise activity	This must be observed
		2.3	Use appropriate footwear and kit during exercise activities	This must be observed
3	Establish, record and track their Own Level of Personal Fitness	3.1	Identify fitness standards required for entry to the preferred armed forces	This should include the various fitness levels required for alternative forces and their selected job roles

		3.2	Understand why minimum fitness levels are required for the armed forces	Give at least two examples why this is a mandatory requirement for entry into the armed forces
		3.2	Identify and participate in a range of fitness tests, relevant to the services, to identify current levels of fitness	This should include participation in a minimum of two physical assessments that cover cardio vascular and muscular endurance
		3.3	Develop fitness levels to improve performance against the required standards	This must be observed and preferably include an activity log
		3.4	Compare results of fitness tests to standards required for the services, identifying strengths and areas for improvement	
4	Understand how to Improve Their Own Level of Personal Health and Fitness	4.1	Identify a range of factors that can affect health and well-being	This should include both physical and mental lifestyle factors
		4.2	Interpret the effect and benefits of diet in a healthy lifestyle	Identify a minimum of two diet choices that affect health positively and negatively
		4.3	Produce a plan, with tutor support, to establish and maintain own personal health and fitness levels	This should link to their related fitness testing targets set by the services identified in 3.1

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Level 2 Unit – Field craft skills for the armed forces

Unit aim

This unit introduces learners to the basic elements of a range of expeditions relevant to the armed services.

Unit introduction

This unit allows learners to develop a range of communication and team working skills required to carry out expeditions. Learners will gain an understanding of a range of expeditions relevant to the services and the knowledge to plan and participate in a safe expedition. Learners will have the opportunity to participate in their planned expedition activity, and demonstrate their communication and teamwork skills. Learners will also develop a range of transferable skills to help them work well with others in a team, communicate in different situations and to be able to review their performance.

Assessment

To achieve this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit through a variety of assessment methods appropriate to the delivery environment.

Unit Reference Number		J/617/1572
Qualification Framework		RQF
Title		Field craft skills for the armed forces
Unit Level		Level 2
Guided Learning Hours		45 GLH
Total Qualification Time		50 TQT
Unit Credit Value		5 Credits
Unit Grading Structure		Pass / Fail

	Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Know how to prepare and pack personal equipment	1.1	Demonstrate the packing and assembly of MPT Webbing system.	Identify and assemble the equipment that makes up the MTP Webbing system. Identify personal equipment to be carried in the MTP webbing system and pack appropriately.
		1.2	Summarise the tactical packing of a Bergen	Identify the personal and operational equipment carried in a Bergen. Demonstrate the purpose and packing sequence of the Bergen.
2	Know how to Construct a two man shelter	2.1	Identify materials and resources for constructing a two man shelter.	List manmade and natural materials that can be used to construct a shelter.
		2.2	Explain suitable types and sites for a two man shelter.	Identify two types of shelter and their use/purpose. Identify 1 suitable and 1 non suitable site for a two man shelter.
		2.3	Carry out the construction of a two man shelter	This must be observed
3	Know how to maintain clothing and equipment in the field	3.1	Outline how to maintain clothing and equipment in the field	This must be a minimum of two pieces of each - clothing and equipment.
		3.2	Demonstrate maintenance and care of clothing and equipment used in the field.	This must be observed
4	Understand the importance of Personal Hygiene in the field	4.1	Explain personal hygiene to be considered when in the Field.	This must be a minimum of 3 aspects of personal hygiene.
		4.2	Describe the safe handling of food and water in the field	List in order the precautions for the safe handling of food and water in the field.

		4.3	Identify precautions to be taken when in the field during adverse weather conditions.	Give two considerations for operating in hot weather and two considerations for operating in cold weather conditions.
5	Know how to feed self in the field	5.1	Classify suitable ration packs for tasks being undertaken and individual tastes.	List five items found in the 24 hour ration pack and identify 3 different meal options.
		5.2	Illustrate how to divide the 24 hour ration pack in to meals.	
		5.3	Explain how to prepare a meal and the tactical considerations.	Identify at least two tactical considerations
		5.4	Describe the end of meal considerations.	This must include disposal of waste along with cleaning of self and equipment.
6	Understand the tactical importance of 'why things are seen'	6.1	Describe what is meant by 'why things are seen'	
		6.2	Summarise methods used to identify objects, people and vehicles in the field.	Name the 5 S's and movement and give examples for each.
7	Understand why camouflage and concealment is used in the field.	7.1	Explain why camouflage is needed when in the field.	Identify 1 manufactured and 2 natural substances that can be used to camouflage.
		7.2	Explain why concealment is needed in the field	Identify 2 methods of concealment.
		7.3	Demonstrate how to camouflage and conceal in the field.	This must be observed
8	Effectively observe an area of ground in the field.	8.1	Identify the actions needed to reconnoitre an area of ground.	
		8.2	Outline how to scan and search an area of ground	This should include foreground, middle distance and distance.
		8.3	Describe how to scan and search an area of ground.	This should be observed