



Level 2 Certificate for Manufacturing Operatives
603/5408/2
Assessment Guide

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.

1.1 Who is the qualification for?

This qualification has been designed to cover:

- Employees who perform manufacturing activities in a manufacturing environment and wish to have formal recognition of the knowledge to underpin their activity
- Individuals who wish to gain the knowledge to enter a manufacturing workplace

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 problem solving.

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 a 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

ETC Awards Ltd. (ETA) Assessment Materials are protected by copyright and are supplied only to Approved Centres for use solely for the purpose of the assessment of ETA learners.

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 2 Unit –Operational Manufacturing Processes

Unit aim

This unit introduces learners to the operational processes involved in manufacturing.

Unit introduction

This unit allows learners to develop and understanding of the operational processes an practices required to undertake and deliver manufacturing techniques.

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		T/617/9201
Qualification Framework		RQF
Title		Operational Manufacturing Processes
Unit Level		Level 2
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	Know the key factors for supporting manufacturing operations processes	1.1	Describe how to prepare and maintain work areas	
		1.2	Describe techniques used to transfer materials	
		1.3	Explain what checks are required to support manufacturing operations	
		1.4	Identify the relevant documentation required to support manufacturing operations	
		1.5	State the importance of accurate documentation	
2	Be able to support the manufacturing operations processes	2.1	Prepare the appropriate equipment and materials for manufacturing operations	
		2.2	Interpret instructions to undertake manufacturing operations processes	

		2.3	Apply the relevant procedures used in manufacturing operations processes	
		2.4	Collect and explain the data which reflects condition of manufacturing processes	
		2.5	Record in an appropriate format the data which reflects condition of manufacturing processes	



Level 2 Unit – Contribute to Problem Solving within the Workplace

Unit aim

This unit will help learners to identify and understand how to deal with problems that may occur in working relationships and the workplace in general.

Unit introduction

This unit will help to develop learners to understanding of the types of problems that may occur when working with others and in the workplace generally, providing them with an understanding of the techniques required to deal with them.

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/617/9202
Qualification Framework		RQF
Title		Contribute to Problem Solving within the Workplace
Unit Level		Level 2
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	Know the factors that can affect working relationships	1.1	Identify the relevant statutory regulations that can affect working relationships	
		1.2	Explain the importance of presentation and timekeeping in the workplace	
		1.3	Describe why it is important to share knowledge and information with teams and wider groups	
		1.4	Identify appropriate ways to develop and maintain good working relationships	
		1.5	Explain different methods and styles of communication	
2	Know how to deal with problems in working relationships	2.1	Describe what procedure might be followed for dealing with and reporting problems	
		2.2	Identify and provide detail of the types of problems that might be reported	

		2.3	Explain the appropriate techniques to solve problems	
		2.4	Explain how to use data and information to help resolve issues	
		2.5	Identify who you would refer it to if you have problems that you cannot resolve	



Level 2 Unit – Understanding Statutory Regulations and Organisational Safety Requirements

Unit aim

This unit will help learners to understand the overarching requirements within the context of the organisation and workplace.

Unit introduction

This unit will help learners to develop an understanding of the regulatory requirements for the workplace and how they are applicable to the organisation.

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/617/9203
Qualification Framework		RQF
Title		Understanding Statutory Regulations and Organisational Safety Requirements
Unit Level		Level 2
Guided Learning Hours		30 GLH
Total Qualification Time		30 TQT
Unit Credit Value		3 Credits
Unit Grading Structure Pass		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Know health and safety guidance, legislation and approved policy applicable to workplace environments	1.1 Describe how you might comply with the Health and Safety at Work Act 1974 and main statutory legislation relating to the workplace environment	
		1.2 Identify relevant legislation and reporting procedures specific to the organisation's work activities	
		1.3 State where health and safety information is located within the workplace	
		1.4 List the steps required to carry out a risk assessment	
2	Know roles and responsibilities for safe working practices and emergency procedures	2.1 Identify fire and other evacuation procedures applicable to the workplace	
		2.2 Identify the First Aider and the location of the First Aid facilities	

		2.3	State the appropriate actions to be taken in event of an emergency, accident, injury and dangerous occurrences	
		2.4	Describe the statutory accident and reporting procedures	
3	Understand how to apply safe working practices in the workplace environment	3.1	Identify required PPE in the work environment	
		3.2	Describe safety symbols and signs in the workplace	
		3.3	Explain how to deal with hazards and risks in the workplace	
		3.4	Identify hazardous symbols in the workplace	
		3.5	Describe how to dispose of waste in the workplace	
		3.6	Describe communication procedures for informing personnel of unsafe working practices	



Level 2 Unit – Manufacturing Products

Unit aim

This unit introduces learners to the concept of producing products in a manufacturing environment.

Unit introduction

This unit will help learners to develop an understanding of the techniques, processes and skills required to manufacture products.

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/617/9204
Qualification Framework		RQF
Title		Manufacturing Products
Unit Level		Level 2
Guided Learning Hours		30 GLH
Total Qualification Time		30 TQT
Unit Credit Value		3 Credits
Unit Grading Structure Pass		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can	Criteria expansion
1	Be able to produce basic manufactured products	1.1 Use the appropriate equipment to achieve required specifications	
		1.2 Interpret appropriate operational procedures in specifications	
		1.3 Monitor and control equipment to achieve required specifications	
		1.4 Identify the applicable operations to be performed	
		1.5 Outline the importance of following specifications	
2	Be able to maintain quality when manufacturing products	2.1 Identify methods of minimising waste during manufacturing operations	
		2.2 Identify variations from specifications	
		2.3 Describe how to identify faults and problems in manufacturing operations	
		2.4 Identify allowable adjustments to achieve specifications	