



ETCAL Level 2 Certificate in Manufacturing Practices
601/7648/9
Assessment

Certificate - 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 this qualification:

Level 2 Certificate in Manufacturing Practices

Principles

There are four key principles to underpin assessment delivery:

1. Assessment should contribute to developing a learner's 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.

All centre based assessment material must be agreed with ETA prior to use and will be subject to robust monitored during sampling and verification activity.



Level 2 Unit – Manufacturing Operation Processes

Unit Reference Number		F/503/9464
Qualification Framework		RQF
Title		Manufacturing Operation Processes
Unit Level		Level 2
Guided Learning Hours		18
Unit Credit Value		3
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	Describe the checks required to support manufacturing operations	
		1.4	Identify documentation required to support manufacturing operations	
		1.5	State the importance of accurate documentation	
2.	Be able to support manufacturing operations processes	2.1	Prepare equipment and materials for manufacturing operations	
		2.2	Interpret instructions to undertake manufacturing operations processes	
		2.3	Apply procedures used in manufacturing operations processes	
		2.4	Collect data which reflects condition of manufacturing processes	
		2.5	Record data which reflects condition of manufacturing processes	

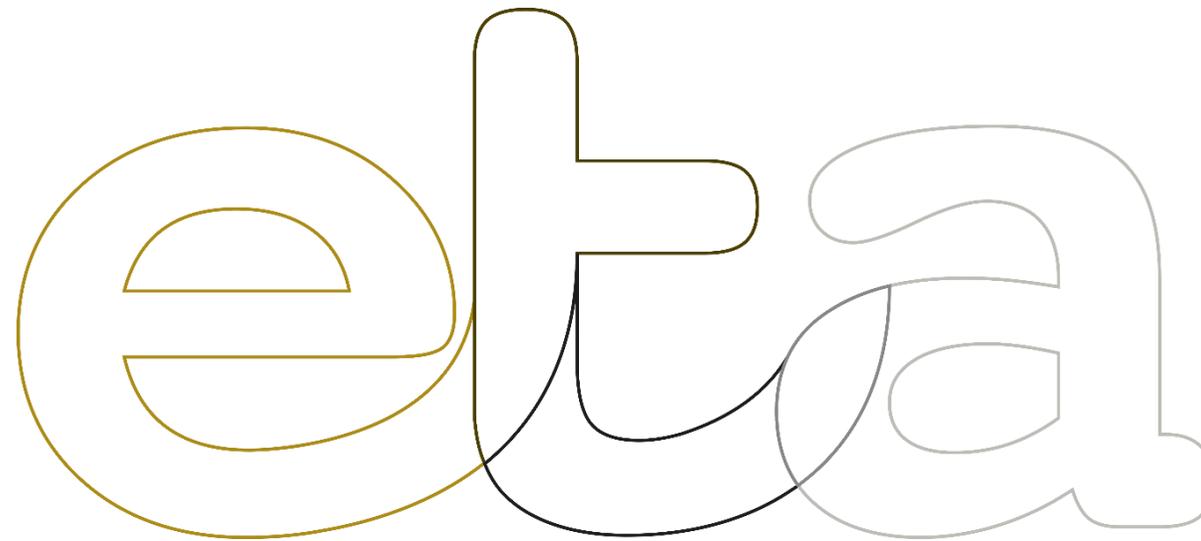


Level 2 Unit – Contribute to Problem Solving in Working Relationships

Unit Reference Number		L/503/9466
Qualification Framework		RQF
Title		Contribute to problem solving in working relationships
Unit Level		Level 2
Guided Learning Hours		16
Unit Credit Value		4
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1.	Know factors that can affect working relationships	1.1	Identify statutory regulations that can affect working relationships	
		1.2	Demonstrate the importance of presentation and timekeeping in the workplace	
		1.3	Describe the importance of sharing knowledge and information with teams and other groups	
		1.4	Identify ways to develop and maintain good working relationships	
		1.5	Identify different methods and styles of communication	
2.	Know how to deal with problems in working relationships	2.1	Describe the procedures for dealing with and reporting problems	
		2.2	Identify types of problems	
		2.3	Identify techniques to solve problems	
		2.4	Explain how to use data and information to help resolve issues	
		2.5	Identify who to refer to if you have problems that you cannot resolve	
3.	Know the importance of self- development	3.1	Describe the importance of contributing to your own personal development	
		3.2	Describe the benefits of continuous personal development	
		3.3	Identify what training opportunities are available in your workplace	

		3.4	Describe the importance of reviewing training and development objectives	
		3.5	Identify different methods and styles of communication	
4.	Know how to contribute to improving effectiveness in the workplace	4.1	State why it is important to work effectively	
		4.2	Describe improvement opportunities	
		4.3	State the benefits to you and your organisation if improvements are identified	
		4.4	Identify the data and information available to you to communicate your ideas effectively to others	



Level 2 Unit – Understand Statutory Regulations and Organisation
Safety Requirements

Unit Reference Number		R/503/6147
Qualification Framework		RQF
Title		Understand statutory regulations and organisation safety requirements
Unit Level		Level 2
Guided Learning Hours		9
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1.	Know health and safety guidance, legislation and approved policy for workplace environments	1.1	Describe how to 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	
		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	
		2.2	Identify First Aider and location of the First Aid facilities	
		2.3	State actions to be taken in event of an emergency, accident, injury and dangerous occurrences	
		2.4	Describe 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	

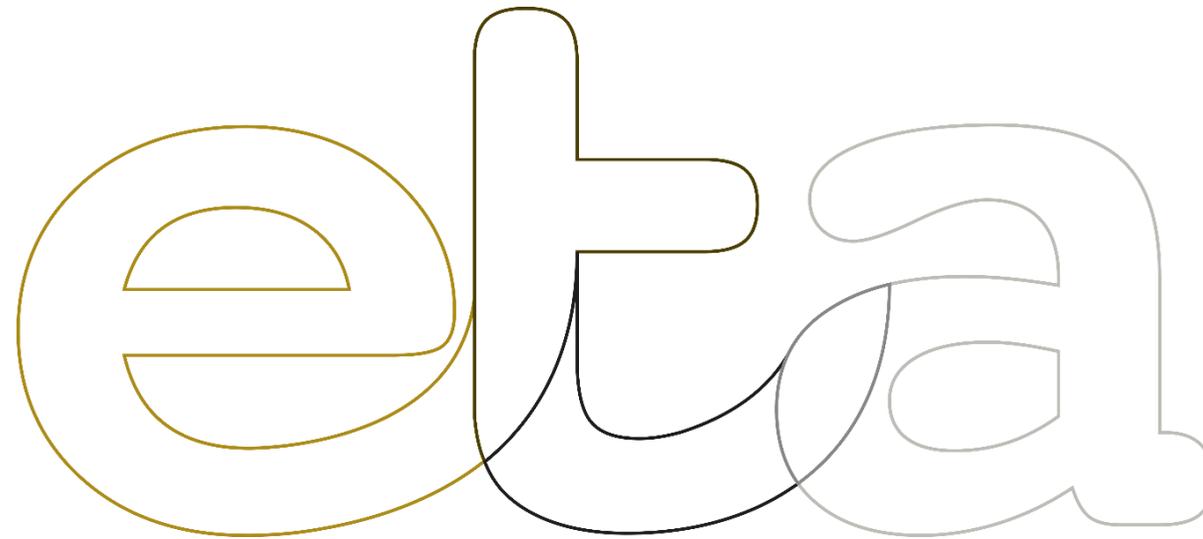
		3.5	Describe how to dispose of waste	
		3.6	Describe communication procedures for informing personnel of unsafe working practices	

A large, stylized version of the 'eta' logo. The 'e' is gold, the 't' is black, and the 'a' is grey. The letters are thick and rounded, with a slight shadow effect.

Level 2 Unit – Manufacturing Products

Unit Reference Number		J/503/9465
Qualification Framework		RQF
Title		Manufacturing Products
Unit Level		Level 2
Guided Learning Hours		18
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1.	Be able to produce basic manufactured products	1.1	Use equipment to achieve required specifications	
		1.2	Interpret operational procedures in specifications	
		1.3	Monitor and control equipment to achieve required specifications	
		1.4	Identify the 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	



Level 2 Unit – Principles of Testing and Inspection Activities
for Manufactured Products

Unit Reference Number		R/503/9467
Qualification Framework		RQF
Title		Principles of Testing and Inspection Activities for Manufactured Products
Unit Level		Level 2
Guided Learning Hours		13
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1.	Know how to carry out testing and inspection activities	1.1	Identify different types of testing and inspection activities	
		1.2	Describe how to check testing and inspection equipment	
		1.3	Describe components of job specifications	
		1.4	Describe types of allowable tolerances	
		1.5	Describe different types of faults	
		1.6	Describe types of sampling strategies to check quality	
		1.7	Describe the impact of sampling strategies on quality	
2.	Be able to carry out testing and inspection activities	2.1	Interpret job specifications	
		2.2	Comply with testing and inspection activity procedures	
		2.3	Review results of testing and inspection activities	
		2.4	Apply actions to minimize impact when specifications have not been met	
		2.5	Report on results of tests and inspections	



Level 2 Unit – Fundamentals of Using Computer Controlled Equipment

Unit Reference Number		Y/503/9468
Qualification Framework		RQF
Title		Fundamentals of Using Computer Controlled Equipment
Unit Level		Level 2
Guided Learning Hours		13
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcome		Assessment Criteria - The learner can		Criteria expansion
1.	Know how to make products using computer controlled equipment	1.1	Describe how to obtain specification documentation	
		1.2	Describe actions if error messages are displayed	
		1.3	Describe methods used to minimise waste in computer controlled manufacturing operations	
		1.4	Identify faults, problems or variations in computer controlled manufacturing operations	
		1.5	Describe allowable adjustments to achieve specifications in computer controlled manufacturing operations	
		1.6	Identify the appropriate people within the working area	
		1.7	Identify the responsibilities of appropriate people within the working area	
2.	Be able to manufacture products using computer controlled equipment	2.1	Check manufacturing programs are at correct start point	
		2.2	Interpret procedures for starting, running and stopping computer programs	
		2.3	Monitor computer controlled manufacturing operations	
		2.4	Apply permitted adjustments to maintain production	
		2.5	Produce manufactured products to specification and quality requirements	