

ETCAL Level 2 NVQ Diploma in Processing Industries Operations
601/7191/1
Assessment

Diploma - 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 NVQ Diploma in Processing Industries Operations

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 – How to Respond to Incidents, Hazardous
Conditions and Emergencies within
Processing Industries Environments

Unit aim

This unit addresses the knowledge required to respond to incidents, hazardous conditions and emergencies within processing industries environments.

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/600/5257
Qualification Framework		RQF
Title		How to Respond to Incidents, Hazardous Conditions and Emergencies Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		40
Unit Credit Value		4
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Know how to comply with organisational requirements	1.1. State the implications of statutory (e.g. HASAWA, COMAH and COSHH) and organisational requirements 1.2. Describe how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules) 1.3. Outline how to work with and within the Permit to Work system
2. Know how to respond to incidents, hazardous conditions and emergencies	2.1 Identify the emergency procedures for plant and site 2.2 Outline the procedure for responding at an early stage of an incident 2.3 State how the alarm should be raised for each type of incident 2.4 Identify how to access, interpret and implement site emergency plans; environmental Procedures 2.5 Outline the appropriate first response to casualties 2.6 State how to communicate effectively
3. Know how to use equipment	3.1. Identify how to select, use and care for PPE 3.2. Outline the need for and use of emergency equipment
4. Know how to identify the effects of incidents, hazardous conditions and emergencies	4.1. State the types of incidents which should be reported 4.2. State the effect of the emergency on plant, equipment and personnel
5. Know how to act within the limits of own responsibility	5.1. State own responsibilities during emergencies 5.2. Identify potential incidents within own area of responsibility and the actions to be taken



Level 2 Unit – Respond to Incidents, Hazardous
Conditions and Emergencies Within
Processing Industries Environments

Unit aim

This unit addresses the knowledge required to respond to incidents, hazardous conditions and emergencies within processing industries environments.

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/600/5256
Qualification Framework		RQF
Title		Respond to Incidents, Hazardous Conditions and Emergencies Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		8
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Be able to act upon identification	1.1 Identify the nature, location and scope of an incident 1.2 Raise the appropriate alarm
2. Be able to report incidents, hazardous conditions and emergencies	2.1 Report the incident to the appropriate people in accordance with plant reporting procedures 2.2 Provide accurate and unambiguous information to the appropriate people 2.3 Complete all relevant documentation
3. Be able to contribute to the correction of incidents, hazardous conditions and emergencies	3.1 Inform appropriate people as actions are taken 3.2 Take the correct action, in accordance with procedures, to make the process safe 3.3 Take the correct action, in accordance with procedures, to deal with the incident 3.4 Minimise the incident, hazard or emergency 3.5 Minimise waste and loss 3.6 Act promptly and in association with others 3.7 Correctly modify actions in response to changing conditions
4. Be able to follow organisational procedures when dealing with incidents, hazardous conditions and emergencies	4.1 Follow appropriate procedures after the situation has been assessed 4.2 Work safely in accordance with operational requirements



Level 2 Unit – How to Handover Within Processing Industries
Environments

Unit aim

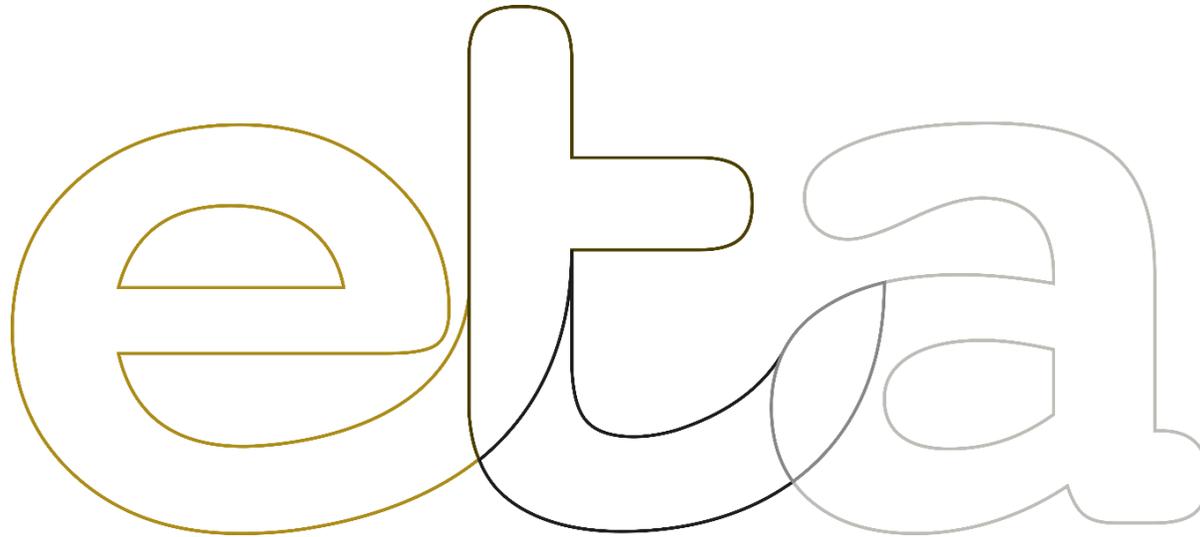
This unit addresses the knowledge required to carry out handover within processing industries environments.

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/600/5128
Qualification Framework		RQF
Title		How to Handover Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		20
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Know how to follow handover procedures	1.1. Describe the procedures associated with different handover methods, including written, verbal and electronic 1.2. Explain the importance of knowing the correct handover time and method 1.3. Explain why it may be important to observe security/confidentiality 1.4. Identify the documentation which may need to be obtained before proceeding
2. Know how to pass on and receive the correct information at handover	2.1. Explain the consequences of not checking and confirming handover information 2.2. State the importance of providing the incoming operator(s) with all relevant information 2.3. Describe how to interpret handover information
3. Know how to communicate with relevant personnel during handover	3.1. Explain the importance of communication and keeping others informed during the operation 3.2. Describe the different methods of communicating during the operation
4. Know how to work safely during handover	4.1. Indicate how to maintain the safe and effective operation of equipment during handover 4.2. State the methods of accepting and confirming responsibility
5. Know how to maintain own and others safety whilst working	5.1. Identify what types of personal protective equipment to use and why 5.2. Identify own personal responsibilities with regard to health, safety and environment 5.3. Explain the importance of completing all documentation clearly and accurately, e.g. the permit to work or equivalent 5.4. Describe the types of problems that can occur and how to recognise and respond to them 5.5. Identify who to contact if there is an unsolvable problem and/or it is not your responsibility



Level 2 Unit – Handover Within Processing Industries
Environments

Unit aim

This unit addresses the knowledge required to carry out handover within processing industries environments.

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/600/5127
Qualification Framework		RQF
Title		Handover Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		4
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Be able to follow handover procedures	1.1. Interpret the required handover method/procedures 1.2. Ensure the necessary permit to work or equivalent is obtained 1.3. Ensure awareness of the current handover situation 1.4. Check that the handover time is correct 1.5. Ensure that security and confidentiality is observed where necessary 1.6. Check that they have any relevant documentation that they may need to proceed
2. Be able to pass on and receive the correct information at handover	2.1. Obtain all the information needed for handover and confirm that it is correct 2.2. Ensure that all relevant handover information is given to the incoming operator 2.3. Check that any information is recorded clearly and accurately at the time of the handover
3. Be able to interpret the handover information and clarify if necessary	3.1. Interpret and understand the handover information 3.2. Clarify any concerns over the handover information with the relevant person
4. Be able to work safely during handover	4.1. Maintain safe and effective operation of the equipment during handover 4.2. Accept and confirm responsibility, by appropriate method, after handover of information, responsibility and/or materials has taken place 4.3. Follow safe working procedures at all times

<p>5. Be able to follow operational and organisational procedures when carrying out handover</p>	<p>5.1. Wear appropriate personal protective equipment</p> <p>5.2. Communicate effectively, with relevant personnel</p> <p>5.3. Complete any relevant handover documentation clearly and accurately, e.g. the permit to work or equivalent</p> <p>5.4. Deal promptly with any problems that arise, reporting any that cannot be solved or are outside the limits of responsibility</p>
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Level 2 Unit – How to Work Effectively in a Team Within
Processing Industries Environments

Unit aim

This unit addresses the knowledge required to carry out handover within processing industries environments.

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/600/5130
Qualification Framework		RQF
Title		How to Work Effectively in a Team Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		26
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Know how to ensure that personnel understand the work to be carried out	1.1. Identify how to check that all parties understand what is required of them (if required) 1.2. Explain why it is important that all personnel understand what is required of them 1.3. Identify methods of monitoring the activity 1.4. Explain the method of work activity planned
2. Know how to minimise disruptions	2.1. Explain the importance of keeping to agreed time schedules
3. Know how to monitor the effectiveness of communication methods at all times	3.1. Explain how to check whether others need to be informed 3.2. Identify what methods of communication to use and when to use them 3.3. Explain how to keep all relevant personnel informed of the progress of the activity
4. Know how to deal with problems	4.1. Describe what typical problems may arise and how to deal with them 4.2. Identify who to inform if they cannot solve the problem and/or it is not their responsibility 4.3. Explain why it is important to deal with problems effectively 4.4. Explain what actions could be taken when disagreement occurs
5. Know how to assist others	5.1. Describe how to identify when assistance may be required 5.2. Explain how to give assistance within their limit of authority
6. Know how to liaise with, and support, others	6.1. Explain why it is important to give constructive feedback and support in the operation 6.2. Explain how to give constructive feedback and support within the organisation

<p>7. Know how to follow organisational, operational and regulatory procedures</p>	<p>7.1. Describe the meaning of authority and responsibility within the organisation, and how to check whether they have the required authority</p> <p>7.2. Explain what your personal responsibilities are in the operation and with regard to health, safety and environment</p> <p>7.3. Identify what documentation needs to be completed</p> <p>7.4. Explain the importance of completing documentation/records accurately and clearly</p>
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Level 2 Unit – Work Effectively in a Team Within Processing Industries Environments

Unit aim

This unit addresses the knowledge required to carry out handover within processing industries environments.

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/600/5129
Qualification Framework		RQF
Title		Work Effectively in a Team Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		6
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Be able to ensure that personnel understand the work to be carried out	1.1. Check that all personnel, including self, know, understand and agree to responsibilities 1.2. Check that the work activity is understood
2. Be able to minimise disruptions	2.1. Work within agreed time schedules 2.2. Ensure that the activity proceeds as planned
3. Be able to use and monitor the effectiveness of communication methods at all times	3.1. Check the need to inform others who may be affected by an activity 3.2. Use appropriate methods of communication to keep personnel informed 3.3. Check that all personnel have received the necessary information 3.4. Keep other relevant personnel informed of the progress of the activity
4. Be able to deal with problems	4.1. Deal promptly with any problems that arise, that are within limits of responsibility 4.2. Inform the appropriate person of any problems they cannot solve and/or are outside area of responsibility 4.3. Take appropriate action when disagreement occurs
5. Be able to assist others	5.1. Identify when assistance is required 5.2. Give assistance when required if it is within the limit of authority
6. Be able to liaise with and support others	6.1. Give constructive support and feedback to appropriate personnel 6.2. Receive support and feedback from personnel
7. Be able to follow organisational and operational procedures	7.1. Follow safe working procedures at all times 7.2. Complete any required documentation clearly and accurately 7.3. Check that the required authority to complete the required activity is obtained



Level 2 Unit – How to Identify and Deal with Hazards In
the Work Environment within Processing
Industries Environments

Unit aim

This unit addresses the knowledge required to identify and deal with hazards in the work environment within processing industries environments.

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		D/600/5266
Qualification Framework		RQF
Title		How to Identify and Deal with Hazards in the Work Environment Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		18
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning outcomes - The learner will:	Assessment criteria - The learner can:
1. Know how to spot hazards and use safety assessment methods	1.1. Outline the hazard spotting and safety assessment methods and techniques that can be used in own working environment
2. Know the types of hazards that could arise in own working environment	2.1. Explain the types of hazards that may arise within own working environment, from the processes, tools, equipment and materials that are used
3. Know the effects of hazards that could arise within own working environment	3.1. Describe the effects of hazards that could arise on persons, property and the environment
4. Know how to minimise the risk of hazards	4.1. Identify the appropriate actions needed to minimise the risk of the hazard 4.2. Explain how to take the actions needed to minimise the risk
5. Know how to report hazards and follow reporting procedures	5.1. Identify the documentation to use when reporting hazards 5.2. Describe the safety reporting procedures to use in own working environment 5.3. State the reporting lines and procedures within own working environment
6. Know how to follow organisational procedures	6.1. Identify relevant health and safety legislation 6.2. State own responsibilities with respect to health and safety legislation 6.3. Outline regulations, safe working practices, and workplace procedures that contain specific instructions to comply with in own working environment



Level 2 Unit – Identify and Deal with Hazards in the Work Environment within Processing Industries Environments

Unit aim

This unit addresses the knowledge required to identify and deal with hazards in the work environment within processing industries environments.

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		Y/600/5265
Qualification Framework		RQF
Title		Identify and Deal with Hazards in the Work Environment within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		4
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning outcomes -The learner will:	Assessment criteria - The learner can:
1. Be able to identify the hazards present in the workplace	1.1. Check for hazards in the workplace in line with agreed and approved procedures 1.2. Recognise industrial processes, tools, equipment and materials that have the potential to cause harm
2. Be able to report and minimise any hazards identified	2.1. Identify any potential hazards and take appropriate action to minimise the risk from them 2.2. Report any hazards identified and any actions they have taken
3. Be able to follow organisational procedures	3.1. Work safely at all times, complying with health and safety and other relevant regulations and guidelines



Level 2 Unit – How to Prepare for Processing within Processing Industries Environments

Unit aim

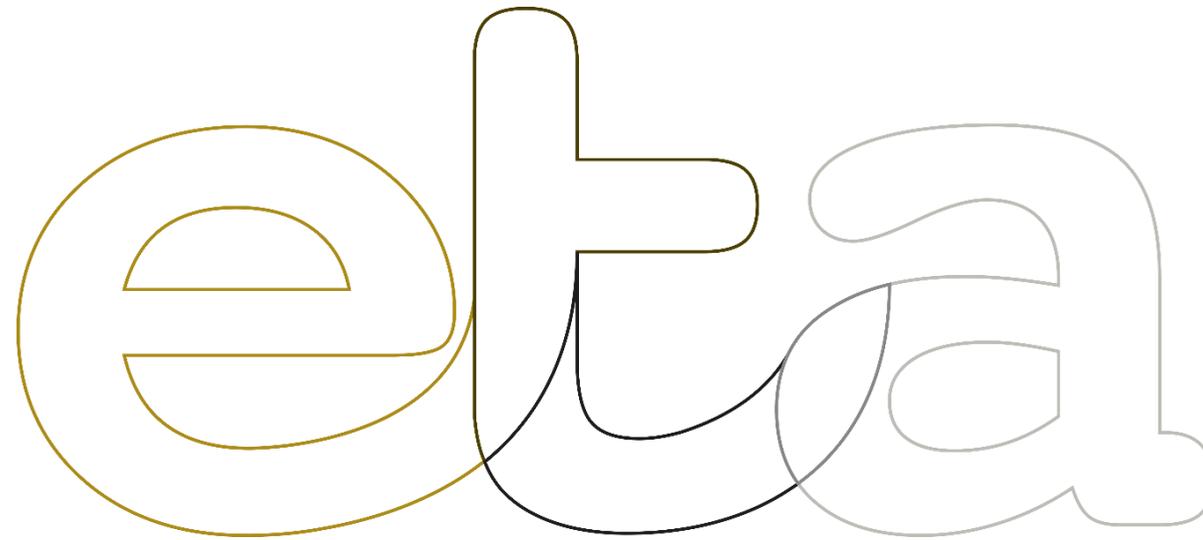
This unit addresses the knowledge required to prepare for processing within processing industries environments.

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/502/2651
Qualification Framework		RQF
Title		How to Prepare for Processing within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		18
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Know the factors that contribute to efficient processing operations	1.1. Explain the meaning of terms used in operating instructions 1.2. Describe how to interpret and check operating parameters 1.3. Describe the functions and uses of the different types of equipment used in the operation 1.4. Explain the importance of confirming status of plant/equipment 1.5. Explain the importance of communication and keeping others informed during the operation
2. Know the importance of the permit to work system, or equivalent	2.1. Define your responsibilities within the permit to work system, or equivalent 2.2. Assess the consequences of not using the permit to work system, or equivalent 2.3. Explain why it is important that the permit to work, or equivalent, is complete
3. Know how to identify and deal with problems	3.1. Describe the types of problems that can occur and how to recognise and deal with them 3.2. Explain who to contact if there is an unsolvable problem and/or it is not your responsibility
4. Know how to follow organisational procedures when preparing for processing	4.1. Explain what documentation needs to be used and how to complete it 4.2. Describe how to handle equipment safely in ways that protect themselves and others from risk 4.3. Identify your personal responsibilities with regard to health, safety and environment 4.4. Define what personal protective equipment to use and why 4.5. Explain when it may be important to observe security/confidentiality



Level 2 Unit – How to Control, Monitor and Adjust the Processing Operation within Processing Industries Environments

Unit aim

This unit addresses the knowledge required to control, monitor and adjust the processing operation within processing industries environments.

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		D/502/2655
Qualification Framework		RQF
Title		How to Control, Monitor and Adjust the Processing Operation Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		24
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Know how to prepare for the processing operation	<ol style="list-style-type: none">1.1. Define the meaning of terms used in operating instructions1.2. Explain the importance of the permit to work (or equivalent)1.3. Explain how to interpret and check operating parameters1.4. Explain the importance of confirming materials and components are as specified1.5. Assess the importance of checking that controls are as specified1.6. Explain the importance of confirming materials to be used in the process1.7. Explain the importance of having specified operating parameters1.8. Compare the functions and uses of the different types of equipment used in the operation

<p>2. Know how to control, monitor and adjust the processing operation</p>	<p>2.1. Describe how to begin processing according to standard operating procedures</p> <p>2.2. Describe methods of monitoring the process</p> <p>2.3. Explain what deviations may occur from the norm, and how to recognise them</p> <p>2.4. Identify what corrective action to take to restore to normal operating conditions</p> <p>2.5. Explain the importance of checking that the process is operating within normal parameters</p> <p>2.6. Explain how to control the process quality and the importance of minimising waste</p> <p>2.7. Explain the importance of communication, and of keeping others informed during the operation</p>
<p>3. Know how to follow the correct procedures for taking and analysing samples</p>	<p>3.1. Describe how to obtain representative samples and why it is important</p> <p>3.2. Describe how to label samples correctly and why it is important</p> <p>3.3. Define the correct method/procedure for processing samples</p> <p>3.4. Explain how to interpret sample results</p>
<p>4. Know how to comply with safe working practices</p>	<p>4.1. Explain how to handle equipment safely in ways that protect yourself and others from risk</p> <p>4.2. Identify your personal responsibilities with regard to health, safety and environmental issues</p> <p>4.3. Explain what personal protective equipment to use and why</p>
<p>5. Know how to deal with problems if they arise</p>	<p>5.1. Explain the types of problems that may occur and how to recognise and deal with them</p> <p>5.2. Identify who to contact if there is an unsolvable problem and/or it is not your responsibility</p>
<p>6. Know how to handle information regarding the processing operation</p>	<p>6.1. Identify what documentation needs to be used and how to complete it.</p> <p>6.2. Explain the importance of keeping accurate records for this activity</p>



Level 2 Unit – Control, Monitor and Adjust the Processing
Operation within Processing Industries
Environments

Unit aim

This unit addresses the knowledge required to control, monitor and adjust the processing operation within processing industries environments.

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		L/502/2652
Qualification Framework		RQF
Title		Control, Monitor and Adjust the Processing Operation Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		10
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Be able to undertake preparations for the processing operation	1.1. Check that they have the required operating instructions and that they are clear and complete 1.2. Check that, if required, they have the necessary permit to work or equivalent 1.3. Ensure that the operating parameters are established 1.4. Check that the equipment to be used is in a safe and functional condition 1.5. Check that materials and components are as specified 1.6. Ensure that controls are set correctly as contained in the operating instructions 1.7. Check that they have the correct materials for the process operation 1.8. Check that they have all of the relevant documentation to proceed
2. Be able to control, monitor and adjust the processing operation	2.1. Begin processing according to relevant operating instructions 2.2. Monitor processing by appropriate method 2.3. Recognise deviations and take corrective action to restore normal operating conditions 2.4. Check that the processing operation is operating according to instructions 2.5. Ensure that the product quality is controlled, and waste is minimised
3. Be able to follow the correct procedures for taking and analysing samples	3.1. Obtain sample/s at the specified time from the specified place 3.2. Ensure that the sample is representative 3.3. Label sample/s correctly 3.4. Follow the correct procedure for processing sample/s 3.5. Interpret sample results, and take any necessary corrective action

<p>4. Be able to comply with organisational procedures</p>	<ul style="list-style-type: none">4.1. Wear appropriate personal protective equipment4.2. Deal promptly with any problems that arise, reporting any which they cannot solve and/or are not their responsibility4.3. Complete any required documentation accurately and clearly4.4. Work safely at all times with regard to materials, equipment and personal safety
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Level 2 Unit – How to Complete Processing Operation within
Processing Industries Environments

Unit aim

This unit addresses the skills required to complete the processing operation within processing industries environments.

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		Y/502/2654
Qualification Framework		RQF
Title		How to Complete Processing Operation Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		18
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Know how to prepare the plant for shutdown	1.1. Define the meaning of terms used in preparation/shutdown operating instructions 1.2. Describe how to check that the equipment is ready for shutdown to commence 1.3. Describe methods of shutdown for the operation 1.4. Explain the importance of shutting down services not required by standard operating procedures 1.5. Explain the importance of keeping relevant personnel informed
2. Know how to complete the processing operation	2.1. Describe why it is important to minimise any loss/damage during shutdown 2.2. Explain the methods of dealing with waste and/or residual materials 2.3. Explain how to handle equipment safely in ways that protect yourself and others from risk 2.4. Describe methods of material reconciliation
3. Know how to work safely and effectively, in accordance with organisational procedures	3.1. Define when it may be important to observe security/confidentiality 3.2. State their personal responsibilities with regard to health, safety and environment 3.3. Identify what personal protective equipment to use and why
4. Know how to deal with any problems that arise	4.1. Compare the types of problems that can occur and how to recognise and deal with them 4.2. Identify who to contact if there is an unsolvable problem and/or it is not your responsibility
5. Know how to check and complete documentation	5.1. Explain the importance of checking that they have the correct documentation 5.2. Identify what documentation needs to be obtained 5.3. Explain why it is important to complete documentation accurately and clearly



Level 2 Unit – Complete Processing Operation Within
Processing Industries Environments

Unit aim

This unit addresses the skills required to complete the processing operation within processing industries environments.

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		R/502/2653
Qualification Framework		RQF
Title		Complete Processing Operation Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		8
Unit Credit Value		2
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Be able to prepare plant for shutdown	1.1. Check that they have the required preparation/shutdown operating instructions and that they are clear and complete 1.2. Check that the plant/equipment is in an appropriate condition for shutdown to commence 1.3. Communicate with all relevant personnel that shutdown is imminent
2. Be able to complete a processing operation	2.1. Ensure that all services not required are shutdown according to operating instructions 2.2. Confirm that services are isolated 2.3. Inform all relevant personnel when shutdown is completed 2.4. Minimise any loss or damage through the operation 2.5. Control residual and/or waste materials
3. Be able to work safely and effectively, in accordance with organisational procedures	3.1. Wear appropriate personal protective equipment 3.2. Work safely at all times with regard to materials, equipment and personal safety 3.3. Ensure that security and confidentiality is observed when necessary
4. Be able to deal with any problems that arise	4.1. Deal promptly with any problems in the procedure that are their responsibility 4.2. Record the outcome/solution of the problem accurately 4.3. Inform the appropriate person of any problems they cannot solve and/or are not their responsibility
5. Be able to check and complete documentation	5.1. Check that they have the correct documentation for the operation 5.2. Complete any required documentation accurately and clearly 5.3. Record all results accurately



Level 2 Unit – Transfer Materials into and Between Stages
of Production within Processing Industries
Environments

Unit aim

This unit addresses the skills required to transfer materials into and between stages of production within processing industries environments. This unit deals with the following:

- Move goods and materials
- Dispense materials

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/502/2644
Qualification Framework		RQF
Title		Transfer Materials into and Between Stages of Production Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		10
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Be able to prepare to transfer materials into and between stages of production	1.1. Ensure that materials supplied are to the specification 1.2. Check that the equipment to be used is in a safe and functional condition 1.3. Check that they have the required specification and that it is clear and complete 1.4. Prepare the materials correctly for transfer and/or use in the processing 1.5. Ensure that conditions are suitable for the type of material to be dispensed 1.6. Ensure that dispensing equipment is clean, safe and ready for use
2. Be able to transfer materials into and between stages of production	2.1. Complete the preparations within the required time 2.2. Use the correct method of dispensing for the materials 2.3. Transfer finished product to next process 2.4. Transfer unused materials to designated area for reprocessing, storage or disposal and label accordingly
3. Be able to deal with waste according to organisational procedures	3.1. Ensure that appropriate action is taken to minimise waste 3.2. Dispose of waste according to company policy

<p>4. Be able to follow organisational procedures when transferring materials into and between stages of production</p>	<ul style="list-style-type: none">4.1. Clean the area and equipment if required for the next scheduled operation4.2. Clear any residual materials and/or waste from the dispensing area in accordance with company policies4.3. Deal promptly with any problems in the procedure that are their responsibility4.4. Inform the appropriate person of any problems they cannot solve and/or are not their responsibility4.5. Work safely at all times with regard to materials, equipment and personal safety4.6. Wear appropriate PPE if required4.7. Complete required documentation4.8. Reconcile materials and record accurately using the correct documentation
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Level 2 Unit – How to Sample and Test Materials within
Processing Industries Environments

Unit aim

This unit addresses the knowledge required to sample and test materials within processing industries environments. This includes knowing how to:

- Prepare and obtain a sample
- Test the sample
- Maintain product integrity at all times
- Maintain the learner's own and others' safety while working

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/502/3408
Qualification Framework		RQF
Title		How to Sample and Test Materials Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		26
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Know how to prepare for sampling and testing	1.1. Outline the meaning of terms used in sampling plans 1.2. Select the appropriate method for sampling 1.3. Describe the handling characteristics of materials to be sampled 1.4. Explain the types of labelling used 1.5. Define the meaning of terms used in testing plans 1.6. Explain the different methods of testing that could be used 1.7. Outline the correct standard operating procedure for testing
2. Know how to use equipment associated with sampling and testing	2.1. Describe the functions and uses of the different types of equipment used in sampling methods 2.2. Clarify how to handle equipment safely in ways that protect yourself and others from risk 2.3. Explain the different types of equipment used in testing
3. Know how to undertake sampling and testing in a processing environment	3.1. Explain why it is important to check that the correct sample has been selected 3.2. Indicate methods of storing and labelling test samples 3.3. Explain how to record the results
4. Know how to deal with problems as they arise	4.1. Explain what corrective action to take on discovering defective conditions, materials and/or equipment 4.2. Describe the types of problems that can occur and how to recognise and deal with them 4.3. Estimate what the consequences are of incorrect/adverse conditions 4.4. List what the consequences are of abnormal results, and display an understanding of who to inform

5. Know how to clean and clear the area following sampling and testing	5.1. Describe the methods of clearing residual materials and/or waste 5.2. Define why, when and how the equipment needs to be cleaned and stored
6. Know how to comply with organisational procedures	6.1. Outline when and why to use personal protective equipment 6.2. Describe their personal responsibilities with regard to health, safety and environment 6.3. Describe what documentation needs to be used and what information needs to be recorded



Level 2 Unit – Sample and Test Materials within Processing
Industries Environments

Unit aim

This unit addresses the knowledge required to sample and test materials within processing industries environments. This includes knowing how to:

- Prepare and obtain a sample
- Test the sample
- Maintain product integrity at all times
- Maintain the learner's own and others' safety while working

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/502/3409
Qualification Framework		RQF
Title		Sample and Test Materials within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		10
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Be able to prepare to obtain a sample	1.1. Check that they have the required sampling plan and that it is clear and complete 1.2. Ensure that equipment to be used is as specified, and in a safe and functional condition 1.3. Ensure that all required resources are available 1.4. Ensure that conditions are in accordance with sample plan, and are recorded 1.5. Ensure that any risk assessment is undertaken if necessary
2. Be able to obtain a sample	2.1. Ensure that sample is taken in accordance with standard operating procedures 2.2. Protect sample from all forms of contamination 2.3. Deal promptly with any problems that arise when obtaining a sample, and record appropriately 2.4. Identify and label sample according to sampling plan 2.5. Record information as specified in the sampling plan
3. Be able to prepare to test a sample	3.1. Check that they have the required testing plan and that it is clear and complete 3.2. Store and label test sample 3.3. Check that the correct sample has been selected
4. Be able to test a sample	4.1. Use the appropriate testing procedure in accordance with testing plan 4.2. Ensure that controlled conditions are as specified in the testing plan 4.3. Record all results in accordance with testing plan 4.4. Deal promptly with any problems, deviations, or abnormal occurrences when testing and record and inform the appropriate person 4.5. Complete all relevant documentation

5. Be able to clean and clear the area following sampling and testing	5.1. Clear any residual materials and/or waste from the testing area in accordance with company policies 5.2. Ensure that any equipment to be re-used, is cleaned and stored appropriately
6. Be able to comply with safe working practices	6.1. Wear personal protective equipment in the correct manner 6.2. Work safely at all times with regard to materials, equipment and personal safety



Level 2 Unit – How to Clean and Prepare Complex items
of Plant and Equipment for Production within
Processing Industries Environments

Unit aim

This unit addresses the knowledge required to clean and prepare complex items of plant and equipment for production within processing industries environments.

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/501/2327
Qualification Framework		RQF
Title		How to Clean and Prepare Complex items of Plant and Equipment for Production Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		15
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Know how to ensure readiness to proceed	1.1. Explain the importance of identifying the correct plant/equipment 1.2. Describe the methods of isolating plant/equipment
2. Know how to dismantle equipment	2.1. Describe how to dismantle plant and/or equipment correctly 2.2. Describe how to handle equipment safely in ways that protect yourself and others from risk
3. Know how to clean equipment	3.1. Explain the meaning of terms used in specifications concerned with cleaning 3.2. Describe the methods of cleaning plant/equipment
4. Know how to reinstate equipment	4.1. Describe how to reassemble plant and/or equipment correctly
5. Know how to check the status of the plant and/or equipment	5.1. Explain why it is important to check that plant and equipment is clean and operational 5.2. Explain the importance of checking the status of the plant and equipment 5.3. Explain why it is important to identify any 'areas of concern' 5.4. Explain why it is important to record all information accurately 5.5. Explain why it is important to confirm and record the status of the plant and equipment

<p>6. Know how to liaise with maintenance personnel</p>	<p>6.1. Describe how to contact the appropriate maintenance personnel</p> <p>6.2. Explain the importance of communication through the procedure</p> <p>6.3. Explain why it is important to explain about the current status of the plant/ equipment</p> <p>6.4. Explain why it is important to give warnings about specific hazards and /or safety issues</p> <p>6.5. Explain why it is important to complete documentation accurately</p> <p>6.6. Describe methods of documentation that are used</p>
<p>7. Know how to deal with problems and follow safe working practices</p>	<p>7.1. Describe the types of problems that can occur and how to recognise and deal with them</p> <p>7.2. Identify who to contact if there is an unsolvable problem and/or it is outside normal limits of responsibility</p> <p>7.3. Describe:</p> <ul style="list-style-type: none">a. What personal protective equipment to useb. When and why it should be used <p>7.4. Describe personal responsibilities with regard to health, safety and environment</p>



Level 2 Unit – Clean and Prepare Complex items of Plant
and Equipment for Production within
Processing Industries Environments

Unit aim

This unit addresses the knowledge required to clean and prepare complex items of plant and equipment for production within processing industries environments.

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		H/501/2936
Qualification Framework		RQF
Title		Clean and Prepare Complex Items of Plant and Equipment for Production Within Processing Industries Environments
Unit Level		Level 2
Guided Learning Hours		20
Unit Credit Value		3
Unit Grading Structure		Pass / Fail

Learning Outcomes - The learner will:	Assessment Criteria - The learner can:
1. Be able to ensure they are ready to proceed	1.1. Check that they have the required authorisation to proceed 1.2. Check that they have the specification detailing the work to be carried out 1.3. Identify correct plant and/or equipment to be isolated 1.4. Isolate plant and/or equipment according to SOP
2. Be able to dismantle equipment	2.1. Dismantle plant/equipment correctly
3. Be able to clean equipment	3.1. Clear and clean all residual materials and/or waste from the area to the required standard
4. Be able to reinstate equipment	4.1. Re-assemble plant and/or equipment ready for the next operation
5. Be able to check the status of the plant and/or equipment	5.1. Ensure that all plant/equipment is confirmed as being clean and operational 5.2. Check the status of all plant/equipment, identifying any areas of concern 5.3. Ensure that the condition of all plant/equipment is recorded accurately 5.4. Confirm that the area is in a suitable condition for the next activity

<p>6. Be able to liaise with maintenance personnel</p>	<p>6.1. Ensure that relevant personnel are clear about the nature of the plant/equipment to be maintained</p> <p>6.2. Communicate effectively with relevant personnel</p> <p>6.3. Explain to relevant personnel about any problems and current status of the plant/equipment</p> <p>6.4. Give warnings as appropriate about specific hazards and/or safety requirements</p> <p>6.5. Ensure that when the plant/equipment is received from maintenance they are clear about the work undertaken</p> <p>6.6. Record information accurately on correct documentation</p>
<p>7. Be able to deal with problems and follow safe working practices</p>	<p>7.1. Deal promptly with any problems that arise, reporting any which they cannot solve to the appropriate person</p> <p>7.2. Wear appropriate PPE</p> <p>7.3. Work safely at all times with regard to materials, equipment and personal safety</p>