



Level 2 Certificate in
Preparing to Work in a Manufacturing Environment

Evidence Logbook

Qualification recognition number: 603/3649/3

Qualification Reference: L2CPWME

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Assessment Principles

1. Assessment Principles

1.1 Assessment decisions for competence based learning outcomes (e.g. those beginning with 'to be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

1.2 Assessment decisions for competence based learning outcomes must be made by an assessor qualified to make assessment decisions.

1.3 Competence based assessment must include direct observation as the main source of evidence.

1.4 Simulation may only be utilised as an assessment method for competence based learning outcomes if specified in the assessment requirements of the component.

1.5 Expert witnesses can be used for direct observation if they have occupational expertise for specialist areas or, if the observation is of a particularly sensitive nature. The use of expert witnesses should be determined and agreed by the assessor.

1.6 Assessment of knowledge based learning outcomes (e.g. those beginning with 'know' or 'understand') may take place in or outside of a real work environment.

1.7 Assessment decisions for knowledge based learning outcomes must be made by an occupationally knowledgeable assessor.

1.8 Assessment decisions for knowledge based learning outcomes must be made by an assessor qualified to make assessment decisions. Where assessment is electronic or undertaken according to a set grid, the assessment decisions are made by the person who has set the answers.

2. Internal Quality Assurance

2.1 Internal quality assurance is key to ensuring that the assessment of evidence for component is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

3. Definitions

3.1 Occupationally competent:

This means that each assessor must be capable of carrying out the full requirements within the competency components they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This occupational competence should be maintained annually through clearly demonstrable continued learning and professional development.

3.2 Occupationally knowledgeable:

This means that each assessor should possess relevant knowledge and understanding and be able to assess this in components designed to test knowledge and understanding. This occupational knowledge should be maintained annually through clearly demonstrable continued learning and professional development.

3.3 Qualified to make assessment decisions:

This means that each assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions. Awarding organisations will determine what qualifies those making assessment decisions according to the competency components under assessment. In any case of significant uncertainty, the Sector Skills Council will be consulted.

3.4 Qualified to make quality assurance decisions:

Awarding organisations will determine what qualifies an assessor undertaking internal quality assurance to make decisions about quality assurance.

3.5 Expert witness:

An expert witness must:

- have a working knowledge of the components on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff

Evidence Requirements for Level 2 Certificate in Preparing to Work in a Manufacturing Environment

You must meet all the learning outcomes and assessment criteria identified in each component to achieve the full component. Evidence should be developed over a period of time using diverse assessment methods.

How Your Evidence is Checked

After your Assessor has assessed your work, another member of staff - the Internal Quality Assurer - will review it. An External Quality Assurer from Future (Awards and Qualifications) will also visit your assessment centre.

Certificate Claims

Once you've built up your portfolio of evidence, your assessor will sign off your component declaration and present your portfolio to the Internal Quality Assurer. Once the portfolio has passed the internal quality assurance process, the centre can claim your certificate.

FutureQualsTM
INSPIRING LEARNING AND SKILLS

Component 1: Communicating effectively in a manufacturing environment

Component Reference Number: M/617/2473

Level: 2

Credit: 4

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the importance of communication in the manufacturing environment.			
1.1 Explain the importance of communication in manufacturing.			
1.2 Describe methods of communication used in a manufacturing workplace.			
1.3 Identify the roles and responsibilities of departments and personal within an engineering organisation.			
1.4 Describe implications of poor communication.			
1.5 Indicate how to obtain and follow necessary job instructions.			
2 Understand effective communication in manufacturing workplaces.			
2.1 Identify factors to consider when communicating verbally.			
2.2 Describe the importance of using the correct grammar and punctuation in written communications.			
2.3 Describe the factors to consider when communicating with people external to a manufacturing organisation.			

2.4 Describe the importance of having company values.			
3 Understand how to communicate technical information in a manufacturing workplace.			
3.1 Explain how to communicate technical information in a manufacturing workplace.			
3.2 Explain the importance of using correct terminology to communicate technical information in a manufacturing workplace.			
4. Understand how effective communication affects team development.			
4.1. Describe how effective communication can contribute to team development.			
4.2 Explain the benefits of contributing to team development.			
4.3 Describe how to identify improvements and how to communicate them effectively.			
4.4 Give examples of the benefits of identifying improvements to: <ul style="list-style-type: none"> • a team • own organisation. 			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Preparing, performing and concluding manufacturing operations

Component Reference Number: T/617/2474

Level: 2

Credit: 4

GL: 30

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand how to prepare for manufacturing operations.			
1.1 Describe what checks need to be carried out on tools and equipment.			
1.2 Explain how to prepare materials required for each operation.			
1.3 Explain how the work area needs to be laid out.			
1.4 Explain the process to follow if the work area, tools and/or equipment are not suitable for the required operation.			
2 Understand how to perform manufacturing operations.			
2.1 Explain assembly operations to be performed.			
2.2 Describe what faults could occur and how to identify them.			
2.3 identify why it is important to follow assembly sequences and procedures at all times.			
2.4 identify the potential hazards associated within each stage of the manufacturing process.			

2.5 Explain how to check and record the quality of the product and identify differences from the specification or standard.			
3 Understand how to conclude manufacturing operations.			
3.1 Identify when in the manufacturing operation it is safe to shut down or stop the activity.			
3.2 Explain what completion checks need to be made.			
3.3 Explain what problems could occur within completion or shutdown activities and how they could be avoided.			
3.4 Explain the procedure for cleaning equipment and tools.			
3.5 Explain methods to take to reduce waste in the manufacturing process.			
4. Be able to prepare, perform, and conclude manufacturing operations.			
4.1 Demonstrate how to prepare manufacturing operations.			
4.2 Demonstrate how to perform manufacturing operations.			
4.3 Demonstrate how to conclude manufacturing operations.			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 3: Solving work-related problems

Component Reference Number: A/617/2475

Level: 2

Credit: 3

GL: 25

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand problems that arise in the workplace.			
1.1 Explain the main reasons that individuals encounter problems in the workplace.			
1.2 Describe common types of problems that an organisation or company might need to solve.			
1.3 Explain the importance of personal behaviour when solving problems.			
2 Know how to use sources of help for workplace problems.			
2.1 Describe sources of help available to both individuals and to organisations to solve work-related problems.			
2.2 Present information or advice from several different sources to help solve workplace problems encountered by individuals.			
3 Understand how to solve workplace problems.			
3.1 Describe own responsibilities in reporting unsolvable problems.			
3.2 Describe possible solutions to different workplace problems.			

3.3 Outline the solutions to problems according to their likely effectiveness.			
3.4 Explain the reasons for prioritising workplace problems.			
4. Know how to apply techniques to solve workplace problems.			
4.1 Describe techniques for solving problems.			
4.2 Present plans for carrying out solutions to solve workplace problems.			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 4: Using hand tools and equipment in a manufacturing environment

Component Reference Number: F/617/2476

Level: 2

Credit: 5

GL: 40

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Be able to use equipment safely.			
1.1 List essential and additional Personal Protective Equipment (PPE).			
1.2 Plan PPE requirements for a task.			
1.3 Select and use appropriate PPE.			
1.4 Safely use equipment in accordance with Standard Operating Procedures.			
1.5 Conduct Pre-and Post-Shift Safety Checks to include work area and tools.			
2 Know the appropriate techniques required for engineering manufacturing activities.			
2.1 Describe techniques employed within manufacturing activities.			
3 Be able to follow standard operating procedures within the engineering manufacturing industry.			
3.1 Apply Standard Operating Procedures to the manufacturing activity.			
3.2 Follow Instructions and process flows according to agreed ways of working.			
3.3 Complete tasks within agreed timeframes.			

4. Be able to select and use appropriate tools to carry out engineering manufacturing activities.

4.1 Identify manufacturing hand tools according to their role.			
4.2 Describe the purpose of manufacturing hand tools .			
4.3 Demonstrate techniques for manufacturing hand tools to create a basic finish or product.			

5. Be able to use appropriate equipment to carry out engineering manufacturing activities.

5.1 Identify manufacturing equipment according to its role.			
5.2 Describe the purpose of manufacturing equipment .			
5.3 Demonstrate techniques for using manufacturing equipment .			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 5: Working in the manufacturing environment

Component Reference Number: J/617/2477

Level: 2

Credit: 5

GL: 40

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the role of Health and Safety requirements in the workplace.			
1.1 Describe the principles of The Health and Safety at Work Act.			
1.2 Describe own responsibilities under The Health and Safety at Work Act.			
1.3 Describe the principles of the Provision and Use of Work Equipment Regulations.			
1.4 Explain the need for pre- and post-shift safety checks.			
1.5 Explain the actions to take in the event of an emergency.			
2 Understand the reasons for safe manual handling.			
2.1 Outline the potential injuries and ill health associated with incorrect manual handling.			
2.2 Outline employers and employees duties relating to manual handling at work.			
2.3 Outline the consequences for noncompliance with health and safety requirements at work.			

3. Be able to apply health and safety principles.

3.1 Demonstrate efficient and safe manual handling principles when:

A. applying effort to, or moving a load or object manually on their own

B. when using manual handling aids and equipment

C. when undertaking a manual handling task as part of a team.

3.2 Demonstrate safe health and safety procedures for the work place/environment.

4. Understand the importance of Quality Assurance in the manufacturing environment.

4.1. Describe how products are quality assured in the manufacturing environment.

4.2 Explain why quality assuring in the manufacturing environment is important.

4.3 Describe the potential impacts of substantial quality to a company.

5. Know the importance of continuous tools in a manufacturing environment.

5.1 Recognise a range of **continuous improvement tools**.

5.2 Describe the main principles of continuous improvement.

5.3 Identify the main principles of continuous improvements tools manufacturing.

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Level 2 Certificate in Preparing to Work in a Manufacturing Environment
Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
1	M/617/2473	Communicating effectively in a manufacturing environment	4					
2	T/617/2474	Preparing, performing and concluding manufacturing operations.	4					
3	A/617/2475	Solving Work-related Problems	3					
4	F/617/2476	Using hand tools and equipment in a Manufacturing Environment	5					
5	J/617/2477	Working in the Manufacturing Environment	5					

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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INSPIRING LEARNING AND SKILLS

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