

Sector guidance for centres

NVQ

Edexcel Levels 1 and 2 NVQs in
Performing Manufacturing Operations

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Section 1: Edexcel Level 1 and 2 NVQs in Performing Manufacturing Operations

Introduction

This document contains information that is specific to the Edexcel Levels 1 and 2 NVQs in Performing Manufacturing Operations. It should be read in conjunction with the *Edexcel NVQ general guidance for centres* and the *Edexcel NVQ guidance for candidates*.

National Occupational Standards and NVQs

The standards, Assessment Strategy and award structures for Performing Manufacturing Operations are owned by the Science, Engineering and Manufacturing Technologies Alliance (SEMTA), who produced the National Occupational Standards. The NVQs have been developed from the National Occupational Standards.

Edexcel Levels 1 and 2 NVQs in Performing Manufacturing Operations give recognition of candidates' skills, knowledge and understanding. They allow candidates to gain a qualification in the workplace that relates to their job area and promote good working practice.

You can contact SEMTA at:

Head Office
14 Upton Road

Watford WD18 0JT

Telephone: 01923 238441
Fax: 01923 256086
Email: infodesk@semta.org.uk

The National Occupational Standards (NOS) can be found on the NOS directory on the Sector Skills Development Agency website.

Section 2: About these NVQs

The Edexcel Levels 1 and 2 NVQs in Performing Manufacturing Operations will provide the underpinning skills, knowledge and understanding required for those seeking employment in the manufacturing sector.

Which Edexcel NVQs in Performing Manufacturing Operations are available?

The following NVQs are available:

- Edexcel Level 1 NVQ in Performing Manufacturing Operations
- Edexcel Level 2 NVQ in Performing Manufacturing Operations.

Who are these Edexcel NVQs for?

These NVQs are suitable for those currently working in manufacturing operations and who wish to gain recognition of their competence in a variety of manufacturing activities. The qualifications can help improve career development opportunities and can be gained on the job.

What progression do these NVQs offer?

There is the opportunity to progress from the Level 1 NVQ to the Level 2 NVQ. There are also progression opportunities both within employment and to other related qualifications, such as the BTEC First Certificate and Diploma in Engineering.

What is the structure of the Edexcel NVQs in Performing Manufacturing Operations?

Edexcel Level 1 NVQ in Performing Manufacturing Operations

To achieve the Level 1 NVQ in Performing Manufacturing Operations, a candidate must prove competence in **two** mandatory units, **two** units from optional group A and **one** unit from optional group B.

Mandatory units

Candidates must achieve **both** of the units listed below:

Unit number	Title
Unit 1.01	Complying with statutory regulations and organisational safety requirements
Unit 1.02	Developing and maintaining working relationships

Optional unit group A

Candidates must achieve **two** of the units listed below. Candidates may not choose both unit 1.05 and unit 1.06.

Unit number	Title
Unit 1.03	Moving materials within manufacturing operations
Unit 1.04	Getting ready for manufacturing operations
Unit 1.05	Completing manufacturing operations
Unit 1.06	Handing over manufacturing operations
Unit 1.07	Receiving incoming materials

Optional unit group B

Candidates must achieve **one** of the units listed below. If a candidate has already chosen unit 1.3 from group A, it may not be chosen again from within group B.

Unit number	Title
Unit 1.03	Moving materials within manufacturing operations
Unit 1.08	Carrying out shaping operations
Unit 1.09	Carrying out product assembly operations
Unit 1.10	Carrying out joining operations
Unit 1.11	Carrying out processing operations
Unit 1.12	Carrying out forming operations
Unit 1.13	Carrying out finishing operations
Unit 1.14	Carrying out moulding operations
Unit 1.15	Carrying out packaging operations
Unit 1.16	Servicing the line

Edexcel Level 1 NVQ in Performing Manufacturing Operations

To achieve the Level 2 NVQ in Performing Manufacturing Operations, a candidate must prove competence in **two** mandatory units, **three** units from optional group A and **one** unit from optional group B.

Mandatory units

Candidates must complete the following unit:

Unit number	Title
Unit 2.01:	Complying with statutory regulations and organisational safety requirements

Candidates must also complete **one** of the following units:

Unit number	Title
Unit 2.02:	Promoting effective working relationships
Unit 2.21:	Contributing to effective team working

Optional unit group A

Candidates must achieve **three** of the units listed below. Candidates may not choose both unit 2.05 and unit 2.06.

Unit number	Title
Unit 2.03:	Transferring materials
Unit 2.04:	Preparing for manufacturing operations
Unit 2.05:	Concluding manufacturing operations
Unit 2.06:	Ensuring effective handover of manufacturing operations
Unit 2.07:	Receiving and checking incoming materials
Unit 2.18:	Controlling manufacturing operations
Unit 2.19:	Contributing to improving effectiveness in the workplace
Unit 2.20:	Analysing the results of inspection and confirming quality of production
Unit 2.23:	Recording and reporting inspection and test results

Optional unit group B

Candidates must achieve **one** of the units listed below. If a candidate has already chosen unit 2.03 and/or unit 2.20 in optional group A, these units may not be selected again from optional group B.

Unit number	Title
Unit 2.03:	Transferring materials
Unit 2.08:	Producing shaped products
Unit 2.09:	Producing products by assembly operations
Unit 2.10:	Producing joined products
Unit 2.11:	Producing products by processing
Unit 2.12:	Producing formed products
Unit 2.13:	Finishing products
Unit 2.14:	Producing moulded products
Unit 2.15:	Producing packaged products
Unit 2.16:	Making products using computer controlled equipment
Unit 2.17:	Manufacturing products using combined manufacturing operations
Unit 2.20:	Analysing the results of inspection and confirming quality of production
Unit 2.22:	Carrying out inspection and testing activities

Section 3: Assessment strategy

NVQ Assessment Strategy – Performing Manufacturing Operations Levels 1 and 2

Introduction

1. This Assessment Strategy has been prepared to address the new framework of National and Scottish Vocational Qualifications in Performing Manufacturing Operations.
2. The Performing Manufacturing Operations Framework of Awards has been developed by a consortium of Sector Skills Councils and other sectoral standards setting body, chaired by the Science, Engineering, Mathematics and Technology Association (SEMTA).
3. The following representative bodies and sectors have participated in the development process. SEMTA (Engineering, manufacturing and related sectors), Skillsfast (textile, footwear and clothing sectors), and the processing industries sectors represented by Pro-skills and ACTD (Association of Ceramic Development and Training).
4. Research and feedback from the above working groups has been taken into account in the development of this Assessment Strategy.
5. It is likely that these awards will be taken up by a number of Awarding Bodies. This Assessment Strategy aims to ensure that the delivery of the awards in and across the different sectors is carried out with consistently high quality, and a firm adherence to the meaning of the original standards and the principles which underlie the Performing Manufacturing Operations Awards.
6. To help support this, the following PMO Awarding Bodies played a significant part in the development of the Assessment Strategy and have all given it their endorsement:
 - CGLI, EAL, PAA, SOA, OCR, QFI
7. The strategy is set out in terms of four components, each of which is given below. They are:
 - requirements for mandatory use of evidence from workplace performance
 - aspects of the standards for which the use of simulation is to be permitted and design characteristics which those simulations must address
 - definitions of the occupational competence requirements of assessors, internal verifiers and external verifiers
 - the recommended approach to external quality control.
8. The annexe to this strategy offers an Assessment Grid, devised by the Awarding Bodies with the approval of the standards setting bodies. This provides clear statements as to the aspects of each standard for which demonstrated workplace performance evidence is required and the acceptability, or otherwise, of using simulation within the assessment process. All parties to development of the assessment strategy were agreed that the primary source of evidence for the PMO awards must be from the workplace.

9. Restrictions on transfer of common Unit

The Health and Safety Unit (Unit 1.01) is common to the Level 1 and level 2 Awards.

This Unit shall not be transferable should the candidate workplace change to a significantly different manufacturing process or context. Unit 1.01 must be re-assessed.

A change of workplace includes a workplace/context with the same organisation/employer.

Unit 1.01 achieved at level 1 can be transferred to the Level 2 N/SVQ without the need for re-assessment, where the context and/or workplace remains the same.

Mandatory use of evidence from workplace performance

- The Assessment Grid identifies those aspects of each unit within the Performing Manufacturing Operations awards that must be evidenced through the use of workplace performance evidence. Observation of workplace performance and the evaluation of products arising naturally from work activities are the expected methods of gathering performance evidence against Performing Manufacturing Operations units.
- The Assessment Grid also specifies whether or not the use of simulation in the form of a Realistic Work Environment is acceptable in respect of each unit.
- Wherever historical evidence is used, it must be used to support the candidate's workplace evidence.
- Performance evidence must be the main form of evidence gathered to prove competence and should be derived from a combination of observed performance and other forms of assured evidence of practice including witness testimony, produced articles and records from production processes which attest to the candidate's practice. Assessors must ensure that sufficient performance evidence is gathered and recorded, for each candidate, to prove competent and consistently repeatable fulfilment of the performance requirements of the unit under assessment. If the context of the working environment changes, additional evidence of candidate competence within the changed conditions may be required.
- The minimum number of items specified in each of the scope statements for a unit (eg, four from a choice of six) must be covered, and appropriate evidence provided for each. There is no need to provide appropriate evidence for the scope statements that the candidate has not covered. It is possible that some of the scope items may be covered more than once. With this in mind, it is likely that at least three different examples of the candidate's practice, in carrying out the unit activity, will be needed. Each example of practice must be sufficient to show that the performance requirements of the unit have been carried out to the prescribed standards.
- Evidence of knowledge and understanding should be in relationship to the scope item(s) selected, and will not be required for those scope items that have not been selected by the candidate. For example, if the candidate is taking the unit titled *Carrying out forming operations*, and is only working with hand forming operations; the candidate does not need to know about the various methods of shutting down fully automated forming machinery in an emergency. This is because the knowledge is not relevant to the scope statement chosen for that candidate to reflect his/her area of work.

Use and design of simulation

- The use of high quality, realistic simulations, which impose pressures that are consistent with workplace expectations, should only be used in relation to the assessment of rare and/or dangerous occurrences, such as:
 - emergency scenarios;
 - health, safety and the environment issues;
 - rare operations at work;
 - the response to faults and problems for which no opportunity has presented for the use of naturally occurring workplace evidence of candidate competence.
- Simulations should be designed in relation to a Realistic Work Environment i.e. a model environment, having an acceptable level of appropriate equipment and operating continually to professional standards. The Realistic Work Environment should provide the opportunity for candidate assessment under conditions approximating as closely as possible to the workplace under the control of a qualified assessor.
- The external verifier must formally approve the use of simulation to assess competence.
- Where Standards Setting Bodies give guidance on the design of simulation within their sector context, it must be adhered to.
- The evidence requirement is 'demonstration of competence in ONE simulated activity appropriate to identified PCs in the assessment grid' and questioning on two other occasions.

Occupational competence requirements of assessors, internal verifiers and external verifiers

The following tables explain the recommended levels of technical and occupational competence for assessors, internal verifiers and external verifiers.

Position	Prime activity requirements	Support activity requirements	Technical requirements (see notes)
Assessor	Assessment Skills	IV Systems	Technical <i>competence</i> in the areas, applications and scope covered by the units, relevant to the industry sector in which assessment takes place
Internal Verifier	Verification Skills	Assessment Knowledge	Technical <i>understanding</i> of the areas, applications and scope covered by the qualifications for which they are an IV, relevant to the industry sector in which assessment takes place
External Verifier	Verification skills	Assessment Understanding	Technical <i>awareness</i> of the areas, applications and scope covered by the qualifications for which they are an EV

Notes:

1. Technical *competence* is defined here as a combination of practical skills, knowledge, and the ability to apply both of these, in familiar and new situations, within a real working environment as evidenced by the ability to demonstrate the practical competences covered by the unit in the context of the industry sector in which assessment takes place.
2. Technical *understanding* is defined here as having a good understanding of the sectoral activities being assessed, together with knowledge of relevant Health & Safety implications and requirements of the assessments, as evidenced by the ability to describe the practical aspects of the competence being assessed in the context of the industry sector in which assessment takes place.
3. Technical *awareness* is defined here as a general overview of the subject area, sufficient to ensure that assessment and portfolio evidence are reliable, and that relevant Health and Safety requirements have been complied with, as evidenced by the ability to discuss the general principles of the competences being assessed.
4. The relevant *technical competence* required by the assessor, internal verifier and external verifier, in the occupational area being assessed, is summarised by the shaded zones in the following table. Note that guidance may be made available by the sector standards setting bodies on the interpretation of assessor, IV and EV evidence (e.g. CVs) to assist awarding bodies ensure that they have the appropriate level of technical, occupational competence

Technical Competence	An ability to <i>describe</i> the general principles of the competences being assessed	An ability to <i>discuss</i> the practical aspects of the competence being assessed	An ability to <i>demonstrate</i> the practical competences being assessed
Required by:			
Assessor			
Internal Verifier			
External Verifier			

Approach to External Quality Control

In addition to the NVQ Code of Practice, and the requirements of SVQ Criteria, the recommended approach to external quality control to be implemented by each Awarding Body, will consist of one or more of the following:

- the use of statistical monitoring to provide more information on the performance of centres and assessors over time, that will inform the development of moderating activities such as EV visits and training deployment events;
- the use of risk rating approaches to identify and evaluate the likely risks that assessment decisions may be unsound, so that moderating activities can be targeted effectively;
- increased and common levels of sampling and assessment decisions at both internal and external verification levels;
- increased and/or additional cross-centre standardisation, including feeding back information to the relevant Awarding Bodies.

Assessment Grid

Note that evidence from naturally occurring products at work can and should be used, where available, to support the evidence gained from observation and/or simulation.

Level 1

Unit number and title	Performance statements where assessor observation and/or examination of naturally occurring workplace products is mandatory	Performance statements where the use of simulation is acceptable
Unit 1.01 Complying with statutory regulations and organisational safety requirements	A, B, F	C, D, E
Unit 1.02 Developing and Maintaining Working Relationships	A, B, C, F	D, E, G
Unit 1.03 Moving materials within manufacturing operations	B, C, D, F, A (should be observed and recorded over a period of time)	E, G
Unit 1.04 Preparing for Manufacturing Operations	B, C, D, E, G, H A and G (should be observed and recorded over a period of time)	F
Unit 1.05 Completing Manufacturing operations	B, E, F, I A and H (should be observed and recorded over a period of time)	C, D, G
Unit 1.06 Handing over manufacturing operations	B, C, D, E, F, G A (should be observed and recorded over a period of time)	H, I,
Unit 1.07 Receiving incoming materials	B, C, D, E, F, I A and H (should be observed and recorded over a period of time)	G
Unit 1.08 Carrying out shaping operations on materials and components	B, C, D, E, G, H, A (should be observed and recorded over a period of time)	F, I
Unit 1.09 Carrying out product assembly operations	B, C, D, E, F, H, I, A (should be observed and recorded over a period of time)	G, J
Unit 1.10 Carrying out joining operations	B, C, D, E, G, H, A (should be observed and recorded over a period of time)	F, I
Unit 1.11 Carrying out processing operations	B, D, E, G, H, A and C (should be observed and recorded over a period of time)	F, I

Unit number and title	Performance statements where assessor observation and/or examination of naturally occurring workplace products is mandatory	Performance statements where the use of simulation is acceptable
Unit 1.12 Carrying out forming operations	B, C, D, E, G, H, A (should be observed and recorded over a period of time)	F, I
Unit 1.13 Carrying out finishing operations	B, C, D, E, G, H, A (should be observed and recorded over a period of time)	F, I
Unit 1.14 Carrying out moulding operations	B, C, D, E, F, H, I, A (should be observed and recorded over a period of time)	G, J
Unit 1.15 Carrying out packaging operations	B, C, D, E, G, H, A (should be observed and recorded over a period of time)	F, I
Unit 1.16 Servicing the line	B, C, D, E, I, A and F (should be observed and recorded over a period of time)	H, J

Level 2

Unit number and title	Performance statements where assessor observation and/or examination of naturally occurring workplace products is mandatory	Performance statements where the use of simulation is acceptable
Unit 1.01 Complying with statutory regulations and organisational safety requirements	A, B, F	C, D, E
Unit 2.02 Promoting effective working relationships	A, B, C, D, G, J	E, F, H, I
Unit 2.03 Transferring materials	B, C, D, E, I, A (should be observed and recorded over a period of time)	F, G, H, J
Unit 2.04 Preparing for manufacturing operations	B, C, D, E, F, G, A and J (should be observed and recorded over a period of time)	H, I
Unit 2.05 Completing manufacturing operations	B, E, F, G, A and J (should be observed and recorded over a period of time)	C, D, H, I, K
Unit 2.06 Ensuring effective handover of manufacturing operations	B, C, D, E, F, J, K, A (should be observed and recorded over a period of time)	G, H, I, L
Unit 2.07 Receiving and checking incoming materials	B, C, D, E, F, A and I (should be observed and recorded over a period of time)	G, H, K
Unit 2.08 Producing shaped products	B, C, D, H, I, J, A (should be observed and recorded over a period of time)	E, F, G, K
Unit 2.09 Producing products by assembly operations	B, C, D, E, F, J, K, A (should be observed and recorded over a period of time)	G, H, I, L
Unit 2.11 Producing products by processing	B, D, E, I, J, K, A and C (should be observed and recorded over a period of time)	F, G, H, L
Unit 2.12 Producing formed products	B, C, D, H, I, J, A (should be observed and recorded over a period of time)	E, F, G, K
Unit 2.13 Finishing products	B, C, D, E, I, J, K, A (should be observed and recorded over a period of time)	F, G, H, L

Unit number and title	Performance statements where assessor observation and/or examination of naturally occurring workplace products is mandatory	Performance statements where the use of simulation is acceptable
Unit 2.14 Producing moulded products	B, C, D, E, I, J, K, A (should be observed and recorded over a period of time)	F, G, H, L
Unit 2.15 Producing packaged products	B, C, D, E, I, J, K, A (should be observed and recorded over a period of time)	F, G, H, L
Unit 2.16 Making products using computer controlled equipment	B, C, D, E, I, J, K, A (should be observed and recorded over a period of time)	F, G, H, L
Unit 2.17 Manufacturing products using combined manufacturing operations	B, C, D, E (for monitoring/control), H, I, J, A (should be observed and recorded over a period of time)	E (for identification of faults, variations or problems if none occur during observed work practice), F, G, K
Unit 2.18 Controlling manufacturing operations	B, C, D, E, A (should be observed and recorded over a period of time)	F, G, H
Unit 2.19 Contributing to improving effectiveness in the workplace	B, C, D, (A should be observed and recorded over a period of time)	E, F, G, H,
Unit 2.20 Analysing the results of inspection and confirming quality of production	B, C, D and E (in relation to products which meet quality requirements), E, F, A (should be observed and recorded over a period of time)	D (in relation to products or materials which do not meet quality specifications), D, G
Unit 2.21 Contributing to effective team working	A, B, C, D, E, F, G, K	H, I, J
Unit 2.22 Carrying out inspection and testing	B, C, D, E, G, I, A (should be observed and recorded over a period of time)	F, H
Unit 2.23 Recording and reporting inspection and test results	B, C, D, E, F, G, A (should be observed and recorded over a period of time)	H

Section 4: Recording forms

Introduction

This section contains the following exemplar forms which have all been partially completed in the context of the SEMTA standards.

- Form 1: Portfolio title page
- Form 2: Personal profile
- Form 3: Contents checklist
- Form 4: Index of evidence
- Form 5: Unit assessment plan
- Form 6: Unit progress and sign-off record
- Form 7: Element achievement record
- Form 8: Knowledge evidence record
- Form 9: Personal statement
- Form 10: Observation record
- Form 11: Witness testimony
- Form 12: Expert witness evidence record
- Form 13: Record of questions and candidate's answers.

The forms and advice and guidance about completing them are in the *Edexcel NVQ general guidance for centres* which can be obtained from our publications department (see *Section 5: Further information*).

Example form 1 – Portfolio title page

Your Name: Terry Leung	
Job Title: Assembly operative	
Name of employer/training provider/college: Phipps and Co	
Their address: Unit 6, Newton Road Newton Industrial Estate Reading Berks	
Postcode: RG4 2RN	
Telephone number (Home): 7118 247 8992	(Work): 7118 553 222
Email address: LeungT@hotserve.co.uk	Fax number: 7118 553 256
NVQ: Performing Manufacturing Operations Level: 2	
Units submitted for assessment: Unit 1: Complying with statutory regulations and organisational safety requirements Unit 2: Promoting effective working relationships Unit 4: Preparing for manufacturing operations Unit 5: Concluding manufacturing operations Unit 9: Producing products by assembly operations Unit 18: Controlling manufacturing operations	
Mentor: Tony Draper (Please provide details of mentor's experience): Worked in manufacturing and assembly industry for 13 years, supervisor for 7 years. Holds Level 2 NVQ in Performing Manufacturing Operations and a Level 3 NVQ in Business Improvement Techniques.	
Assessor: James Carr	Date: 01/03/08

Example form 2 – Personal profile

Name: Terry Leung	
Address: 3 Stewart Road Reading Berkshire	
Postcode: RG7 6PQ	
Telephone number (Home): 7118 247 8992	(Work): 7118 553 222
Email address: LeungT@hotserve.co.uk	Fax number: 7118 553 256
Job title: Assembly operative	
Relevant experience	
Description of your current job: <ul style="list-style-type: none">• Checking and preparing the work area• interpreting a variety of technical work instructions• working as part of a team to assemble bearings• ensuring parts are fitted correctly• working safely.	
Previous work experience or attach copy of a current CV: Work experience: See attached CV.	
Qualifications and training and/or attach copy of a current CV: See attached CV	

continued overleaf...

Voluntary work/interests:

Football, snooker

Name of employer/training provider/college:

Phipps and Co

Address:

1 Unit 6, Newton Road
Newton Industrial Estate
Reading
Berks

Postcode: RG4 2RN

Telephone number (Work): 7118 553 222

Fax number: 7118 553 256

Email address: LeungT@hotservice.co.uk

Type of business, if employer: Metals fabrication company

Number of staff: 11

Structure of organisation (including chart or diagram if available):

General Manager
2 Clerical Officers
2 Supervisors
6 Assembly Operatives

Example form 3 – Contents checklist

NVQ title: Edexcel Level 2 NVQ in Performing Manufacturing Operations		
Candidate: Terry Leung		
	Completed?	Page/section number
Title page for the portfolio	Yes	1
Personal profile <ul style="list-style-type: none"> • your own personal details • a brief CV or career profile • description of your job • information about your employer/training provider/ college 	Yes	2
Summary of the units		
Completed units <ul style="list-style-type: none"> • signed by yourself, your assessor and the internal verifier (where relevant) • reference numbers included • unit assessment plans 	Yes	4
Unit progress records	Yes	7
Index of evidence (with cross-referencing information completed)	Yes	30
Evidence (with reference numbers) <ul style="list-style-type: none"> • observation records • details of witnesses (witness testimony sheets) • personal statements 	Yes	16

Example form 4 – Index of evidence

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations				
Candidate: Terry Leung				
Evidence number	Description of evidence	Included in portfolio (Yes/No) <i>If No, state location</i>	Unit evidence links to <i>(give specific numbers)</i>	Internal verifier signature and date of sampling
1	Personal statement	Yes	Performance statement a	
2	Observation record	Yes	Performance statement a	C Dobson 31/7/08
3	Learning plan for next six months agreed with supervisor	JC's file	Performance statement h	
4	Witness testimony/ J Carr	Yes	Performance statement c	C Dobson 31/7/08
5	Expert witness testimony/T Draper	Yes	All performance statements	C Dobson 31/7/08
6	Record of questions and candidate's answers	Yes	Performance statement e	C Dobson 31/7/08
7				
8				

Example form 5 – Unit assessment plan

NVQ title: Edexcel Level 2 NVQ in Performing Manufacturing Operations				
Unit 1: Complying with statutory regulations and organisational safety requirements				
Candidate: Terry Leung			Assessor: James Carr	
Normal working activities performed				
Performance statement	Typical evidence	Work area	Expected completion date	Links to other units/elements
a	Complying with relevant health and safety legislation	Workshop	24/03/08	
b	Correct use of PPE	Workshop	24/03/08	
c	Following fire evacuation procedures	Workshop	30/03/08	
d	Identifying potential hazards	Workshop	03/04/08	
e	Demonstrating correct methods of manually lifting loads	Workshop	27/05/08	
Activities needing to be performed				
<i>Additional comments</i>				
Assessor's signature: <i>Alan Fox</i>			Date: 30/7/08	
Candidate's signature: <i>T Leung</i>			Date: 30/7/08	

Example form 6 – Unit progress and sign-off record

NVQ title and level: Edexcel Level 2 in Performing Manufacturing Operations (Process Improvement Pathway)				
Candidate: Alan Fox				
Assessor: James Carr				
To achieve the whole qualification, you must prove competence in 3 mandatory units and 3 option unit.				
Unit checklist: list here the units you will be undertaking, then circle the reference number of each unit as you complete it.				
Mandatory	1	2	3	
Option	24	27	28	

Circle the reference numbers as you complete each unit. You can then easily see what stage you have reached in your NVQ.

Mandatory units			
Unit number	Title	Assessor's signature	Date
1	Complying with statutory regulations and organisational safety requirements	James Carr	30/07
2	Promoting effective working relationships	James Carr	30/07

This section of the form is for your assessor to sign each time you successfully achieve a unit.

continued overleaf...

Example form 7 – Element achievement record

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations				
Candidate: Terry Leung				
Assessor: James Carr				
Unit 1: Complying with statutory regulations and organisational safety requirements				
Performance statements: You need to show that you:		<i>(Assessor to insert date each time competence is demonstrated)</i>		
a. Comply with your duties and obligations as defined in the Health and Safety at Work Act (HASAWA)	24/6/08			
b. Present yourself in the workplace suitably prepared for the work activities to be undertaken	30/6/08			
c. Follow organisational accident and emergency procedures at all times	30/7/08			
d. Recognise hazards and risks in the workplace and report to the appropriate person	30/7/08			
e. Use correct manual lifting and carrying techniques	21/7/08			
f. Apply safe working practices and procedures at all times	30/6/08			

Feedback/comments:	
Assessor's signature:	Date:
Candidate's signature:	Date:

Example form 8 – Knowledge evidence record

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations									
Candidate: Terry Leung					Assessor: James Carr				
Unit title: Complying with statutory regulations and organisational safety requirements									
Knowledge and understanding for this unit:	Type of evidence								
	EI	O	P	WT	S	APEL	Q&A Date	EWE	PD
1. The relevant roles and responsibilities of yourself and others under the Health and Safety at Work Act 1974 and current legislation				✓			30/7		
2. The specific regulations and safe working practices and procedures that apply to your work activities		✓	✓				30/7		
3. The warning signs for the eight main groups of hazardous substances defined by Classification, Packaging and Labelling of Dangerous Substances Regulations			✓				30/7		
4. How to locate relevant health and safety information for your tasks, and the sources of expert assistance when help is needed				✓			30/7		
5. What constitutes a hazard in the workplace									
Feedback/comments: This form should be completed for all Knowledge Statements The candidate has satisfied the assessor and the internal verifier that the performance statements, scope statements and knowledge and understanding requirements have been achieved.									
Candidate's signature: <i>T Leung</i>							Date: 30/03/08		
Assessor's signature: <i>James Carr</i>							Date: 30/03/08		
Internal verifier's signature: <i>C.R Dobson</i>							Date: 30/03/08		
COLUMN KEY:	EI = EVIDENCE INDEX NUMBER			O = OBSERVATION			P = PERSONAL STATEMENT		
	WT = WITNESS TESTIMONY			S = SIMULATION			APEL = ACCREDITATION OF PRIOR EXPERIENCE AND LEARNING		
	Q&A = QUESTIONS & ANSWERS			EWE = EXPERT WITNESS EVIDENCE			PD = PROFESSIONAL DISCUSSION		

Example form 9 – Personal statement

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations				
Unit 1: Complying with statutory regulations and organisational safety requirements				
Candidate: Terry Leung				
Purpose of statement:				
Evidence index number: 1				
Date	Evidence index number	Details of statement	Links to other evidence <i>(enter numbers)</i>	Units, performance statement and knowledge statement covered
24/7	1	As evidence towards Unit 1, I have attended the in-house training on the regulations and working practices and procedures which apply to my work activities (see evidence 3 for my training certificate). I discussed the training with my supervisor when at my work station and I was observed by my supervisor carrying out my standard work activities, to see that I was doing so appropriately and safely (see witness testimony - evidence 4 and observation record - evidence 2.)	NA	Unit 1, Knowledge statement 1, Performance Statement a
Candidate's signature: <i>T Leung</i>			Date: 24/3/08	
Assessor's signature: <i>James Carr</i>			Date: 24/3/08	

Example form 10 – Observation record

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations	
Unit 1: Complying with statutory regulations and organisational safety requirements	
Candidate: Alan Fox	Date of observation: 24/7/08
Evidence index number: 2	
Skills/activities observed:	Performance statement and scope statement covered:
The candidate verbally identified the working practices which were appropriate for the assembly task being carried out. They then demonstrated this process in a safe manner, using correct PPE. The candidate also verbally identified the regulations that applied to this working practice and described how they might deal with any potential problems that might occur during assembly.	Performance statements A and B; Scope statements 1 and 5
Knowledge and understanding apparent from this observation:	
Knowledge Statement 3, 4, 5, 7	
Other units to which this evidence may contribute:	
Assessor comments and feedback to candidate:	
Clear knowledge of safe working practices and appropriate regulations covering working practices. Followed appropriate procedures and safe working practices for welding components.	
I can confirm the candidate's performance was satisfactory.	
Assessor's signature: <i>James Carr</i>	Date: 24/7/08
Candidate's signature: <i>T Leung</i>	Date: 24/7/08

Example form 11 – Witness testimony

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations	
Candidate name: Terry Leung	
Evidence index number: 4	
Where applicable, evidence number to which this testimony relates: 4	
Unit 1: Complying with statutory regulations and organisational safety requirements	
Performance Statement: E	
Scope items: 4	
Date of evidence: 30/7/08	
Witness name: Len Hubbard	
Relationship to candidate: Supervisor	
<p>Details of testimony:</p> <p>I confirm that Terry demonstrated appropriate lifting techniques when lifting and carrying loads. He also demonstrated how to use a pallet truck to lift and move materials.</p> <p>Terry carried out the lifting and moving activities in such a way that would not cause damage to himself, to others or to the items being lifted and carried.</p>	
I can confirm the candidate's evidence is authentic and accurate.	
Witness signature: <i>L Hubbard</i>	
Name: Len Hubbard	Date: 27/7/08
Contact telephone number: 71524 553 222	
<i>Please tick (✓) the appropriate box.</i>	
<input type="checkbox"/>	QUALIFIED AS AN ASSESSOR FOR WORKPLACE PERFORMANCE
<input checked="" type="checkbox"/>	FAMILIAR WITH THE NVQ STANDARDS TO WHICH THE CANDIDATE IS WORKING

Example form 12 – Expert witness evidence record

NVQ title and level: Edexcel Level 2 NVQ in Performing Manufacturing Operations	
Candidate name: Terry Leung	
Evidence index number:	
Where applicable, evidence number to which this testimony relates:	
Unit 1: Complying with statutory regulations and organisational safety requirements	
Performance statements: 1 - 6	
Date of evidence: 30/7/08	
Expert witness name: Tony Draper	
Relationship to candidate: Mentor	
<p>Details of testimony:</p> <p>I can confirm that Terry has undergone appropriate health and safety training (24/7/08/copy of evidence), carried out a risk assessment for his work area (30/7/08/copy of evidence), demonstrated appropriate lifting and carrying techniques and consistently uses safe working practices (see evidence 4). He always wears the appropriate personal protective equipment gear for the work carried out.</p>	
I can confirm the candidate's evidence is authentic and accurate.	
Expert witness signature: <i>T Draper</i>	
Name: Tony Draper	Date: 30/7/08
Contact telephone number: 71524 553 256	

<i>Please tick (✓) the appropriate box.</i>	
<input type="checkbox"/>	QUALIFIED AS AN ASSESSOR FOR WORKPLACE PERFORMANCE
<input checked="" type="checkbox"/>	RELEVANT PROFESSIONAL WORK ROLE THAT INVOLVES EVALUATING EVERYDAY STAFF PRACTICE
<input checked="" type="checkbox"/>	CURRENT EXPERTISE
<input checked="" type="checkbox"/>	FAMILIAR WITH THE NVQ STANDARDS TO WHICH THE CANDIDATE IS WORKING

Example form 13 – Record of questions and candidate’s answers

NVQ title and level: Edexcel Level 2 in Performing Manufacturing Operations	
Candidate name: Terry Leung	
Unit: 1	Performance statement: A-F
Evidence index number:	
Circumstances of assessment: Knowledge is inferred from performance across the whole unit. To conclude the knowledge and understanding requirements, I asked the candidate a number of questions indicated below.	
List of questions and candidate’s responses:	
Q: Describe your duties and responsibilities as an individual under the Health and Safety at Work Act.	
A:	
Q: Identify appropriate sources of information and guidance on health and safety issues with the organisation	
A:	
Q: What are the hazards and risks associated with your working environment?	
A:	
Q: Identify the hazards and risks associated with the tools and equipment that you use?	
A:	
Q: Identify the hazards and risk associated with the materials and substances that you use?	
A:	

Q: Identify the hazards and risks associated with any working practices that you use that do not follow laid down procedures?

A:

Assessor's signature: *James Carr*

Date: 04/7/08

Candidate's signature: *T Leung*

Date: 04/7/08

Section 5: Further information

What else should you read?

The following publications provide additional information directly relevant to the provision of NVQs.

Publications	Publication code
<i>The Accreditation of Prior Learning (APL)</i>	80-092-0
Edexcel Information Manual	revised annually (also available on Edexcel's website)
<i>Edexcel NVQ guidance for centres</i>	on the website
<i>Edexcel NVQ guidance for candidates</i>	on the website

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Telephone: 0870 240 9800 (calls may be recorded for training purposes)

Fax: 020 7404 0520

Web-based contact: <http://enquiries.edexcel.org.uk>

List of annexes

Annexe A: Qualification codes

Annexe B: Mapping to key skills

Annexe C: Mapping to the wider curriculum

Annexe D: Glossary of terms

Annexe A: Qualification codes

Each qualification title, or suite of qualification titles with endorsements, is allocated two codes, as are the individual units within a qualification.

QCA codes

The QCA National Qualifications Framework (NQF) code is known as a Qualification Accreditation Number (QAN). This is the code that features in the DfES Funding Schedule – Sections 96 and 97 and is to be used for all qualification funding purposes. Each unit within a qualification will also have a QCA NQF unit code.

The QCA qualification and unit codes will appear on the candidate's final certification documentation.

The QANs for the qualifications in this publication are:

Edexcel Level 2 NVQ in Performing Manufacturing Operations	500/3460/1
Edexcel Level 1 NVQ in Performing Manufacturing Operations	500/3461/3

Edexcel codes

The Edexcel codes enable approval, registration, assessment and certification, they will appear on documentation such as the Student Report Form (SRF) and the programme definition. The Edexcel codes are not provided in this publication. The Edexcel codes will link automatically to the QCA codes for certification purposes.

Annexe B: Mapping to key skills

Edexcel Level 1 NVQ in Performing Manufacturing Operations

Unit \ Key skill	1	2	3	4	5	7	8	9	11	12	13	14	15	16
C1.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C1.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C1.3														
N1.1				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
N1.2				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
N1.3														
ICT1.1														
ICT1.2														
LP1.1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LP1.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LP1.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PS1.1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PS1.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PS1.3			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WO1.1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WO1.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WO1.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Note

A tick (✓) against a PMO unit is only an indication that evidence could be available for certain aspects required in Part A and / or Part B of the relevant key skill. Specific evidence will be dependant on the context of delivery of the PMO unit and the assessment method selected.

Edexcel Level 2 NVQ in Performing Manufacturing Operations

Unit \ Key skill	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
C2.1a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C2.1b		✓																			✓		
C2.2																							
C1.3																							
N2.1			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
N2.2																							
N2.3																							
ICT2.1																✓							
ICT2.2																✓							
ICT2.3																							
LP2.1			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LP2.2			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LP2.3			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PS2.1			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PS2.2			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PS2.3			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WO2.1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WO2.2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
WO2.3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Note

A tick (✓) against a PMO unit is only an indication that evidence could be available for certain aspects required in Part A and / or Part B of the relevant key skill. Specific evidence will be dependant on the context of delivery of the PMO unit and the assessment method selected.

Annexe C: Mapping to the wider curriculum

Edexcel NVQs in Performing Manufacturing Operations Levels 1 and 2

Edexcel Level 1 in Performing Manufacturing Operations

Unit	1	2	3	4	5	7	8	9	10	11	12	13	14	15	16
Spiritual															
Moral															
Ethical		✓	✓												
Social															
Legislative				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Economic															
Cultural															
Sustainable															
Health and safety	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
European															

Edexcel Level 2 in Performing Manufacturing Operations

Unit	1	2	3	4	5	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Issue																						
Spiritual																						
Moral		✓																				
Ethical	✓	✓	✓																			
Social		✓																				
Legislative	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Economic																						
Cultural																						
Sustainable																						
Health and safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
European																						

Annexe D: Glossary of terms

This section provides explanations and definitions of the key words used in these NVQs. In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.

Assessment	The process of generating and collecting evidence of a candidate's performance and judging that evidence against defined criteria.
Assessor	The person in a centre designated to be responsible for collecting evidence of candidates' competence, judging it and recording achievement.
Authentication	The process by which an adviser or assessor confirms that assessment activity has been undertaken by a particular candidate and that all regulations governing the assessment have been observed.
Candidate	The person enrolling for an Edexcel NVQ.
Centre	The college, training organisations school or workplace where Edexcel qualifications are delivered and assessed.
Evidence	Materials the candidate has to provide as proof of their competence against specified achievement criteria.
Evidence requirements	Specify the evidence that must be gathered to show that the candidate has met the standards laid down in the achievement criteria.
External verifier	The person appointed by Edexcel who is responsible for the quality assurance of a centre's provision. An external verifier is often appointed on a subject area basis or for groups of similar units.
Assessment instrument	A means of generating evidence of the candidate's performance.
Internal verifier	The person appointed from within the centre who ensures that assessors apply the standards uniformly and consistently.
Mentor	A person who carries out, either singly or in combination, the functions of advising a candidate, collecting evidence of his or her competence on behalf of the assessor, and authenticating the work candidates have undertaken. A mentor might also provide witness testimony.
Observation	A means of assessment in which the candidate is observed carrying out tasks that reflect the performance criteria. Performance criteria Statements which describe the standard to which candidates must perform the activities.

Portfolio

A compilation of evidence which can form the basis for assessment. The portfolio is commonly used in NVO awards and in alternative routes to assessment such as APL and credit transfer.

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