

Entry 3 - Unit 1 - Packaging Fundamentals

Assessor's guide to interpreting the criteria

General Information

- Entry Level 3 in the Qualification Credit Framework. It is mapped to the National curriculum at levels 3 and 4.
- The definition of an entry level qualification is to recognize basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.
- The criteria are designed to provide opportunities to promote numeracy, literacy and social skills as well as ICT capability and are fully compatible with the UK National Curriculum programmes of study with some strengthening of important contemporary issues related to open systems providing support for PLTS and citizenship.
- Bronze 3 is designed to promote a wider range of participation by providing a progression pathway from Bronze 2 to Level 1 in the RQF and from national curriculum levels 3 and 4 to level 5.
- The specification for the Entry Level 3 certificate provides an outcome framework for assessment and is not intended to dictate any particular context for learning and so can be used with young children or adults.

Requirements

- Standards must be confirmed by a trained Bronze Assessor or higher
- Assessors must at a minimum record assessment judgements as entries in the on-line mark book on the INGOTs.org certification site
- It is expected that there will be routine evidence of work used for judging assessment outcomes in the candidates' records of their day to day work. Samples should be available at the annual visit and/or by video conference.
- Different approaches to learning will be required in order to match differing needs, for example, the needs of children will be different from the needs of adults with learning disabilities.
- Completing the criteria for this unit entitles the candidate to the Award of the Entry level 3 Unit . In general, the candidate should demonstrate that criteria related to co-operative behaviour can be sustained over time.
- We expect at least 15 hours of guided study to be under-taken before this Unit Award is made to those new to computers but discretion can be used to take account of prior learning where this is sensible in individual cases. In terms of making the award, what matters is outcomes.
- Certificates must be printed on INGOT logo template paper for which there is a charge of 50p per template

Assessment Method

Assessors can use the criteria to determine levels of prior learning through dialog with the candidate, direct observation and any other appropriate and relevant evidence. They can score each of the criteria "L", "S", "H". An "N" indicates no evidence and this is the default setting. "L" indicates some capability but some help still required and the candidate is not secure with that particular criterion. "S" indicates secure mastery of the criterion. "H" indicates that the candidate is operating beyond the basic requirements of the criterion. If all criteria are matched with "S" or "H" the unit is passed. All criteria must be at least "S" for a pass.

Expansion of the assessment criteria

The Entry 3 learner will be becoming increasingly capable of making use of skills, knowledge and understanding to carry out simple structured tasks and activities with occasional guidance and intervention. They will start to relate tasks to contexts and be aware of consequences of actions for themselves and others. While support and guidance are still needed they will demonstrate increasing capability of working self-sufficiently with simple structured tasks.

An activity will typically be 'structured' when:

- * there are several steps that need to be sequential; and
- * the learner has opportunities to practice the sequence or clear guidance is provided.

1. The candidate will follow procedures to achieve packaging outcomes

1.1 I can complete documentation

The candidate should be able to complete the required documentation

Evidence: Relevant information in their publications and documents.

Additional information and guidance

Most packaging results in something being received and/or sent and in many cases will involve a substantial "paper trail". Some of this will be electronic, but paper is still important at some stages and candidates need to show they are aware of this and can work with the materials.

1.2 I can interpret and understand instructions and work schedules

Candidates should be able to demonstrate skills in reading and understanding their work environment in a range of ways

Evidence: From portfolio files and assessor verification.

Additional information and guidance

There will be a wide range of instructions and complex schedules to follow and candidates need to demonstrate that they are comfortable with these, especially if they are working on their own.

1.3 I can use manufacturing and production mechanisms

Candidates should be able to use the equipment available

Evidence: From portfolio files.

Additional information and guidance

Some packaging will be controlled through machinery and manufacturing devices and candidates need to demonstrate some competence around these machines and processes.

1.4 I can start and stop installations

Candidates will be able to know when to stop a production run

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Stoppages on production runs are costly, but in some circumstances, i.e. with an accident, candidates may need to make the decision to stop the run and investigate. Equally, they will need to know the starting protocols.

1.5 I can prevent minor technical jams

Candidates will be able to show overall competence in maintaining a running system

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Most machines that run in sequences will have occasional problems due to intolerances in some items. These need to be dealt with as quickly as possible so candidates need to have an awareness of what might cause a jam and monitor it closely.

1.6 I can adjust machine settings

Candidates will be able to maintain machines

Evidence: Assessors observation of finalised published work.

Additional information and guidance

In relation to 1.5 above, some minor adjustments to a machine may prevent certain jams, so candidates need to know these tweaks and apply them.

1.7 I can adjust machine components manually

Candidates will be able to demonstrate competence in machine control

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Humans are still the best machines in the world and over time candidates will learn to maintain machines based on physical signals such as sight, sounds, feel etc. They can use these clues to make some manual adjustments to the process.

1.8 I can monitor production settings

Candidates will be able to monitor the overall process

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Candidates will be responsible for section or perhaps entire line of production and they need to show

that they can manage this role with efficiency and competence.

1.9 I can report problems to a supervisor

Candidates will be able to show they can find help when required

Evidence: Assessors observation of finalised published work.

Additional information and guidance

Candidates will have a range of people to help them in different ways, such as union reps and line managers, and these need to be contacted if there are problems the candidates feel they are unable to cope with on their own.

Moderation/verification

The assessor should keep a record of assessment judgements made for each candidate and make notes of any significant issues for any candidate. They must be prepared to enter into dialog with their Account Manager and provide their assessment records to the Account Manager through the on-line mark book. They should be prepared to provide evidence as a basis for their judgements should it be required by the Principal Assessor or their Account Manager/external moderator. Before authorising certification, the Account Manager must be satisfied that the assessors judgements are sound.

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