

## Entry 3 - Unit 2 - Packaging Tools

### 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 use tools to support packaging

#### 1.1 I can work with packaging and labeling machines

The candidate should be able to show competence with these machines

**Evidence:** Relevant information in their publications and documents.

#### Additional information and guidance

Candidates may be placed in different parts of a working system and therefore need to be able to demonstrate overall competence.

#### 1.2 I can recognise and use quantities

Candidates should be able to demonstrate skills in numeracy

**Evidence:** From portfolio files and assessor verification.

#### Additional information and guidance

Most packaging systems will use a range and variety of weights and measures and candidates need to be comfortable in working with these.

#### 1.3 I can use computer-aided manufacturing

Candidates should be able to use software

**Evidence:** From portfolio files.

#### Additional information and guidance

Some packaging will be controlled through computers and some packaging will require some CAM functionality. Candidates should be able to demonstrate a working knowledge of these tools.

### 1.4 I can use monitors and keyboards in a production process

Candidates will be able to use computer based control systems

**Evidence:** Assessors observation of finalised published work.

#### Additional information and guidance

Many systems will be controlled by computers, either entirely, or by sections. Candidates need to demonstrate basic IT skills in relation to these.

### 1.5 I can match tools to the operations to be performed

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 will have a specific set of tools required to maintain or adjust them. Candidates should be aware of these tools and show basic competence in their use.

### 1.6 I can identify symbols related to packaging

Candidates will be able to understand their working environment

**Evidence:** Assessors observation of finalised published work.

#### Additional information and guidance

In their work place there will be a range of symbols related to the functions of machines and aspects of health and safety. Candidates need to know what these are and be capable of identifying them where appropriate.

### 1.7 I can cut or trim packaging to custom requirement

Candidates will be able to adjust packaging output

**Evidence:** Assessors observation of finalised published work.

#### Additional information and guidance

Some packaging may require further manual intervention before shipping. Candidates should be able to carry this out as required.

#### 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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