



Summary of the:

## GQA Level 3 NVQ Diploma in Glass Processing (QCF)

501/2393/2

### Who is this qualification for?

This qualification is aimed at those who undertake work to produce products from glass and related materials in the glass processing sector. This covers the handling of products throughout the process. Units in this qualification cover cutting, shaping, assembling, and finishing the products, including decoration. It is not expected that glass processors all do the same activities: the qualification is structured to ensure that there is a high degree of flexibility in the qualification. The standard covers the most important aspects of the job. This qualification is at Level 3, although there may be units at different levels, and should be taken by those who are experienced Glass Processors, capable of dealing with a wide range of issues, including the identification and rectification of technical problems and working with a wide range of glass types. Candidates may be required to show the skills and knowledge to assess products or work procedures and identify possible improvements, and may also be responsible for setting up Glass Processing machinery.

Other qualifications are available in Glass Processing and related occupations – for further information check [www.gqaqualifications.com](http://www.gqaqualifications.com)

*Candidates for this qualification will primarily be:*

- working in glass processing operations and working with glass and glass-related materials or semi-finished products

*Candidates could have jobs entitled:*

- Autoclave Operator
- Craft Glass Worker
- Double Glazing Unit Maker
- Glass Cutter
- Glass Decorator
- Glass Painter
- Glass Processor
- Laminated Glass Manufacturer
- Leaded Light Maker
- Processor
- Sealed Unit Maker
- Screen Printer
- Toughener
- Window Film Applicator

### What is required from candidates?

QCF qualifications are made up of a number of units that have a credit value or credits. These credits must be achieved in the correct combination from mandatory and optional units.

Candidates should achieve all of the 4 mandatory units listed below, which total 20 credits, plus a minimum of 10 credits from Group 1 of optional units and a further 7 credits from Group 2 of the optional units. This makes the minimum credit value of the qualification 37 credits. The units are made up of the things you need to know and the things you need to be able to do to carry out your job safely and correctly. These are called Learning Outcomes, and all must be met to achieve the unit.

### Mandatory Units (All units must be taken)

<i>Unit Ref</i>	<i>Title</i>	<i>Level</i>	<i>Credit</i>
AG2	Promote and Maintain Health and Safety in a Glass Related Working Environment	3	4
FIS2	Improve the Work of the Organisation through the use of resources, Communications and Working Relationships in a Glass Related Working Environment	3	5
AG13	Identify and rectify technical problems in a Glass or Glass Related working environment	3	5
GP4	Prepare and operate machinery/tools in Glass Processing	2	6

### Optional units group 1 (a minimum of 10 credits must be achieved)

Unit Ref	Title	Level	Credit
AG11	Develop New Work Procedures	3	5
GP10	Set up equipment for Operations in Glass Processing	3	6
FGSS18	Monitor and Control Operations in a Glass or Glass Related Working Environment	3	5
AG12	Assess the quality of materials and components in a Glass or Glass Related Working Environment	3	4

### Optional units group 2 (a minimum of 7 credits must be achieved)

Unit Ref	Title	Level	Credit
GP8	Shape products and materials in glass processing	2	2
GP9	Prepare and assemble products and materials in glass processing	2	5
GP11	Process glass products by removing materials	2	5
GP12	Decorate glass products by applying additional materials	2	5
GP14	Toughened glass production	3	7
GP30	Glass Edge Sealing	2	2
GP2	Glass cutting in a range of glass types and shapes	3	8

Achieving all of the Mandatory units will mean the qualification has been completed and GQA will provide the Certificate with the qualification title. Where a candidate has completed additional credits the Certificate will list these as "additional credits", in cases where the candidate has not completed the full qualification and will not go on to do so, a Certificate of Unit credit can be issued for the units achieved.

#### Assessment guidance

Evidence should show that you can complete all of the learning outcomes for each unit being taken.

#### Types of evidence:

Evidence of performance and knowledge is required. Evidence of performance should be demonstrated by activities and outcomes, and should be generated in the workplace only, unless indicated under potential sources of evidence (see below). Evidence of knowledge can be demonstrated through performance or by responding to questions.

#### Quantity of evidence:

Evidence should show that you can meet the requirements of the units on a minimum of three occasions, in a way that demonstrates that the standards can be achieved consistently over an appropriate period of time.

#### Potential sources of evidence:

The main source of evidence for each unit will be observation of the candidate's performance and knowledge demonstrated during the completion of the unit. This can be supplemented by the following types of physical or documentary evidence:

- Accident book/reporting system
- Safety records
- Training records
- Invoices/Job cards
- Witness testimonies
- Correspondence with customers
- Notes and memos
- Photographic/video evidence
- Telephone logs

**Please Note that photocopied or downloaded documents such as manufacturers' or industry guidance, H&S policies, Risk Assessments etc, are not normally acceptable evidence for GQA qualifications unless accompanied by a record of a professional discussion or Assessor statement confirming candidate knowledge of the subject. If you are in any doubt about the validity of evidence, please contact your GQA External Verifier.**

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